



bergvliet high  
continuing  
education



# TERM 4 2024

October - November

**Lifelong Learning Courses for:**

Adults | Educators | Corporates | Learners

[www.bhs.org.za](http://www.bhs.org.za) [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za) 021 713 7999

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## GENERAL INFORMATION

### What is the Continuing Education Programme all about?

The Continuing Education Programme was launched in 1989. It is a lifelong learning programme which runs every term at Bergvliet High School and its aim is to enable everyone to continue their education in a meaningful and practical way.

The Continuing Education Programme is accessible to everyone, and our focus is not on making money, but rather on making a difference in people's lives. We aim to provide a service to people, to teach, educate and provide fun and interesting activities that can even lead to people starting their own small businesses, or just inspire you to explore a new hobby or interest.

One of our objectives is to empower the unemployed by enabling them to learn the skills which could improve their chances of finding employment.

### What does CEP offer?

More than 100 different short courses are offered per term, to the public, during the week at night, and on Saturdays.

The course categories include:

- Adult Enrichment – for over 18's
- Educator Development – for schools and educators
- Learner Support Programmes - for high school students
- Corporate Training & Development – for our business and corporate clients

### We tailor-make our workshops to suit your needs

Depending on your staff training or development needs, we will create courses which are customised to your specific needs. We are able to offer training workshops at your place of work for small or large groups. This is ideal for staff training sessions.

#### ACCREDITED COURSES

Many of our educator courses are SACE accredited. PD points can be earned

#### LEARNER ENRICHMENT PROGRAMMES

Winter School Programmes  
Revision Schools for  
Gr. 10, 11 & 12

#### ADULT ENRICHMENT

Personal Development, Arts & Crafts, Computer Courses and many more

#### CORPORATE TRAINING & DEVELOPMENT

Speak to us about your specific needs

#### EDUCATOR DEVELOPMENT

Classroom Management, IWB, New trends in Education, Computers & Learner-related courses

#### COMPLETION CERTIFICATES

All participants receive Certificates of Completion

# GENERAL INFORMATION: TERMS & CONDITIONS

Continuing Education Office – Telephone: 021 – 713 7999

E-Mail: [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za) Website: [www.bhs.org.za](http://www.bhs.org.za)

This prospectus is divided into 4 sections:

- | 1.  | <b>ADULT<br/>ENRICHMENT</b>   | <b>EDUCATOR<br/>DEVELOPMENT</b> | <b>CORPORATE TRAINING<br/>&amp; DEVELOPMENT</b> | <b>LEARNER SUPPORT<br/>PROGRAMMES</b> |
|-----|---|---------------------------------|---|---------------------------------------|
| 2.  | Admission will be on a first-come, first-served basis. <b>Adult enrichment</b> courses are only available to over 16's unless by special arrangement.   |                                 |   |                                       |
| 3.  | All courses are in-person courses which will take place at <b>Bergvliet High School</b> unless otherwise stated.  |                                 |   |                                       |
| 4.  | Term 4 courses begin on <b>14 October 2024</b> . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on <b>7 November 2024</b> .  |                                 |   |                                       |
| 5.  | Additional Programmes and Registration forms are available from the foyer of the school, local libraries, or on our website: <a href="http://www.bhs.org.za">www.bhs.org.za</a> under "Continuing Ed".  |                                 |   |                                       |
| 6.  | Details published herein are subject to change to fit in with school activities. Changes are unlikely and, as far as possible will be made by mutual arrangement.   |                                 |   |                                       |
| 7.  | Course participants will be advised wherever possible of programme disruptions caused by unscheduled power outages and affected courses will be rescheduled.  |                                 |   |                                       |
| 8.  | All courses at Bergvliet High School, as well as excursions, are undertaken at the course participants' own risk - the School and the Continuing Education Department (CEP) will not be held responsible for any loss, damage to property or injuries sustained during such excursions/courses.   |                                 |   |                                       |
| 9.  | Should the course be over-subscribed or cancelled, you will be notified, and your fee refunded.   |                                 |   |                                       |
| 10. | <b>NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING.</b>  |                                 |   |                                       |
| 11. | Please note the dates and starting times carefully. Parking is available on the school grounds on a first-come, first-served basis and although precautions will be taken to ensure the safety of your vehicle, the School and the Continuing Education Programme will not be held responsible for any loss or damage to vehicles parked in or around the school grounds. |                                 |   |                                       |
| 12. | Gift vouchers are available for all courses.  |                                 |   |                                       |
| 13. | <b>For your convenience, we are available to present most of the courses advertised in this prospectus at your place of work to groups of 10 or more. Please contact us if you would like to discuss this option.</b>   |                                 |   |                                       |

## GENERAL INFORMATION - REGISTRATION

1. Registration at the Finance office of the school is on an **ONGOING BASIS during the school term**, Mondays – Fridays from 08:30 – 15:30 (excluding Public Holidays).
2. **DIRECT DEPOSITS** – All Electronic Banking details can be found on the Registration Forms at the back of the Prospectus. **Electronic Payments should** be made payable to **BERGVLIET HIGH SCHOOL**. **EFT, Debit or Credit Card payments are acceptable.**
3. **NO PHONE BOOKINGS WILL BE ACCEPTED**
4. For **registration enquiries**, contact the Continuing Education office: **021 713 7999**, Katharine Miles: **082 409 2195** or e-mail: [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)

# REGISTRATION FORM



bergvliet high  
continuing  
education

Surname:	First Name:	
Address:		
E-Mail:		
Telephone (H)	(W)	(Cell)

**Where did you hear about us? Please tick the relevant box:**

- I'm a parent or past pupil/parent of the school
- I'm on the mailing list and receive the CEP newsletter
- Through social media
- Word of mouth
- Other: Please specify

**Please indicate which FOURTH TERM 2024 courses you would like to register for:**

Course Title: (see Prospectus)	Course Fee					
Course Title: (see Prospectus)	Course Fee					
Course Title: (see Prospectus)	Course Fee					
Course Title: (see Prospectus)	Course Fee					
Course Title: (see Prospectus)	Course Fee					
<b>Total enclosed:</b>		<b>R</b>				
Please indicate whether you would like to be placed on our <b>free</b> electronic mailing list. <b>Only select this option if you have NOT been receiving the prospectus via e-mail.</b>		<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 10px;">Yes</td> <td style="padding: 0 10px;">N</td> </tr> <tr> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;">o</td> </tr> </table>	Yes	N		o
Yes	N					
	o					

I have read and accept the *Registration and General Information* in this C.E.P. Prospectus:

Signed: \_\_\_\_\_

**THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:**

**EFT, Debit or Credit card payments are acceptable.** EFT payments/Direct Deposits should be made payable to **BERGVLIET HIGH SCHOOL**.

