

CAMPUS EDITION

Campus Implementation Guide

Student Registration and Assessment Facilitation

For Campus Coordinators
and Student Support Staff



1. Introduction

This guide supports staff in facilitating student registration and completion of the GoStudy career guidance questionnaire.

It outlines the full student journey from registration through to course exploration and interpretation of results. The aim is to ensure students complete the process accurately and make informed, realistic programme decisions.

Purpose of this guide

- To standardise how students are guided through the GoStudy system
- To ensure consistent implementation across white label colleges
- To promote structured and realistic programme decision-making

How GoStudy supports informed student decisions

GoStudy helps students to:

- Understand aligned TVET study fields
- Explore relevant programmes
- Make structured, informed choices

The system supports exploration. It does not replace professional guidance or institutional entry requirements.

Role of staff in the process

Staff are responsible for:

- Ensuring accurate registration
- Supporting questionnaire completion
- Explaining results clearly
- Linking results to real programme options
- Preventing uninformed or random course selection

Process overview

The student journey follows this sequence:

1. Access the college platform
2. Complete registration (biography and subjects)
3. Select course choices
4. Complete the career guidance questionnaire
5. Review results and eligibility
6. Make informed decisions

2. Accessing the college platform

gostudy

 TECHNICAL AND VOCATIONAL COLLEGE

LOGIN REGISTER

Questionnaire Careers Courses Bursaries YOUR COLLEGE APPLICATION

 **Technical and Vocational College**
Career Guidance Portal



 If you intend to apply at Technical and Vocational College you must complete the questionnaire.

STEP 1: is to Register with the college: [Click Here To Register](#).

STEP 2: is to Complete the questionnaires!

STEP 3: is to Return to [Your College Application](#).

[Click here to start the Questionnaires](#)

Students access the system via their college-specific link.

Example: www.gostudy.net/wcc

College white label links:

www.gostudy.net/boland
www.gostudy.net/cct
www.gostudy.net/wcc
www.gostudy.net/ncu
www.gostudy.net/elangeni
www.gostudy.net/emc
www.gostudy.net/ksd
www.gostudy.net/khc
www.gostudy.net/ikhala
www.gostudy.net/pec
www.gostudy.net/fbc
www.gostudy.net/nkangala
www.gostudy.net/goldfields
www.gostudy.net/taletso

Staff should ensure:

- Students are using the correct URL
- Students understand this is their college version

3. Registration: learner biography and subjects

At the start, students are presented with two options:

- Login to Your Application
- Register to Start Your Application

Students who are new must select:

Register to Start Your Application

Please Log in or Register to go to the questionnaire page.

Login to Your Application

Register to Start Your Application

3.1 Completing registration

- An account is already registered with this ID/Student Number. Please log in.

Register

First Name

den Westy

Surname

Westy

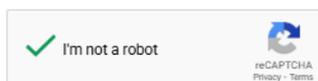
Your ID Number

8899185208089

Repeat Your ID Number

8899185208089

By selecting OK you are agreeing to the POPI terms of this website. See Terms Here: <https://www.gostudy.net/ncu/FrontEnd/Frontend/Disclaimer>



During registration, students enter:

- First name
- Surname
- ID number
- Repeat ID number

The ID number is used as the login reference.

Staff must ensure:

- The ID number is entered correctly
- The repeated ID matches exactly
- Students do not create duplicate accounts

If a student sees the message:

“An account is already registered with this ID/Student Number. Please log in.”

They must return and select Login instead.

Students select: “Register to start your application”.

3.2 Learner biography

Once registered, students proceed to complete:

- Full learner biography
- High school subjects and marks

Students complete their full biographic profile, including:

- Personal details
- Contact information
- Demographic selections
- ID number and repeat ID number

The ID number is used as the login reference.

Application Process

This form must be completed to create a profile and save your results.

