



Final assignment submission procedure

Since we are an accredited training provider, our certification process is in conjunction with applicable ETQAs. Completed POE's are submitted to SABPP and other applicable SETAs for certification in three batches for 2016.

In order to ensure a valid and fair assessment procedure and to streamline the certification process, FISAs for full qualifications and final assignments for skills courses have specific submission dates.

FISAs and final assignments must be submitted:

- before the 16th of March for results to be available on the 4th of April;
- before the 29th of June for results to be available on the 18th of July; and
- Before the 5th of October for results to be available on the 24th of October 2016.

Please note that FISAs or final assignments can be submitted before these due dates but will only be assessed and results will only be communicated on the above dates.

What if your study period expires only in May and you have not yet completed your FISA or final assignment by the 4th of April?

- We will automatically accept FISAs and final assignments of learners whose study periods expired for the submission date that succeeds your study period end date.
- However, if your study period expired and you only submit your FISA or final assignments two submission dates thereafter, your study period is regarded as expired and you need to apply for a review extension.
- Example: If your study period expires at the end of May and you couldn't submit your final assignment by the 4th of April, you automatically qualify to submit your FISA or final assignment before or until the 29th of June. If you don't submit it before the 29th of June then your study period is deemed to be expired and the usual procedure for expired study periods will follow; which is to apply for a study extension which might incur charges on your student account.

NB!!! Please ensure that all documents required by BMT College are submitted with the FISA or final assignment as your assignment will not be marked if these documents are omitted with your submission.

- Documents needed vary from full qualifications to skills courses
- Full qualification documents needed:
 - 2 x *clear* certified copy of ID document;
 - Curriculum Vitae;
 - Completed student declaration;
 - Copy of Grade 12 certificate or highest grade passed.
- Skills course documents needed:
 - 2 x *clear* certified copy of ID document;
 - Completed student declaration.