**DIRECT BANKING DETAILS:** ABSA Bank, Account Name: Bergvliet High School  
Current Account No: 4078183123 Branch Code: 632005 Reference: CEP + YOUR FULL NAME.

**N.B. Please e-mail this registration form along with proof of payment to :** [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)

Alternatively, you may **register in person** at the school on **weekdays from 08:30 – 15:30, during the school term.**

**Registration Queries:** Contact the CEP Office: 021 713 7999 or Katharine Miles: 082 409 2195.

## ADULT ENRICHMENT – FLORIOGRAPHY & ART

### FLORIOGRAPHY: THE MAGICAL LANGUAGE OF FLOWERS

**Glynnis Newdigate** B.Ed. Honours  
Entwined – Fresh flowers with Meaning

Within the art of floriography, every flower carries its own special meaning or symbolism, and this can also be influenced by its variety and colour. This is an interactive workshop where floriography, the language and symbolism of flowers, is explored and discussed. Learn about tussie mussies, nose gays and how meaning has been attributed to flowers in both modern society and traditional cultures.

You will be guided by Glynnis to create:

- Your own tussie mussie to express your cryptic message or sentiment, as well as
- Individual hand-held posies, using fragrant and locally sourced flowers and herbs.

The workshop provides a relaxing and fun space to explore and be inspired while connecting with others, playing with flowers, and expressing one's creativity. The course includes mid-morning tea/coffee and snacks.

**Date:** Sat, 26 October

**Time:** 09:30 – 12:30

**Duration:** 3 hours

**Cost:** R240 (pay on registration) + Kit Price: R100 (pay to Glynnis at the workshop)



### LANDSCAPE OR SEASCAPES IN ACRYLICS

**Saroj Shukla** B.A. Fine Art; Graphic Design and Photography Dip; ACE; PGCE  
Art Teacher

Participants will use acrylic paints on canvas to create a landscape or seascape. The purpose of this workshop is to enable you to express your own individual creativity while having fun. You will be guided step by step in this experience and will take home a landscape or seascape painting done on canvas. Everyone is welcome to join – no prior knowledge of painting is necessary. All the materials will be provided in kit form, which you will purchase from Saroj on the day. The kit consists of the canvas, acrylic paints, brushes, palette knife, gel medium texture paste and other materials required for the session. Please let us know if you already have these materials at home and would prefer to bring your own along. Reference pictures will also be sourced, however, you may bring your own picture if you like. Mid-morning tea and snacks will be provided.

**Date:** Sat, 19 October

**Time:** 09:00 – 14:00

**Duration:** 5 hours

**Cost:** R490 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)



## ADULT ENRICHMENT – DRAWING & SEWING

### LEARN TO DRAW

**Ettienne Short** B.A.  
Artist & Teacher

This course is aimed at those who are beginning their drawing adventure. The primary medium will be charcoal and you will learn how to identify shapes and form, and work with tone and layers to create form. Charcoal is an incredibly forgiving medium which shares many properties with paint, making it ideal for practising the properties of tone-to-form art. The focus will be on simple portraits. The kit for the workshops needs to be purchased from Ettienne at the first session.

**Date:** Mondays, 14, 21, 28 Oct & 4 Nov      **Time:** 18:30 – 20:30      **Duration:** 4 sessions  
**Cost:** R500 (pay on registration) + Kit Price: R80 (pay to Ettienne on the first night)

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### SEWING ONGOING

**Colleen Mick**  
Sewing Teacher

The course is ideal for beginners who have basic sewing machine knowledge or have attended a previous sewing class but want to progress to the next level.

**In session 1 you will:**

- Recap on basic sewing operations, e.g. threading and stitching straight lines,
- Be introduced to general sewing techniques, e.g. zips, buttonholes, hems, binding, elastication etc.
- Explore tools and equipment used to perform these techniques,
- Prepare and apply these techniques on fabric (provided by the instructor).
- In the second session, you can choose to make various projects such as a pencil or cosmetic pouch, a half-apron, a cross-body bag or oven mittens.
- Select projects for session 2. Fabric and trims required for the second session will be advised.

**In session 2 you will:**

- Assess fabric selections and measure, mark and sew project as decided in session 1

**Course Requirements**

- Sewing kit from the previous class (or to be purchased from instructor @ R100)
- Fabric for session 2 (to be advised in the first session)
- Bring your own sewing machine (or hire one of ours at R80 for both sessions)
- Any other trims can be obtained by the instructor – at a fee.
- Mid-morning tea/coffee and snacks will be provided.

**Date:** Saturday, 19 October      **Time:** 09:00 – 13:30      **Duration:** 2 sessions  
Saturday, 26 October      09:00 – 13:30  
**Cost:** R 660 (pay on registration) + Kit Price: R100 (pay to Colleen on Saturday 19 October)  
**Please add R80 to your course fee on registration** if you need to hire our sewing machines.

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## BUSINESS & TAX

### UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!

#### Laura Sciuto

Tax Practitioner & Tax Services Consultant, Business Owner

Whether you pay personal tax, or run your own business and are a provisional tax payer, you need to get it right! This 2-hour session on personal tax, provisional tax, and legitimate tax deductions in South Africa will hopefully clarify things for you. You will look at the following:

- **Introduction to Taxation in South Africa**

Overview of the South African tax system; Understanding the role of the South African Revenue Service (SARS); The importance of understanding personal tax and provisional tax; Basic terminology: taxable income, deductions, credits, etc.

- **Personal Tax in South Africa**

Definition of personal tax and who it applies to; Taxable income: what it includes and excludes; Tax rates and brackets for individuals; Deductible expenses and allowances; Calculation of tax liability using tax tables or tax calculators; Filing deadlines and penalties for non-compliance.

- **Legitimate Tax Deductions**

Definition of tax deductions and their importance; Overview of deductible expenses for individuals in South Africa; Common deductions: medical expenses, retirement contributions, donations, etc.; Requirements for claiming deductions: documentation, limits, exclusions; Strategies for maximizing legitimate deductions while staying compliant.

- **Understanding Provisional Tax**

Explanation of provisional tax and its purpose; Who needs to pay provisional tax and when; Calculation of provisional tax payments; Filing deadlines and penalties for non-compliance; Differences between provisional tax and PAYE (Pay As You Earn).

- **Sole Proprietorship and Taxation**

Definition and characteristics of sole proprietorship; Distinction between personal and business income; Calculation of taxable income for sole proprietors; Allowable deductions for Sole Proprietors; Tax deductions and credits available to Sole Proprietors; VAT and the Sole Proprietor concepts discussed; Analysis of scenarios to determine tax liabilities and deductions; Q&A session for participants to clarify doubts and seek further explanation.