Leamers Biographic ⌵

Leamers Biographic

First Name Billy	Middle Name 	Last Name Bob	Gender Female
Marital Status Please select Marital Status	ID / Passport Number 7710185208089	Citizenship South Africa	Province Free State
Address 5 Pylon Crescent	Municipality Fezile Dabi	Postal Code 232	
Population Group Black	Home Language isiXhosa	Second Language English	Disability None
Email billy@bob.co.za	Mobile/Phone Number 09823232	Highest Qualification Achieved/Last Grade Completed NQF 4 (Grade 12)	<input type="checkbox"/> Do you have a sibling or parent who studied at university or college?

Staff must ensure:

- The ID number is entered correctly
- The repeated ID matches exactly
- All required fields are completed

Errors here will affect login and application tracking.

3.3 High school subjects and marks

High School Subjects ⌵

High School Subjects This is needed to calculate your APS score (University Entrance Requirements score)

Life Orientation	Percentage
Life Orientation	56 %
Mathematics	Percentage
Mathematics	45 %
Languages	Percentage
Choose first language...	45 %
SiSwati	77 %
Elective subjects	Percentage
Digital Technology	66 %
Design Studies	55 %
Economics	44 %

Clear Subjects and Scores + Add Subject

Students must capture their official subject results.

This section is required for APS calculation.

Staff should ensure:

- Marks reflect official results
- Percentages are entered correctly
- Students understand that incorrect marks affect eligibility

Registration is not complete until both biography and subjects are captured.

4. Course choices and campus selection

Choose the course(s) you want to apply for

Choice #1

[+ Add Another Course Choice](#)

Please select the campus you would like to study at

- National Certificate: Vocational: Management
- National Certificate: Vocational: Finance, Economics and Accounting
- National Certificate: Vocational: Transport and Logistics
- National N Diploma: Business Management
- National N Diploma: Financial

Students must:

- Select the college
- Select a study field
- Choose a specific course
- Select a campus

Students may add additional course choices where permitted.

Staff should:

- Confirm APS alignment
- Explain entry requirements
- Discourage random programme selection
- Promote realistic and informed options

Course selection should be based on both eligibility and student interest.

Login (if required)

Note: Once users are registered, they may at some stage be logged out or may log out voluntarily. Students can log in again at any time using their ID number.

This ensures they can return to complete questionnaires or review results.

Please Log in or Register to go to the questionnaire page.

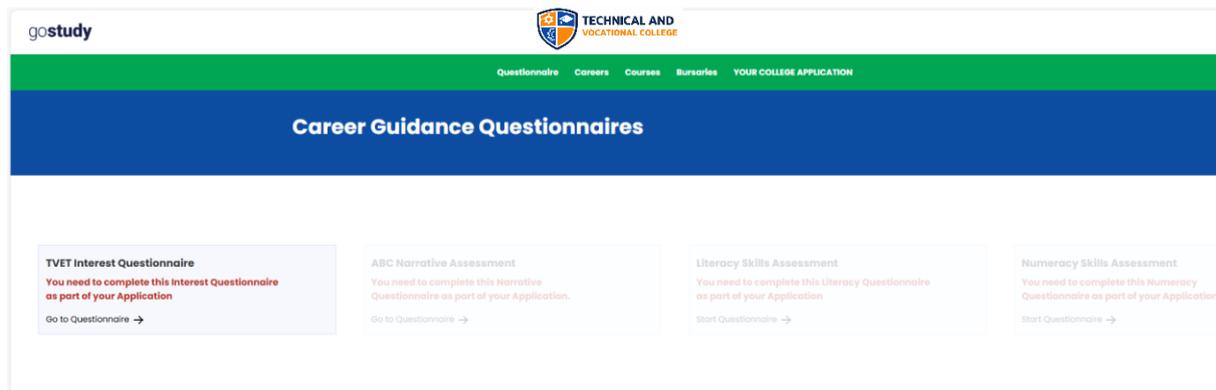
[Login to Your Application](#) [Register to Start Your Application](#)

Common issue:

Login errors are usually caused by mismatched ID entries or typing errors in the repeated field.

