

# 2026 ORIENTATION

FIRST SEMESTER INTAKE

NELSON MANDELA BAY

## DAY 1

**25 February 2026**

**09:00 - 12:00**

**Chef Sheree / Campus Head**

Staff Welcome and Introductions

Campus Tour and Smoking Area Policy

Introduction to Lecturing and Administration Team and General House Rules

## Break

General Safety Rules and Regulations

Fire, Accidents and Emergency Procedure

Fire, Accidents and Emergency Reporting Procedure

Use of Technology and cellphones on campus

Uniform Responsibility, Cleanliness

Adapting to Student Life

Full Evacuation Drill

Programme material issuing and registration checks

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## DAY 2

**26 February 2026**

**09:00 - 12:00**

**Chef Cassey / Campus Head**

Academic Expectation

Punctuality/Absenteeism/illnesses

My Portfolio of Evidence (POE) Orientation

Portfolio of Evidence Policy and Procedure

Break

Student Representative Council

Academic Programme Schedule Timetable

Academic Assessments and Submission

NQF Orientation

Work Integrated Learning (WIL) Orientation

Certification Orientation

Plagiarism Policy

Activity: "My POE in action": File CV and ID Copy

Capsicum Learn Portal/ARC

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## DAY 3

27 February 2026  
09:00 - 12:00

Chef Sheree / Chef Cassey

Activity: Identify Kitchen Hazards and defective equipment

Kitchen Policy and Procedures

Maintenance and use of kitchen equipment and utensils

Break

Hospitality Attitude Policy

Student Code of Conduct, dispute, grievance and disciplinary process

Activity: "Let's have Fun"