**Date:** Monday, 14 October

**Time:** 18:30 – 20:30

**Duration:** 1 Session

**Cost:** R250

### BOOKKEEPING & BUSINESS ACCOUNTING

#### Clive Stevens

Accounting Teacher

This revamped “hands-on” course will cover:

- Basic Bookkeeping: Posting to General Ledger, Debtor’s Ledger & Creditor’s Ledger
- Extracting a Trial Balance
- Financial Statements; Income Statement & Balance Sheet
- Analysis of Financial Statements
- Reconciliations & VAT

This course is ideal for:

Those in business who would like to understand the accounting side of the business to make informed decisions; Those who have/are thinking of starting their own business, or, those who want to upskill themselves in order to find a job. Certificates of attendance will be issued on completion of the course.

**Date:** Tues & Thurs, 15, 17, 22,  
24, 29 & 31 October

**Time:** 18:30 – 20:30

**Duration:** 6 sessions

**Cost:** R890

## RECRUITMENT & CAREERS

### HOW TO SUCCEED IN FINDING & GETTING THE JOB YOU WANT!

**Jennifer Ritchie** B.A. H.D.E. TDD TMD

Recruitment Specialist/Career Coach, Retrenchment Reinvention Specialist

Finding suitable employment is challenging at every level, furthermore, it requires a technical understanding of recruitment practice and job market realities which are not easily acquired. Jennifer is an experienced career coach who specialises in assisting job seekers to understand and apply all the steps in finding the right job at the right time. The course content covers job market realities, a foolproof step-by-step process to follow and techniques to succeed.

Specifics include job search strategies, CV drafting, cover letter basics, interview preparation and principles and techniques to ensure you are the successful candidate. This is an invaluable course for anyone to whom career success and progression are non-negotiable. The course fee includes a handy book on the subject that was written by Jennifer.

**Date:** Monday, 28 October      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R320

### HOW TO GET SHORTLISTED – CRAFTING COMPELLING CVs & COVER LETTERS FOR EDUCATORS

**Stephen Price** B.Sc. H.D.E. B.Ed.

Principal & Business Owner: Get ShortlistED

Are you tired of applying for positions and not getting shortlisted even though you know that you are equipped for the position? This comprehensive course is designed to empower educators in South Africa with the essential skills to write impactful CVs and covering letters that increase their chances of being shortlisted for both WCED and SGB positions. Participants will learn strategies tailored to effectively navigate the WCED e-recruitment system and align their application materials with job descriptions on this platform as well as platforms used by schools to advertise SGB posts.

You will look at the following:

- Understanding the WCED e-recruitment system:
- Crafting a standout CV:
- Writing a compelling covering letter:
- Aligning your application with job descriptions:

This course combines theoretical knowledge with practical exercises and real-world examples to empower educators with the tools they need to navigate the competitive job market in South Africa's education sector. Participants will leave with actionable insights and a personalized roadmap for crafting compelling application materials that stand out to prospective employers, and ensure that you get shortlisted. A more detailed course summary can be found on page 22.

**Date:** Tues, 29 Oct  
Thurs, 31 Oct      **Time:** 18:30 – 20:30      **Duration:** 4 hours      **Cost:** R590

### RETRENCHMENT REINVENTION

**Jennifer Ritchie** B.A. H.D.E. TDD TMD

Recruitment Specialist/Career Coach, Retrenchment Reinvention Specialist

This turnaround course is specifically for those facing retrenchment or not currently employed for other reasons. You will each be given a copy of Jennifer's book **A Coaching Handbook for Reinventing Yourself after Retrenchment** and she will take you in a personal, empathetic and structured way through the psychological and technical transition steps to regain hope and self-worth and get you back into earning an income and building a career.

**Date:** Monday, 4 November      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R320

# SOCIAL MEDIA MARKETING

## SOCIAL MEDIA MARKETING FOR BUSINESS & SCHOOLS

**Lucille Divine** B. Sc.

Graphic Designer, Award-winning Digital Marketing Coach & Mentor

If you haven't added social media marketing to your business promotional strategy or have opened social media channels and are not utilising them to their full potential, then this introductory course is just for you. It's suitable for those who have little or no previous experience with using social media to amplify your business message.

You'll learn:

### Session 1:

- The real-time stats around who is using social media marketing,
- Top social media campaigns that sizzle (local market case study),
- The pros and cons of using social media,
- Social media landscape in South Africa (big data & stats).

### Session 2:

- Introduction to the top social media channels: Meta (Facebook, Instagram & WhatsApp), LinkedIn, Twitter, Pinterest, YouTube,
- How to create a social wheel link or strategy for your business,
- How to determine which social media site is best to position your business on.

You must be computer literate, in other words, you'll need to know the basics like how to open a window, copy, paste and click towards various sites. You'll be given worksheets to write and plan your strategy on and have access to the Google Drive presentation slide deck - which you can keep as a reference once the course is over.

**Date:** Tuesday, 15 October & Thursday, 17 October      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R550

## HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS

**Lucille Divine**

Graphic Designer, Award-winning Digital Marketing Coach & Mentor

Ever heard of ChatGPT, Canva Pro, Video.AI tools, Search Engine Optimisation?

Imagine the satisfaction of sharing content your audience craves—strategically crafted and continuously delivered. This course is designed in a way that will give you confidence in creating content by leveraging smart AI tools. You'll learn to produce valuable, engaging material that not only captivates your audience but also helps you to rank on online search engines effectively. Now you can elevate your content game and forge meaningful connections with your audience through the power of smart content AI and clever planning.

This course will appeal to small business owners, entrepreneurs, and marketing professionals looking to enhance their understanding of social media. Participants will gain the knowledge and skills to create compelling content for your social media channels using smart AI tools such as ChatGPT, Search Engine Optimisation Tools, Google Trends, Google Search, Video.AI tools, Canva Pro, and other relevant tools. You will also learn quick content hacks for efficient creation and distribution across various digital assets. **A course requirement is that you have attended our Social Media Marketing course advertised above.**

**Date:** Tuesday, 22 October, & Thursday, 24 October      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R550

# SOCIAL MEDIA MARKETING

## COMPUTERS FOR BEGINNERS

### Cedric Goliath

Network Administrator and IT Trainer

Do you want to know how to?

- Operate a computer with confidence,
- Use MS Word to create/type documents,
- Where to store things on the computer and be able to find them again afterwards?
- How to use all the functions of the keyboard and mouse?
- Use a flash drive, memory card and other input devices so that you will know how to for example download photos from your camera.

Those who are “self-taught” and have “gaps” in their knowledge, will also benefit from this course. You won’t look back! Tea/coffee and mid-morning snacks will be provided.

**Date:** Saturdays, 19 & 26 October      **Time:** 09:00 – 13:00      **Duration:** 8 hours      **Cost:** R790

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## DESIGNING AN EXAM PAPER/ASSESSMENT IN MS WORD – A COURSE FOR EDUCATORS

### Cedric Goliath

Network Administrator and IT Trainer

Those who struggle to produce professional-looking exam papers, will find this course very useful, and just in time for the mid-year exams! You will learn the following:

- How to create, edit, save, and print documents,
- Inserting and working with tables,
- Converting a list to a table,
- Bulleted formatting,
- Inserting and using images in documents,
- Difference between “save as” and “save”,
- Converting to PDF.