Staff should check that both entries match exactly before retrying.

5. Starting the questionnaire



The screenshot shows the gostudy website interface. At the top, there is a green navigation bar with the gostudy logo on the left and the Technical and Vocational College logo on the right. Below this is a blue header with the text 'Career Guidance Questionnaires'. The main content area displays four questionnaire options in a grid. The first option, 'TVET Interest Questionnaire', is highlighted with a light blue background and contains the text 'You need to complete this Interest Questionnaire as part of your Application' and a 'Go to Questionnaire →' link. The other three options, 'ABC Narrative Assessment', 'Literacy Skills Assessment', and 'Numeracy Skills Assessment', are displayed in a greyed-out state with the same text and links.

Once logged in and course choices have been captured, students proceed to the questionnaire section.

Students must complete the questionnaires in the order presented.

Only the first questionnaire will be active.
All remaining questionnaires are greyed out.

Students can only progress to the next questionnaire once the previous questionnaire has been completed.

The system controls the sequence automatically.

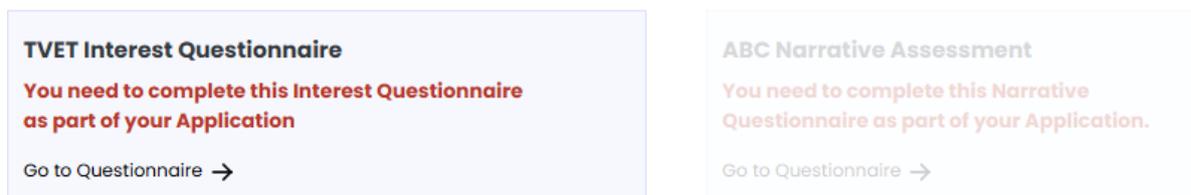
How progression works

- The first questionnaire is active
- All others are greyed out
- After submission, the next questionnaire becomes active
- Students cannot skip ahead

This ensures the integrity of the assessment process.

Example

In the example above:



This block shows a close-up of the two questionnaire options. The 'TVET Interest Questionnaire' is highlighted with a light blue background, indicating it is the active one. The 'ABC Narrative Assessment' is shown in a greyed-out state. Both options include the text 'You need to complete this [Questionnaire Name] as part of your Application' and a 'Go to Questionnaire →' link.

- The TVET Interest Questionnaire is active
- The ABC Narrative Assessment is greyed out
- The user must complete the Interest Questionnaire before proceeding

Greyed-out questionnaires indicate that completion of the previous section is required.

