

2026 ORIENTATION

FIRST SEMESTER INTAKE

RUIMSIG - JOHANNESBURG



DAY 1

TIME	SESSION
09:00 - 09:15	Welcome
09:15 - 09:45	Campus Tour and Smoking Area Policy
09:45 - 10:00	Additional Campus Specific Information
10:00 - 10:15	Break
10:15 - 10:30	Introduction to lecturing and Administration Team
10:30 - 10:45	General Safety Rules and Regulations
10:45 - 11:00	Fire, Accidents and Emergency Procedure
11:00 - 11:15	Fire, Accidents and Emergency Reporting Procedure
11:15 - 11:45	Full Evacuation Drill
11:45 - 12:00	Covid 19 Policy and Procedure
12:00 - 12:15	Use of Technology and cellphones on campus
12:15 - 12:25	Uniform Responsibility, Cleanliness
12:25 - 12:35	Adapting to Student Life
12:35 - 12:45	Student Representative Council
12:45 - 13:00	Day 2, Programme Overview & Expectations
13:00 - 14:00	Programme material issuing and registration checks

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DAY 2

TIME	SESSION
09:00 - 09:30	Academic Expectation
09:30 - 09:45	Punctuality/Absenteeism/Illnesses
09:45 - 10:00	My Portfolio of Evidence (POE) Orientation
10:00 - 10:15	Portfolio of Evidence Policy and Procedure
10:15 - 10:30	Break
10:30 - 10:40	Academic Programme Schedule
10:40 - 10:50	Academic Timetable
10:50 - 11:00	Academic Assessments & Submission
11:00 - 11:15	NQF Orientation
11:15 - 11:45	Work Integrated Learning (WIL) Orientation
11:45 - 12:00	Certification Orientation
12:00 - 12:15	Plagiarism Policy
12:15 - 12:30	"My POE in action": File CV and ID Copy
12:30 - 12:45	"My POE in action": Day 1 & 2 Acknowledgement
12:45 - 13:00	"My POE in action": Storing my POE
13:00 - 14:00	Capsicum Learn Portal/Black Board Orientation (PC and Year 1 Only)

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DAY 3

TIME	SESSION
09:00 - 09:30	Activity: Identify Kitchen Hazards and defective equipment
09:30 - 09:45	Kitchen Policy & Procedures
09:45 - 10:00	Maintenance and use of kitchen equipment and utensils
10:00 - 10:15	Break
10:15 - 10:45	Hospitality Attitude Policy
10:45 - 11:15	Student Code of Conduct, dispute, grievance and disciplinary process
11:15 - 11:30	"MY POE in action": Day 1,2,3 Acknowledgement
11:30 - 11:45	"My POE in action": Storing my POE
11:45 - 13:00	"Let's have Fun"