**Date:** Tuesday, 15 Oct      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R310

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## COMPUTER FILE MANAGEMENT – SORTING THE FILES & FOLDERS ON YOUR COMPUTER

### Cedric Goliath

Network Administrator and IT Trainer

Is your desktop a mess? Do you struggle to find documents which you have stored on your computer? Do you want to save yourself time and trouble by organising the files and folders on your computer? In this session, you will look at:

- How to manage files on your computer,
- Directory structure and hidden files,
- Important files and folders,
- Naming and file system tips,

Course participants should have a basic level of computer literacy to benefit from this course.

**Date:** Tues, 5 Nov      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R310

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## ADULT ENRICHMENT: COMPUTER COURSES

### MS EXCEL – GETTING STARTED WITH SPREADSHEETS

#### Cedric Goliath

Network Administrator and IT Trainer

A basic knowledge of Excel is essential in most jobs. You can use Excel to analyse numbers, keep track of data and graphically represent your information. This course will introduce you to Microsoft Excel. You will learn the basics of data entry and formatting, as well as basic functions and formulae. Computer literacy is a pre-requisite for attending this course.

**Date:** Monday, 14 October & Wed, 16 October      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R550

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### MS EXCEL – INTERMEDIATE

#### Cedric Goliath

Network Administrator and IT Trainer

In this ongoing course you will learn how to work with the following in Excel:

- Conditional formatting
- Sorting and filtering
- Cell comments
- Freezing columns and rows
- Working with multiple worksheets/Workbooks
- Protecting a Workbook
- Relative and absolute cell reference
- Data Validation Charts

**Date:** Mon, 21 October & Wed, 23 October      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R550

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### MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS

#### Cedric Goliath

Network Administrator and IT Trainer

If you need to be able to work with Advanced features of Excel, then you will benefit from this course which will cover the following:

- Creating Advanced Formulae: Using name Ranges; Using V-lookup; Using H-Lookup; Using V-Lookup and H-lookup together; Using Concatenate
- Filtering Data in a list including Advanced filtering and Custom sorting;
- What-if Analysis: Goal seeking; Scenario Manager;
- Adding Subtotals to a list;
- Using Pivot Tables including Pivot chart and Slicers;
- Recording and using Macros

**Date:** Mon, 28 October & Wed, 30 October      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R550

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## COMPUTER & CODING WITH PYTHON

### ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!

**Craig Murray**

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft OneDrive is one of the best kept secrets in the tech world when it comes to cloud storage. Learn how to make use of OneDrive on not only your computer but also your phone, tablet and even your Xbox! Learn about some of the hidden features like using online versions of Word, Excel and PowerPoint, right in the browser without needing any software installed! Bring along some files on a flash drive or have some files on your device so that you can upload them to the cloud and see just how easy it is to get your files into the cloud. Participants should ideally have access to a Hotmail, Outlook.com, XBox Live or any other Microsoft account so that you can sign into OneDrive and get going – if you do not have an account, one can be set up for you on the evening. You will need to arrive at least 15 minutes early to get this sorted out.

**Date:** Mon, 4 November      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R310

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### CODING WITH PYTHON FOR BEGINNERS

**Octavia Chidiywa**    M.Sc. Computer Science

IT Project Administrator, Computer Trainer, Level Up Geek Up Coding Academy

This course aims to prepare anyone who would like to be creative, collaborative, a design thinker, and acquire computational thinking skills of the future. No programming background is required. Python is used across diverse fields from web and game development to machine learning, AI, scientific computing, and academic research. It is easy to learn as a first language and a valuable skill set to have in any programmer's stack because of its diverse usage making it the versatile language to learn. At the end of this course, one should be able to write a basic program using Python. Python language is expressive and productive, so you can create solutions quickly and others can understand it easily. One of the fundamental ideas behind Python is to facilitate an easily readable code. The syntax of Python is simple, clean and easy to understand. Unlike many other programming languages, its code is relatively easy to read as it resembles a part of everyday English that we speak. Python is a great addition to your skillset no matter where your career ends up taking you. With Python you can build simple scripts to complex applications. You can do it quickly, safely and with fewer lines of code than you might think possible. Python is fun, expressive, its readable style, quick editing, run development cycle meaning you can sit down writing code, rather than fighting compilers and complex syntax. Python will grow with you as your experiments become prototypes, your prototypes become products. Python makes the experience of writing software easier and enjoyable. At the end of this course, you should have a good foundation and background for further learning if you want to become an expert.

Tues & Thursdays  
**Date:** 29 & 31 October,      **Time:** 18:30 – 20:30      **Duration:** 4 sessions      **Cost:** R890  
 5 & 7 November

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## MISCELLANEOUS

### HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA

#### *Julian Goldswain*

B. Tech (Photography), Professional Photographer & Lecturer

Don't miss out on recording memorable moments because you've forgotten to bring your camera along! For this photography course you won't need an expensive camera, or a complicated lens – all you'll need is a smartphone or an iPhone! Learn the tips and tricks involved with taking good photos on your mobile device and then editing the photos on Lightroom Mobile. Unlock your creativity and discover the world around you from a new point of view. You will also do an Instawalk at a secret location (wear comfortable shoes and weather appropriate clothing).

You will need the following apps on your mobile device: Lightroom Mobile, Snapseed & Instagram. Make sure that your mobile device is fully charged and bring your charger along just in case.

**Date:** Mon, 21 Oct &  
Thurs, 24 October      **Time:** 18:30 – 20:30      **Duration:** 4 hours      **Cost:** R590

### FIRST AID: LEVEL 1

**First Aid Trainer**      Medical Education Centre

Get your Level 1 First Aid certificate. The fee includes:

- Department of Labour accredited certificate,
- Detailed handbook,
- Emergency key ring,
- First Aid starter kit,

Tea/Coffee and midmorning snacks will be provided. Please bring your own lunch.

**Date:** Saturday, 19 Oct &  
Saturday, 26 Oct      **Time:** 09:00 – 16:00      **Duration:** 14 hours      **Cost:** R980

### RETIREMENT: LIVING A FULFILLED LIFE

**Paul Britton**

B.Sc. (Forestry) M. Landscape Arch

**Dr Anne Blacklaws**

Retirement Services Advisor & Researcher

Retirement isn't just about having a financial plan. It's about a life that is rewarding in other ways: with exciting goals, loving relationships and abundant health. This comprehensive workshop will prepare you for this new phase of life by looking at the following:

- Finding out what skills and experience you have to enable you to find a compelling activity to replace the needs formerly met by work and perhaps making some extra cash.
- Personal growth and how important is in to maintain mental health.
- The importance of fun and recreation and involvement in community activities.
- How to maintain sound relationships and avoid the "Grey Divorce".
- Keeping fit and healthy especially mentally (an important aspect for reducing medical bills).
- Sorting out your life's papers (your will, living will and decluttering).
- Where and when should you move house (if ever).
- How to budget to afford all the above and perhaps the need to downscale your lifestyle. This includes discussions on how to save and make use of senior discounts and benefits.