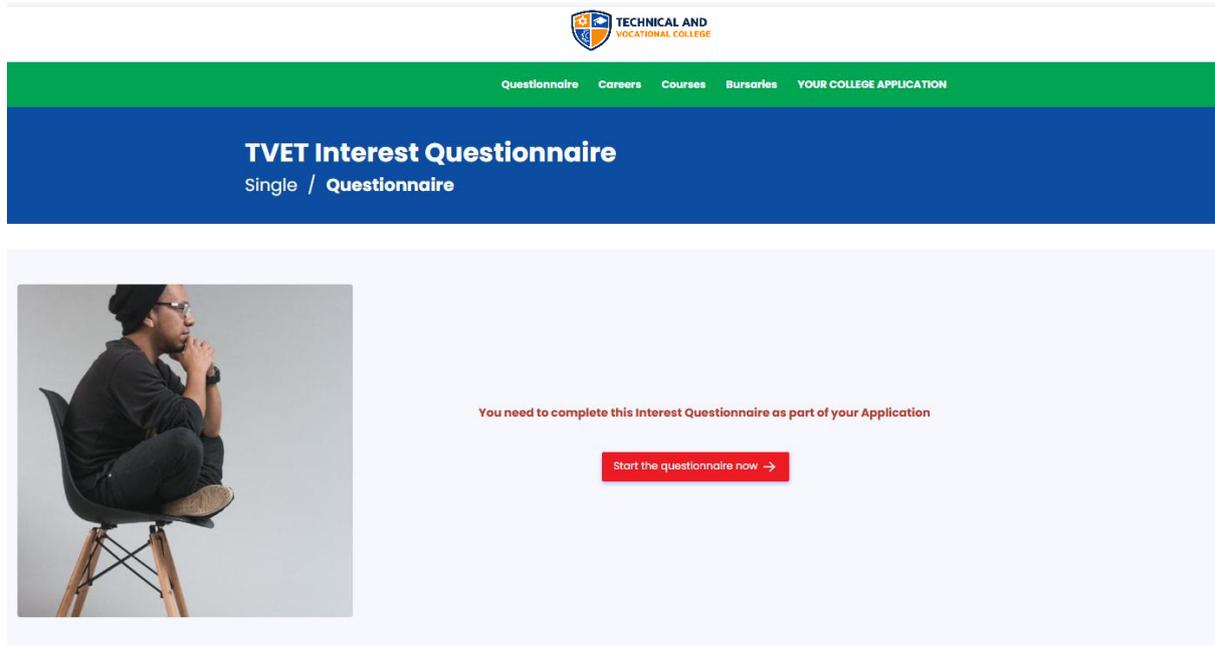
Staff responsibility

Staff must ensure that:

- Students complete each questionnaire fully before progressing
- Students understand why questionnaires unlock sequentially
- Students do not log out midway through a supervised assessment

The next section explains the structure and supervision requirements of each questionnaire.

6. Completing the TVET Interest Questionnaire



The screenshot shows the landing page for the TVET Interest Questionnaire. At the top, there is a green navigation bar with the college logo and the text 'TECHNICAL AND VOCATIONAL COLLEGE'. Below this is a blue header with the title 'TVET Interest Questionnaire' and a sub-header 'Single / Questionnaire'. The main content area features a photograph of a person sitting on a stool, looking thoughtful. To the right of the photo, there is a red text prompt: 'You need to complete this Interest Questionnaire as part of your Application'. Below this prompt is a red button with the text 'Start the questionnaire now →'.

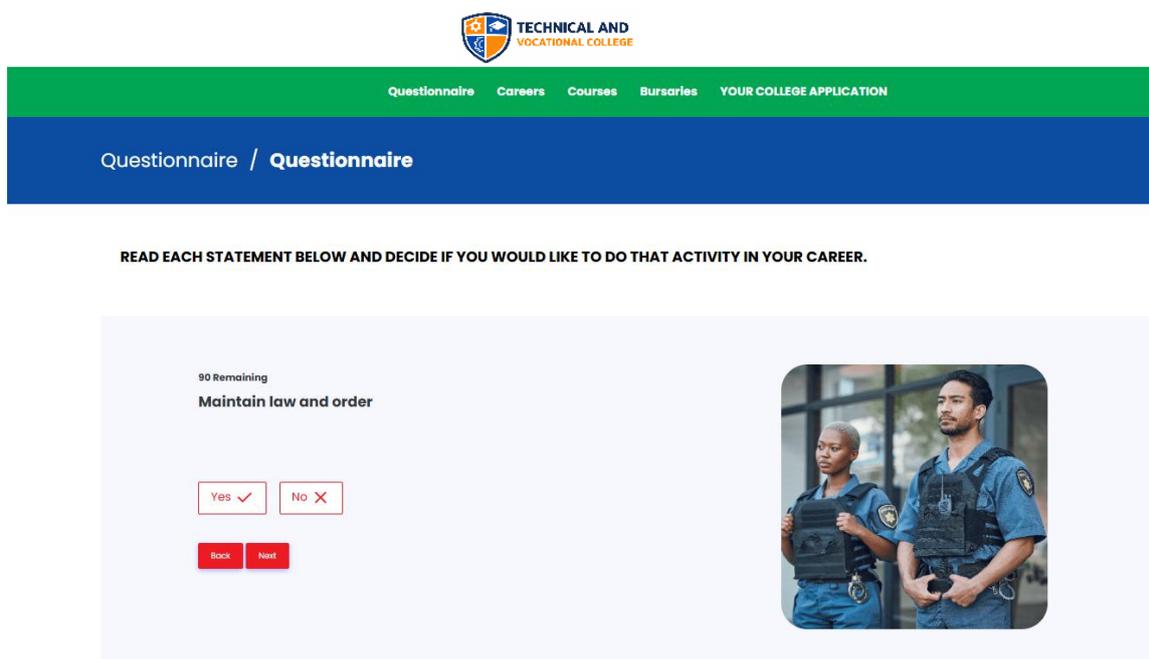
Students respond to work-based statements.

