



# Berea Group of Colleges

25 March 2020

## **BEREA COLLEGE CONTINUES WITH ONLINE CLASSROOMS DURING NATIONAL LOCKDOWN**

Dear Students, Parents and Guardians

During this time of national crisis, we thank you our valued students and parents for your patience and understanding as we look for the best solutions to help you continue with your studies. You have invested in your education and we are here to ensure that you complete your qualification and are one step closer to employment.

As a college, we stand in support of the National Lockdown announced by the president and encourage our students, parents, guardians and stakeholders to follow the health and safety measures implemented by government; stay indoors and help prevent the virus from spreading!

**For your safety, you are required to stay off campus from 26 March-16 April 2020.** This is a mandatory lockdown period and ALL 3 campuses will be closed for visits during this time. We however remain 'open' for service. For your convenience, all academic and admin staff, from our lecturers to support staff will be at your service from 8am-3:30pm from Monday to Friday during the national lockdown period. We have improved our online infrastructure, trained our staff and invested in technology to remain at your service – **online via our Digital Classrooms.**

### **WHAT YOU WILL NEED TO GET STARTED?**

- Firstly, a calm mind. Don't panic. We are here to assist you with as much information as possible. Do not hesitate to contact us.
- To get started, we recommend that all students invest in an affordable data package. Yes, you may not have budgeted for this and we understand that this is an added strain to your expenses, but we ask that you do so in order to benefit from the online classes. We suggest that you use the savings from your transport and/or accommodation costs to purchase data for this valuable learning period.
- You will require a smartphone with access to WhatsApp.
- You will need to accept the WhatsApp. invite from your lecturer (Group Admin.) and save their details on your contact list. If you are not on a WhatsApp. Group please contact your adviser immediately with your details.
- You will require Microsoft Office and you may download Adobe for free.
- You will need occasional Internet access to use the Online Resource Library for additional links and resource tools to support your lessons.

### **HOW WILL THE DIGITAL CLASSROOMS WORK?**

- Every day, your lecturer will deliver a lesson on the relevant WhatsApp. Group. This will be in the form of PDF notes and may be supported by PowerPoint presentations, videos and visuals, depending on your course and the relevant module.
- Refer to your free textbooks or online study materials to help you understand your lesson better.
- After the lesson, please ensure that you read through the lesson materials carefully and study them further.
- If you have any questions related to that lesson, you may send a private message to your lecturer (Group Admin.) with the relevant question/s. Please clearly reference the lesson, date and time. Include your name, course module and student number.
- Some groups may have the option to ask questions on the Group. If this is the case, please ensure that you follow all the rules of the Group and ask your relevant academic question on that Group only.
- Your lecturer (Group Admin.) will answer you within 48 hours, depending on the nature of the question and the number of questions from students from that relevant Group.
- Where there is more than one question related to the same topic, the lecturer will post a broadcast to the Group under the heading FAQ (Frequently Asked Questions) and will not necessarily answer you directly.

- You will be guided by the lecturer (Group Admin.) throughout the lesson.

### HOW TO CONTACT US?

We would appreciate it if you would address all academic queries to your lecturer (Group Admin.) or in the Group itself, but direct other customer related queries to the Centre for Student Relations, which is a free customer service to all our students and parents. For counselling, exams and other non-academic queries, call or WhatsApp. your adviser directly.

- ❖ Nomagugu Mbhense (0603353113)
- ❖ Zandile Mahlobo (0824906062)
- ❖ Yuvani Nair (0781529107)
- ❖ Romell Jaganathan (0767773032)

For payment and fee related queries, please contact

- ❖ Mel Raman (0810170938)

Or call 031 304 5207/827 8300 for a list of staff members available to assist you.

### HEALTH AND SAFETY

During this very critical period, we are requesting that you continue to implement the basic health measures published by the World Health Organisation (WHO) to keep you and your family safe:

- ✓ Hands – wash them thoroughly & regularly with soap and water or use an alcohol-based sanitizer (above 60%).
- ✓ Elbow – cough into it.
- ✓ Face – don't touch it.
- ✓ Feet – stay more than 3 feet away from other people.
- ✓ Don't gather in areas with large crowds (sport events, clubs, concerts, socials etc.). Stay indoors and only go out for food and essential services.

If you or your family have travelled to another country or if you have come into contact with someone who has, please self-quarantine for 2 weeks. If you tested positive, please share the results via WhatsApp to the Department of Health's hotline number **0600 123 456** and also inform the College immediately, so we can take the necessary steps as a responsible College.

We have launched an online awareness campaign to educate our students and stakeholders on the COVID-19 epidemic and how to stay safe. Visit our social media pages and our websites to stay informed. We will also continue to send out regular communication to you.

We look forward to seeing you in person again in good health once this period of preventative measures is declared no longer necessary. We thank you once again for your continued support as we follow all precautionary measures and pray for our beloved country and the international community.

Yours sincerely,



Prof. C. Kistan  
Rector



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