Mid-morning tea/coffee and snacks will be provided.

**Date:** Sat, 26 October      **Time:** 09:00 – 12:30      **Duration:** 3.5 hours      **Cost:** R290 per person or R550 per couple

## CORPORATE TRAINING

### UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!

#### Laura Sciuto

Tax Practitioner & Tax Services Consultant, Business Owner

Whether you pay personal tax, or run your own business and are a provisional tax payer, you need to get it right! This 2-hour session on personal tax, provisional tax, and legitimate tax deductions in South Africa will hopefully clarify things for you. You will look at the following:

- **Introduction to Taxation in South Africa**

Overview of the South African tax system; Understanding the role of the South African Revenue Service (SARS); The importance of understanding personal tax and provisional tax; Basic terminology: taxable income, deductions, credits, etc.

- **Personal Tax in South Africa**

Definition of personal tax and who it applies to; Taxable income: what it includes and excludes; Tax rates and brackets for individuals; Deductible expenses and allowances; Calculation of tax liability using tax tables or tax calculators; Filing deadlines and penalties for non-compliance.

- **Legitimate Tax Deductions**

Definition of tax deductions and their importance; Overview of deductible expenses for individuals in South Africa; Common deductions: medical expenses, retirement contributions, donations, etc.; Requirements for claiming deductions: documentation, limits, exclusions; Strategies for maximizing legitimate deductions while staying compliant.

- **Understanding Provisional Tax**

Explanation of provisional tax and its purpose; Who needs to pay provisional tax and when; Calculation of provisional tax payments; Filing deadlines and penalties for non-compliance; Differences between provisional tax and PAYE (Pay As You Earn).

- **Sole Proprietorship and Taxation**

Definition and characteristics of sole proprietorship; Distinction between personal and business income; Calculation of taxable income for sole proprietors; Allowable deductions for Sole Proprietors; Tax deductions and credits available to Sole Proprietors; VAT and the Sole Proprietor concepts discussed; Analysis of scenarios to determine tax liabilities and deductions; Q&A session for participants to clarify doubts and seek further explanation.

**Date:** Monday, 14 October

**Time:** 18:30 – 20:30

**Duration:** 1 Session

**Cost:** R250

### BOOKKEEPING & BUSINESS ACCOUNTING

#### Clive Stevens

Accounting Teacher

This revamped “hands-on” course will cover:

- Basic Bookkeeping: Posting to General Ledger, Debtor’s Ledger & Creditor’s Ledger
- Extracting a Trial Balance
- Financial Statements; Income Statement & Balance Sheet
- Analysis of Financial Statements
- Reconciliations & VAT

This course is ideal for:

Those in business who would like to understand the accounting side of the business to make informed decisions; Those who have/are thinking of starting their own business, or, those who want to upskill themselves in order to find a job. Certificates of attendance will be issued on completion of the course.

**Date:** Tues & Thurs, 15, 17, 22,  
24, 29 & 31 October

**Time:** 18:30 – 20:30

**Duration:** 6 sessions

**Cost:** R890



## CORPORATE TRAINING

### SOCIAL MEDIA MARKETING FOR BUSINESS

**Lucille Divine** B. Sc.  
Graphic Designer, Marketing & Communications, Trainer

If you haven't added social media marketing to your business promotional strategy or have opened social media channels and are not utilising them to their full potential, then this introductory course is just for you. A detailed course summary can be found on page 10.

**Date:** Tuesday, 15 October & Thursday, 17 October      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R550

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### HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS

**Lucille Divine**  
Graphic Designer, Marketing & Communications, Trainer

This course will appeal to small business owners, entrepreneurs, and marketing professionals looking to enhance their understanding of social media. Participants will gain the knowledge and skills to create compelling content for their social media channels using smart AI tools such as ChatGPT, Search Engine Optimisation Tools, Google Trends, Google Search, Video.AI tools, Canva Pro, and other relevant tools. You will also learn quick content hacks for efficient creation and distribution across various digital assets. Course details can be found on page 10.

**Date:** Tuesday, 22 October, & Thursday, 24 October      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R550

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### FIRST AID: LEVEL 1

**First Aid Trainer** Medical Education Centre

Do you have the required number of trained First Aid officers at your place of work? This Level 1 First Aid course will enable you to remedy any shortfalls! Course details can be found on page 14.

**Date:** Saturday, 19 Oct & Saturday, 26 Oct      **Time:** 09:00 – 16:00      **Duration:** 14 hours      **Cost:** R980

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### MS EXCEL – GETTING STARTED WITH SPREADSHEETS

**Cedric Goliath**  
Network Administrator and IT Trainer

A basic knowledge of Excel is essential in most jobs. You can use Excel to analyse numbers, keep track of data and graphically represent your information. This course will introduce you to Microsoft Excel. You will learn the basics of data entry and formatting, as well as basic functions and formulae. Computer literacy is a pre-requisite for attending this course.

**Date:** Monday, 14 October & Wed, 16 October      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R550

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## CORPORATE TRAINING

### MS EXCEL – INTERMEDIATE

#### Cedric Goliath

Network Administrator and IT Trainer

In this ongoing course you will learn how to work with the following in Excel:

- Conditional formatting
- Sorting and filtering
- Cell comments
- Freezing columns and rows
- Working with multiple worksheets/Workbooks
- Protecting a Workbook
- Relative and absolute cell reference
- Data Validation Charts

**Date:** Mon, 21 October &  
Wed, 23 October      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R550

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### MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS

#### Cedric Goliath

Network Administrator and IT Trainer

If you need to be able to work with Advanced features of Excel, then you will benefit from this course which will cover the following:

- Creating Advanced Formulae: Using name Ranges; Using V-lookup; Using H-Lookup; Using V-Lookup and H-lookup together; Using Concatenate
- Filtering Data in a list including Advanced filtering and Custom sorting;
- What-if Analysis: Goal seeking; Scenario Manager;
- Adding Subtotals to a list;
- Using Pivot Tables including Pivot chart and Slicers;
- Recording and using Macros

**Date:** Mon, 28 October &  
Wed, 30 October      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R550

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## EDUCATOR ENRICHMENT COURSES

### HOW TO GET SHORTLISTED – CRAFTING COMPELLING CVs & COVER LETTERS FOR EDUCATORS

**Stephen Price** B.Sc. H.D.E. B.Ed.  
Principal & Business Owner: Get ShortlistED

Are you tired of applying for positions and not getting shortlisted even though you know that you are equipped for the position? This comprehensive course is designed to empower educators in South Africa with the essential skills to write impactful CVs and covering letters that increase their chances of being shortlisted for both WCED and SGB positions. Participants will learn strategies tailored to effectively navigate the WCED e-recruitment system and align their application materials with job descriptions on this platform as well as platforms used by schools to advertise SGB posts.