For each statement: Yes = I like this type of work

No = I do not like this type of work

Images support understanding by showing real work activities.

Staff should encourage honest responses rather than strategic answering.
Results are generated immediately after submission.



The screenshot shows a question page from the questionnaire. At the top, there is a green navigation bar with the college logo and the text 'TECHNICAL AND VOCATIONAL COLLEGE'. Below this is a blue header with the title 'Questionnaire / Questionnaire'. The main content area features a red text prompt: 'READ EACH STATEMENT BELOW AND DECIDE IF YOU WOULD LIKE TO DO THAT ACTIVITY IN YOUR CAREER.'. Below this prompt, there is a question: '90 Remaining Maintain law and order'. To the right of the question is a photograph of two police officers in uniform. Below the question, there are two buttons: 'Yes ✓' and 'No ✗'. At the bottom, there are two red buttons: 'Back' and 'Next'.

7. Viewing and interpreting results

[← Redo the questionnaire](#)

Results: Billy Bob

Click on your highest fields in the bar chart to do career research before you select the course you want to apply for.

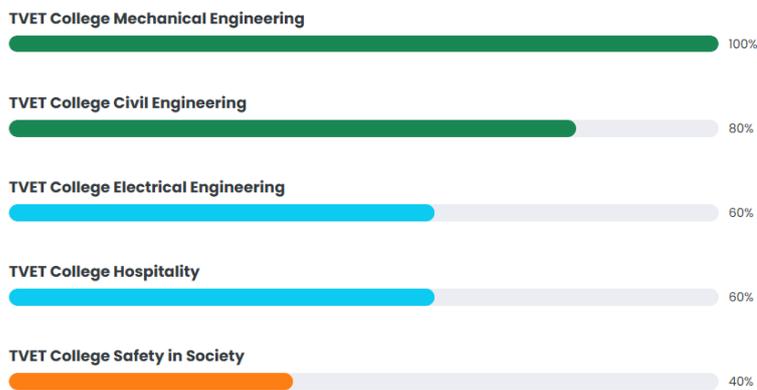
Go **Back to Questionnaires** to complete the next questionnaire.

PRINT

SAVE

Back to Questionnaires

- **High** Looks like you have a high interest in these fields
- **Moderate** Looks like you have a moderate interest in these fields
- **Low** Looks like you have a low interest in these fields



Students receive:

- A ranked bar chart
- 18 TVET study fields
- Highest to lowest alignment

Students should begin exploring their top three fields.
Staff must help students interpret results realistically.

8. Exploring programmes and eligibility

The screenshot shows the 'Careers' page on the gostudy website. The header includes the gostudy logo, the Technical and Vocational College logo, and navigation links for Questionnaire, Careers, Courses, Bursaries, and YOUR COLLEGE APPLICATION. The main heading is 'Careers' with a sub-heading 'Click on an occupation below to get more information.' Below this, there are filters for 'TVET College Mechanical Engineering' and a grid of 16 career options, each with a magnifying glass icon and a dropdown arrow.

TVET College Mechanical Engineering			
Careers Available			
Aerospace Fitter and Turner	Air Conditioning and Refrigeration Mechanic	Air Force Careers	Aircraft Electroplater
Aircraft Instrument Mechanic	Aircraft Maintenance Mechanic	Aircraft Mechanic	Aircraft Welder
Architectural Metalworker	Armament Fitter	Armature Winder	Automotive Body Repairer or Panel beater
Automotive Machinist	Automotive Sheet Metal Worker	Aviation Turner and Machinist	Avionics Mechanic

Students can explore:

- Linked courses (example above of courses linked to the highest field of mechanical engineering)
- Related occupations (example below of an Aerospace Fitter and Turner)

The screenshot shows the 'Aerospace Fitter and Turner' career details page on the gostudy website. The header includes the gostudy logo, the Technical and Vocational College logo, and navigation links for Questionnaire, Careers, Courses, Bursaries, and YOUR COLLEGE APPLICATION. The main heading is 'Aerospace Fitter and Turner' with a sub-heading 'Career / Career Details'. Below this, there is a section titled 'About this career' with a 'Watch Video' button and a 'Detailed Description' section. The detailed description includes a definition of the role and a list of tasks.

Aerospace Fitter and Turner
Career / Career Details

About this career

A Fitter and Turner in the Aerospace industry is responsible for fitting and turning metal components that are used in aircraft and related equipment.

Detailed Description

An Aerospace Fitter and Turner specializes in the assembly, installation, maintenance, and repair of components used in aerospace systems and vehicles. They work with precision machinery and tools to fabricate and assemble parts according to engineering specifications.

Their tasks typically include:

- Reading and interpreting engineering drawings, blueprints, and technical manuals to determine assembly procedures.
- Operating precision machining tools such as lathes, milling machines, grinders, and drill presses to fabricate and shape metal components.
- Performing precision measurements and inspections using precision measuring instruments to ensure parts meet quality standards.
- Assembling and fitting together components, parts, and sub-assemblies using hand tools, power tools, and welding equipment.
- Testing and calibrating assembled parts and systems to ensure proper functionality and performance.
- Performing maintenance and repairs on aerospace components and systems, diagnosing and troubleshooting mechanical issues.
- Adhering to safety procedures and regulations, including handling hazardous materials and maintaining clean and organized work areas.

8.1 Programme eligibility and subject requirement screen

This screen (below) displays detailed entry requirements for a selected programme

In this example it shows:

- The institution
- The faculty and specific course
- The required aggregate score
- The student's calculated aggregate score

Required Aggregate Score: 35% Your Aggregate Score: 41%.

[Go to institution website to get more information on this course](#) 

Institution: West Coast TVET College
Faculty: Engineering

Programme: Occupational Certificate: Mechanical Fitter

The following Aggregate score must be achieved to apply for this programme:

Required Aggregate Score: 35% Your Aggregate Score: 41%

The following groups of subjects are compulsory to apply for this programme:

SUBJECT REQUIREMENTS FOR COURSE <small>(If you get an X it means you don't meet the subject requirements)</small>			YOUR MARKS	X / ✓
One of	English (Home Language)	40	-	X
	English (First Additional Language)	40	-	
One of	Any Other Official Language (Home Language)	40	45	✓
	Any Other Official Language (First Additional Language)	40	77	
One of	Mathematics	40	45	✓
	Technical Maths	40	-	
One of	Physical Science	40	-	X
	Technical Science	40	-	
2 of	Any Other Subject	30	86	✓
	Any Other Subject	30	55	

Disclaimer: Please check APS requirements with the Institution before applying as these might have changed since being published on this Gostudy Website.

8.2 Course eligibility screen

This screen shows courses personalised to the student based on their captured school results.

Each course has a coloured strip at the top.