You will look at the following:

- **Understanding the WCED e-recruitment system:**

Navigating the WCED e-recruitment platform; Exploring key features and functionalities; Tips for optimizing your profile on the platform

- **Crafting a standout CV:**

Structuring your CV for maximum impact; Highlighting relevant qualifications, experience, and achievements; Tailoring your CV to specific teaching positions and requirements; Incorporating keywords and buzzwords from job descriptions

- **Writing a compelling covering letter:**

Understanding the purpose and importance of a covering letter; Structuring your covering letter effectively; Showcasing your passion for education and commitment to student success; Addressing key selection criteria outlined in job descriptions

- **Aligning your application with job descriptions:**

Decoding job descriptions to understand employer expectations; Identifying transferable skills and experiences; Customizing CVs and covering letters to match job requirements; Demonstrating alignment between your skills and the needs of the educational institution.

This course combines theoretical knowledge with practical exercises and real-world examples to empower educators with the tools they need to navigate the competitive job market in South Africa's education sector. Participants will leave with actionable insights and a personalized roadmap for crafting compelling application materials that stand out to prospective employers and ensure that you get shortlisted.

**Date:** Tues, 29 Oct  
Thurs, 31 Oct      **Time:** 18:30 – 20:30      **Duration:** 4 hours      **Cost:** R590

### RETRENCHMENT REINVENTION

**Jennifer Ritchie** B.A. H.D.E. TDD TMD  
Recruitment Specialist/Career Coach, Retrenchment Reinvention Specialist

This turnaround course is specifically for those facing retrenchment or not currently employed for other reasons. You will each be given a copy of Jennifer's book **A Coaching Handbook for Reinventing Yourself after Retrenchment** and she will take you in a personal, empathetic and structured way through the psychological and technical transition steps to regain hope and self-worth and get you back into earning an income and building a career.

**Date:** Monday, 4 November      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R320

## EDUCATOR ENRICHMENT COURSES

### HOW TO HELP YOUR GRADE 11S & 12s TO PREPARE FOR A SUCCESSFUL GAP YEAR

**Jennifer Ritchie** B.A. H.D.E. TDD TMD

Recruitment Specialist, Career Coach, Retrenchment Reinvention Specialist

Geared to Grade 11 and 12 students, this course covers all the essentials to put in place for a successful Gap year. You will learn how to build on your technical skills and strengths, become more aware of short term training options that equip you to earn an income, get information on available employment options, locally and overseas and be coached in the basic elements of professional CV compilation and interview techniques. Furthermore, Jennifer will work with you on the importance of disciplined application, proactive planning and sustained motivation - all of which will result in a year in which you will grow and prosper. You will be given basic notes and contact and application process detail.

**Date:** Thursday, 17 October    **Time:** 18:30 – 20:30    **Duration:** 1 session    **Cost:** R320

### DESIGNING AN EXAM PAPER/ASSESSMENT IN MS WORD – A COURSE FOR EDUCATORS

**Cedric Goliath**

Network Administrator and IT Trainer

Those who struggle to produce professional-looking exam papers, will find this course very useful, and just in time for the mid-year exams! You will learn the following:

- How to create, edit, save, and print documents,
- Inserting and working with tables,
- Converting a list to a table,
- Bulleted formatting,
- Inserting and using images in documents,
- Difference between “save as” and “save”,
- Converting to PDF.

**Date:** Tuesday, 15 Oct    **Time:** 18:30 – 20:30    **Duration:** 1 session    **Cost:** R310

### COMPUTER COURSES

All our **COMPUTER COURSES** can be found on **pages 11 - 13** of this prospectus.

### CODING WITH PYTHON FOR CAT & IT TEACHERS

Course details can be found on **pages 13** of this prospectus.

### SOCIAL MEDIA MARKETING & HOW TO CREATE SOCIAL MEDIA CONTENT USING AI FOR SCHOOLS

**Lucille Divine** B. Sc.

Graphic Designer, Marketing & Communications, Trainer

Find out how to market your schools more effectively on social media. Course details on page 10.

## LEARNER ENRICHMENT

### THE A – Z OF PREPARING FOR A SUCCESSFUL GAP YEAR

**Jennifer Ritchie** B.A. H.D.E. TDD TMD

Recruitment Specialist, Career Coach, Retrenchment Reinvention Specialist

Geared to Grade 11 and 12 students, this course covers all the essentials to put in place for a successful Gap year. You will learn how to build on your technical skills and strengths, become more aware of short term training options that equip you to earn an income, get information on available employment options, locally and overseas and be coached in the basic elements of professional CV compilation and interview techniques. Furthermore, Jennifer will work with you on the importance of disciplined application, proactive planning and sustained motivation - all of which will result in a year in which you will grow and prosper. You will be given basic notes and contact and application process detail.

**Date:** Thursday, 17 October    **Time:** 18:30 – 20:30    **Duration:** 1 session    **Cost:** R320

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### FIRST AID: LEVEL 1

**First Aid Trainer** Medical Education Centre

If you want to be part of the First Aid Team at school or want to study medicine after school, then this course is ideal for you! Course details can be found on page 14.

Tea/Coffee and midmorning snacks will be provided. Please bring your own lunch.

**Date:** Saturday, 19 Oct &  
Saturday, 26 Oct    **Time:** 09:00 – 16:00    **Duration:** 14 hours    **Cost:** R980

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### CODING WITH PYTHON FOR BEGINNERS

**Octavia Chidiywa** M.Sc. Computer Science

IT Project Administrator, Computer Trainer, Level Up Geek Up Academy

If you'd like to become a Software Developer some day and would like to see if this career is something you would enjoy, then this introductory course will help you to make an informed decision. This course aims to prepare anyone who would like to be creative, collaborative, a design thinker, and acquire computational thinking skills of the future. No programming background is required. Have a look at the course details on page 13.

**Date:** Tues & Thursdays  
29 & 31 October,  
5 & 7 November    **Time:** 18:30 – 20:30    **Duration:** 4 sessions    **Cost:** R890

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### HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA

**Julian Goldswain**

B. Tech (Photography), Professional Photographer & Lecturer

Learn the tips and tricks involved with taking good photos on your mobile device and then editing the photos on Lightroom Mobiles. Unlock your creativity and discover the world around you from a new point of view. You will also do an Instawalk at a secret location (wear comfortable shoes and weather-appropriate clothing). You will need the following apps on your mobile device: Lightroom Mobile, Snapseed & Instagram. Make sure that your mobile device is fully charged and bring your charger along just in case. More course details can be found on page 14.