Green strip	Red strip
You meet the minimum entry requirements.	You do not meet the minimum entry requirements.
The student's marks and aggregate score meet the programme criteria.	One or more subject or aggregate requirements have not been met.
The student is eligible to apply.	The student is not currently eligible.

Green strip: You meet the requirements for these courses

Red strip: You don't meet the requirements for these courses

Click on a course below to get more information.

FILTERS

COURSES

e.g. Commerce

Filter by Occupation

Select an Occupation

APS Calculator

Life Orientation: 56 %

Mathematics: 50 %

Languages: English 45 %, SiSwati 77 %

Elective subjects: Physical Science 66 %, Design Studies 55 %, Economics 44 %

Include courses for which the APS filter does not meet the requirements

Clear filters Apply filters

The courses with the **Green Strip** are those Courses for which You meet the minimum entrance requirements. The courses with the **Red Strip** are the Courses for which You do not meet the minimum entrance requirements. The courses with the **Red Strip** are the Courses for which You do not meet the minimum entrance requirements, then all the courses are shown without any strip.

National Certificate: Vocational: Education and Development West Coast TVET College	National Certificate: Vocational: Electrical Infrastructure Construction West Coast TVET College	National Certificate: Vocational: Engineering & Related Design West Coast TVET College
National Certificate: Vocational: Hospitality West Coast TVET College	National Certificate: Vocational: Management West Coast TVET College	National Certificate: Vocational: Office Administration West Coast TVET College
National Certificate: Vocational: Programming and Robotics West Coast TVET College	National Certificate: Vocational: Tourism West Coast TVET College	National Certificate: Vocational: Transport and Logistics West Coast TVET College
National N Diploma: Farming Management West Coast TVET College	National N Diploma: Financial Management West Coast TVET College	National N Diploma: Hospitality and Catering Services West Coast TVET College
National N Diploma: Public Management West Coast TVET College	National N Diploma: Tourism West Coast TVET College	Occupational Certificate: Boilermaker West Coast TVET College

Staff role

Staff must:

- Explain what the colours mean
- Ensure students focus on green-strip courses
- Clarify why a course is red if needed

Eligibility is based on captured subject results and official entry criteria.

9. Narrative Questionnaire

The narrative questionnaire consists of three written questions.

Students must write a minimum of 100 words per question.

There are no correct or incorrect answers. Students must respond honestly and write in English.

The purpose of the narrative questionnaire is to allow students to:

- Express themselves in writing
- Demonstrate language ability
- Reveal aspects of their personality
- Show motivation and self-awareness

The responses help staff understand the student's readiness for TVET-level study and whether additional academic support may be required.

Career Guidance Questionnaires

TVET Interest Questionnaire
You need to complete this Interest Questionnaire as part of your Application

Done ✓

ABC Narrative Assessment
You need to complete this Narrative Questionnaire as part of your Application.

[Go to Questionnaire →](#)

Literacy Skills Assessment
You need to complete this Literacy Questionnaire as part of your Application

[Start Questionnaire →](#)

Numeracy Skills Assessment
You need to complete this Numeracy Questionnaire as part of your Application

[Start Questionnaire →](#)

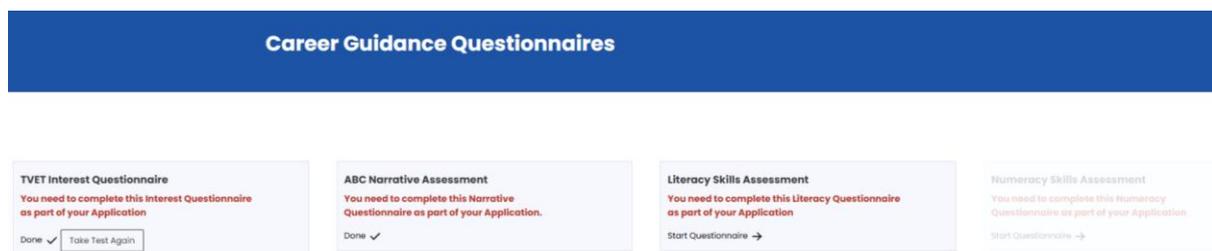
10. Literacy and numeracy assessments

Once the Narrative Questionnaire is completed, students proceed to:

- Literacy Skills Assessment
- Numeracy Skills Assessment

These assessments must be completed on campus under supervision.