**Date:** Mon, 21 Oct &  
Thurs, 24 October    **Time:** 18:30 – 20:30    **Duration:** 4 hours    **Cost:** R590

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## **GRADE 10 REVISION SCHOOL**

The aim of the **GRADE 10 REVISION SCHOOL** is to give the **GRADE 10'S** the opportunity to reinforce some difficult sections of work, and prepare for the end-of-year exams by exposing them to typical exam-type questions. Detailed study notes will be handed out at each session.

The courses are **NOT** restricted to Bergvliet High School students and acceptance is on a first-come, first-served basis.

### ***STUDY SKILLS – N. Ramjatan (Educational Psychologist)***

This useful Study Skills course will boost your confidence and improve your grades by teaching you to use effective study methods. It is an interactive course which will equip you with the necessary tools which you can use throughout your education. You will learn how to draw up a study timetable, set achievable goals, learn about time management and planning, exam techniques and learning skills. It will help you to develop yourself as an independent learner. You will receive a Study Skills Booklet and a Time Management Booklet to map your way forward.

Saturdays: 08:00 – 09:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### ***ENGLISH – L. Barnwell, C. Ocktober***

Seize this exceptional opportunity to not only refine your existing skills but also acquire new ones. This comprehensive four-week course delves into the intricate aspects of the English syllabus that can prove to be more challenging, making it an indispensable resource for those aiming to elevate their English proficiency or attain an A-aggregate grade.

Course Highlights:

- **Language Excellence:** Embark on a journey through visual text analysis, while also refining your grammar skills and the ability to identify and correct common errors.
- **Poetry Deciphering:** Learn the art of analysing both seen and unseen poetry, enabling you to extract deeper meanings and themes.
- **Literary Analysis:** Explore diverse approaches to dissecting literature and honing your essay writing skills for insightful and engaging analyses.
- **Writing Mastery:** Gain insights into effective preparation strategies for Paper 3 and elevate your writing prowess to new heights.

Whether you're aiming for improved results or striving for an A-aggregate, this course is designed to equip you with the skills and knowledge necessary to achieve your goals.

Saturdays: 09:00 – 10:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

## **GRADE 10 REVISION SCHOOL**

### ***LIFE SCIENCES – S. Lambrechts, M. Wentworth, M. Brouwer, G. O'Connor***

Gain confidence in Life Sciences by revising the following important sections:

- Chemistry of Life
- Cells & Mitosis
- Animal Tissues
- Aspects of the Support and Transport Systems in Animals

Saturdays: 10:00 – 11:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### ***SCIENCE – Z. Booysen, S. van Harte***

Struggling to get to grips with Science, or working towards an “A”? Revise the following important sections, in this useful course:

- Chemical Bonding
- Quantitative Aspects of Chemical Change (Stoichiometry)
- Vectors, Scalars and Motion in One Direction (Graphs)
- Electrostatics and Electricity

Saturdays: 11:00 – 12:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### ***BUSINESS STUDIES – L. Kriel***

Revise the following sections and see how your Business Studies mark improves:

- Business Environments
- Creative thinking & Problem Solving
- Socio-economic Issues
- Forms of Ownership

Saturdays: 11:00 – 12:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### ***MATHS – S. Whitehorn, B. Jorge, D. Viljoen***

One can never revise enough in Maths, and in this course you will look at the following sections of work:

- Trigonometry & Trigonometry Functions
- Expressions & Equations
- Analytical Geometry
- Functions.

Saturdays: 12:00 – 13:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

## **GRADE 10 REVISION SCHOOL**

### ***MATHS LITERACY – P. Furstenburg***

Gain the upper hand in the working world of practical Maths. In this course you will cover:

- **Finance** - Interest, Tariff Systems, & VAT
- **Data Handling** - Measures of Central Tendency and Spread, Graphs & Tables
- **Maps & Plans** - Scale, Mapwork, SDT
- **Measurement** - Conversions, Perimeter, Area, Volume, & Time

Saturdays: 12:00 – 13:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### ***AFRIKAANS FIRST ADDITIONAL LANGUAGE – B. Jacobs, D. Blennies***

In this useful course, you will revise the Comprehension and Summary, Grammar rules, and Literature and Creative Writing. You will be given comprehensive notes which will give you something concrete to study and will help you to improve your Afrikaans mark.

Saturdays: 13:00 – 14:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### ***ACCOUNTING – C. Stevens***

Revise the following sections and write your exams with confidence:

- Accounting Equation;
- Financial Statements (including all adjustments);
- Debtors & Creditors Reconciliation;
- Analysis & Interpretation
- Ethics & Internal control

Saturdays: 14:00 – 15:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### ***GEOGRAPHY – B. Johns***

If you want to do well in Grade 10 end-of-year exams, then you will benefit from these sessions. You will not only get excellent exam tips, but you will also get useful notes to study from. The course content will focus mainly on:

- Synoptic Weather Map Reading and Interpretation
- The Atmosphere;
- Map Skills and Calculations;
- Map Interpretation and GIS.

Saturdays: 14:00 – 15:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520





## GRADE 10 REVISION SCHOOL 2024: REGISTRATION FORM

Surname	First Name
School	
Telephone (H)	(Cell)
E-Mail	

**To register for a course, place a tick in the course selection column.**

Name of Course	Course Fee	Course selection	Total Amount
Study Skills	R 520		
English	520		
Life Sciences	520		
Physical Science	520		
Business Studies	520		
Maths (Pure)	520		
Maths (Literacy)	520		
Afrikaans	520		
Accounting	520		
Geography	520		
Pay it Forward (subsidise a worthy learner)	Any amount		
<b>TOTAL AMOUNT PAYABLE</b>			<b>R</b>
EFT payments should be payable to <b>BERGVLIET HIGH SCHOOL</b> – <i>Banking details are below.</i>			

I have read and accept the *Registration and General Information* in this C.E.P. Prospectus:

Signed: \_\_\_\_\_

The following forms of payment are acceptable: **Debit card, Credit card or EFT,**

**DIRECT BANKING DETAILS:** ABSA Bank, Account Name: Bergvliet High School, Current Account No: 4078183123 Branch Code: 632005 Reference: CEP + YOUR FULL NAME.

**Please fax (021 715 0631) or e-mail this registration form along with proof of payment to [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)**

Alternatively, you may **register in person** at the School on **weekdays during the school term**, from 08:30 – 15:30.