They may not be completed at home.



Token-controlled access

To protect the integrity of the assessments, access is controlled by a campus token.

- The college issues a token code to students before the session
- Students enter the token to unlock the questionnaire
- Without the token, the assessment cannot be accessed

This ensures:

- Supervised completion
- No outside assistance
- Valid assessment results

This questionnaire requires a 'Token.' The college will send you an SMS with the token if it requires you to complete the Literacy and Numeracy assessment.

In the meanwhile you can browse the system and then return to your 'College Application' on the menu.

Access Token:

For Campus:

Close

Submit

10.1 Literacy Skills Assessment

The literacy questionnaire assesses:

- English language ability
- Reading comprehension
- Written understanding

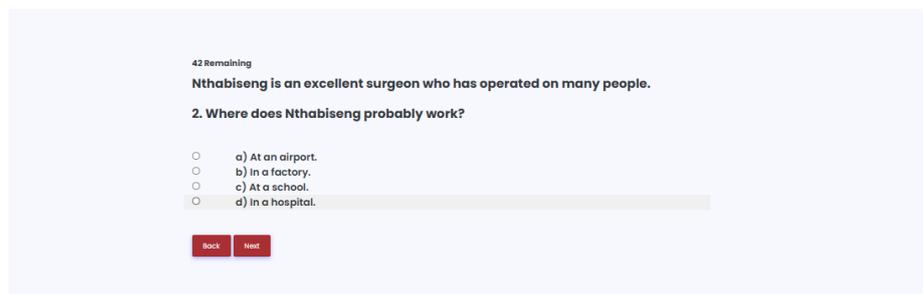
The questions progress from easier to more difficult.

The assessment measures whether the student has the language skills required to succeed in TVET-level programmes.

Students who show significant language gaps may require academic support.

Questionnaire / **Questionnaire**

This test should only be done under supervision. The test takes 1 hour to complete. You may begin.



42 Remaining

Nthabiseng is an excellent surgeon who has operated on many people.

2. Where does Nthabiseng probably work?

- a) At an airport.
- b) In a factory.
- c) At a school.
- d) In a hospital.

Back Next

10.2 Numeracy Skills Assessment

The numeracy questionnaire assesses:

- Basic mathematical reasoning
- Numerical problem-solving
- Logical thinking

The assessment must be completed:

- Without a calculator
- Under supervision
- Within the allocated session time

This assessment determines whether the student has the numerical reasoning ability required for their chosen programme.

Students who do not meet the required level may need additional support before or during their studies.

11. Administrative functions

This guide focuses on supporting students through registration and completion of the questionnaires. Administrative functions are covered separately in the GoStudy Administrative Guide.

The Administrative Guide explains how designated college staff:

- Generate and manage assessment access tokens
- Monitor questionnaire completion
- Access literacy and numeracy results
- Extract reports for institutional use
- Manage system access and permissions

These functions are restricted to trained administrative users to ensure data integrity and responsible handling of student assessment information.

Student facilitation and system administration are distinct roles.

This guide addresses the facilitation role.

12. In closing

The registration and questionnaire process is designed to help learners understand their interests, assess their readiness and make informed study decisions. When delivered correctly, it supports honest reflection, realistic course selection and early identification of academic support needs. The system provides structure, but it is the guidance of staff that helps learners move forward with clarity and confidence. The goal is purposeful progression into programmes where students are both motivated and prepared to succeed.