**PLEASE NOTE: Registration will NOT be acknowledged unless the course is cancelled or altered in any way, in which case you will be notified.**

**Registration Queries:** Contact the Continuing Ed. Office: 021 713 7999 or Katharine Miles: 082 409 2195.

## GRADE 11 REVISION SCHOOL

The aim of the **REVISION SCHOOL** is to prepare **GRADE 11'S** for the end-of-year exams by exposing them to typical exam-type questions, which will improve their results since they will submit this report to tertiary institutions for provisional acceptance into their chosen field of study.

The courses are **NOT** restricted to Bergvliet High School students and acceptance is on a first-come, first-served basis.

### ***STUDY SKILLS – N. Ramjatan (Educational Psychologist)***

This useful Study Skills course will boost your confidence and improve your grades by teaching you to use effective study methods. It is an interactive course which will equip you with the necessary tools which you can use throughout your education. You will learn how to draw up a study timetable, set achievable goals, learn about time management and planning, exam techniques and learning skills. It will help you to develop yourself as an independent learner. You will receive a Study Skills Booklet and a Time management booklet to map your way forward.

Saturdays: 08:00 – 09:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### ***LIFE SCIENCES – S. Lambrechts, M. Wentworth, M. Brouwer, G. O'Connor***

Aspects of the following important sections will be covered in this useful revision course:

- Biodiversity of Micro-organisms
- Biodiversity of Plants and Animals
- Photosynthesis & Cellular Respiration
- Aspects of Nutrition & Homeostatic Mechanisms

Saturdays: 09:00 – 10:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### ***ENGLISH – L. Barnwell, C. Ocktober***

Do you believe you have the potential for better outcomes in English? Here's your chance to not only revisit past skills but also acquire new ones. Immerse yourself in this enriching four-week course that delves into the more intricate facets of the English syllabus – a must for those aiming to enhance their English performance or attain an A-aggregate.

Course Highlights:

- **Language:** Uncover the art of visual text analysis, while also refining essential grammar and mastering error correction techniques.
- **Poetry:** Learn to dissect both seen and unseen poetry, unlocking profound interpretations and themes.
- **Literary Exploration:** Discover how to dissect literature and craft compelling essays.
- **Writing Enhancement:** Elevate your writing prowess by mastering preparation strategies for Paper 3 and refining your creative writing skills.

Join us for this transformative learning voyage, empowering you to elevate your English proficiency. Whether you're striving for improved results or aspiring to an A-aggregate, this course is tailored to equip you with the tools and knowledge needed to achieve your objectives.

Saturdays: 10:00 – 11:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

## **GRADE 11 REVISION SCHOOL**

### ***MATHS – D. Lekay, S. Whitehorn, B. Jorge***

This is the time to buckle down and focus on getting the results you need for your university applications. Revise the following sections and approach the exam with confidence:

- Quadratic Equations & Inequalities;
- Functions;
- Trigonometry (General);
- Geometry (Circles).

Saturdays: 11:00 – 12:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### ***MATHS LITERACY – P. Furstenburg***

Get the upper hand in the working world of practical Maths. In this course, you will cover:

- **Finance 1** - Interests & Tariff Systems
- **Finance 2** – UIF, Tax, Exchange Rates & Banking
- **Data Handling & Maps and Plans** – Measures of Central Tendency and Spread, Scale, Mapwork, SDT
- **Measurement** – Perimeter, Area, Volume & TSA

Saturdays: 11:00 – 12:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### ***SCIENCE – Z. Booysen; S. van Harte***

Struggling to get to grips with Science, or working towards an “A”? Revise the following important sections, amongst others, in this useful course:

- Newton’s Laws including Universal Gravitational Law;
- Intermolecular Forces and Part 1 of Quantitative Aspects of Chemical Change (Stoichiometry)
- Part 2 of Quantitative Aspects of Chemical Change (Stoichiometry)
- Electrical Circuits including Internal Resistance.

Saturdays: 12:00 – 13:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### ***BUSINESS STUDIES – L. Kriel***

Revise the following sections and see how your Business Studies mark improves:

- Creative Thinking & Problem Solving
- Avenues of Acquiring a Business
- Marketing Function
- Production Function

Saturdays: 12:00 – 13:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

## **GRADE 11 REVISION SCHOOL**

### **ACCOUNTING – C. Stevens**

This course will give you the “edge” in the Grade 11 final exam by revising the following sections:

- Bank Reconciliation;
- Asset Disposal;
- Partnerships - Financial Statements: Income Statement & Balance Sheet;
- Cash Budgets, and
- Manufacturing.

Saturdays: 13:00 – 14:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### **GEOGRAPHY – B. Johns**

If you want to fill in some gaps in order to pass Geography well, or you’re aiming for an A, then you will benefit from this course. You will not only get excellent exam tips, but you will also get useful notes to study from.

The course content will include:

- Synoptic Weather Map Reading and Interpretation;
- Global Air Circulation;
- Map Skills & Calculations;
- Map Interpretation & GIS
- Paragraph Writing

Saturdays: 13:00 – 14:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520

### **AFRIKAANS FIRST ADDITIONAL LANGUAGE – B. Jacobs, D. Blennies, N. Snyman**

In this useful course, you will revise the Comprehension and Summary, Grammar rules, Poetry and Creative Writing. You will be given comprehensive notes which will give you something concrete to study and will help you to improve your Afrikaans mark.

Saturdays: 14:00 – 15:00  
5, 12, 19 & 26 October

Sessions: 4  
Cost: R520



## GRADE 11 REVISION SCHOOL 2024: REGISTRATION FORM

Surname	First Name
School	
Telephone (H)	(Cell)
E-Mail	

**To register for a course, place a tick in the course selection column.**

Name of Course	Course Fee	Course selection	Total Amount
Study Skills	R 520		
Life Sciences	520		
English	520		
Maths (Pure)	520		
Maths (Literacy)	520		
Science	520		
Business Studies	520		
Accounting	520		
Geography	520		
Afrikaans	520		
Pay it Forward (to support a worthy learner)	Any amount		
<b>TOTAL AMOUNT PAYABLE</b>			<b>R</b>

EFT payments should be payable to **BERGVLIED HIGH SCHOOL** – Banking details are below.

I have read and accept the *Registration and General Information* in this C.E.P. Prospectus:

Signed: \_\_\_\_\_

The following forms of payment are acceptable: **Debit card, Credit card or EFT,**

**DIRECT BANKING DETAILS:** ABSA Bank, Account Name: Bergvliet High School, Current Account No: 4078183123 Branch Code: 632005 Reference: CEP + YOUR FULL NAME.

**Please fax (021 715 0631) or e-mail this registration form along with proof of payment to [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)**

Alternatively, you may **register in person** at the School on **weekdays during the school term**, from 08:30 – 15:30.

**PLEASE NOTE: Registration will NOT be acknowledged unless the course is cancelled or altered in any way, in which case you will be notified.**

**Registration Queries:** Contact the Continuing Ed. Office: 021 713 7999 or Katharine Miles: 082 409 2195.