




033 205 0114 

info@skeelz.co.za 

266 Prince Alfred Street, PMB 3201 

www.skeelz.co.za 

## **Skeelz Academy Prospectus**

### **Welcome to Skeelz Academy**

At Skeelz Academy, we are dedicated to providing a dynamic and enriching educational experience that empowers students to reach their full potential. Our commitment to academic excellence, innovation, and holistic development sets us apart, making Skeelz Academy the ideal place for your educational journey

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## About Skeelz Academy

### Mission and Vision

At Skeelz Academy, our mission is to provide a transformative education that equips students with the knowledge, skills, and values needed to thrive in a rapidly changing world. Our vision is to be a leading institution known for academic excellence, innovation, and community engagement.

### Core Values

- **Excellence:** We strive for the highest standards in teaching, learning, and all aspects of academic life.
- **Integrity:** We uphold honesty, transparency, and ethical behavior in all our interactions.
- **Innovation:** We embrace creativity and constantly seek new and effective ways to enhance the learning experience.
- **Diversity and Inclusion:** We celebrate diversity and foster an inclusive and welcoming community.

### Accreditation and Recognition

Skeelz Academy is accredited by QCTO (QCTO Accreditation No: 05-QCTO/SDP011222155835). Our commitment to meeting and exceeding academic standards ensures that your education at Skeelz Academy is of the highest quality.

## **Programs Offered**

### **Amended Senior Certificate**

The Amended Senior Certificate program at Skeelz Academy is designed to provide students with a second chance to obtain their senior certificate. This program is tailored to accommodate adult learners and individuals seeking to enhance their educational qualifications.

### **National Senior Certificate**

Our National Senior Certificate program follows the national curriculum and prepares students for the matriculation examination. With a focus on academic rigor and comprehensive learning, graduates are well-equipped for higher education and career pursuits.

### **Occupational Certificate: Computer Technician**

This hands-on program is designed for students aspiring to pursue a career in the field of IT. From hardware to software, students gain practical skills and industry-relevant knowledge under the guidance of experienced instructors.

### **CCTV Camera Installation**

The CCTV Camera Installation program is tailored to meet the growing demand for skilled technicians in the security industry. Students receive specialized training in the installation, maintenance, and troubleshooting of CCTV systems.

## **Admission Information**

### **Admission Requirements**

To be eligible for admission at Skeelz Academy, applicants must meet the following requirements:

**1. For Amended Senior Certificate Program:**

- Completion of Grade 9 or equivalent
- Proof of age (certified copy of ID or birth certificate)

**2. For National Senior Certificate Program:**

- National Senior Certificate or equivalent
- Proficiency in English (written and spoken)

**3. For Occupational Certificate: Computer Technician and CCTV Camera Installation Programs:**

- National Senior Certificate or equivalent
- Proficiency in English (written and spoken)

## Programs Offered (Soft Skills)

1. **Microsoft Word Course:** In the Microsoft Word course, participants will delve into the fundamental features of this powerful word processing application. From creating and formatting documents to mastering advanced tools like mail merge and collaboration features, this course is designed to enhance your document creation and editing skills. Participants will learn to produce professional-looking documents with ease, utilizing a range of formatting options, styles, and templates. Whether you're a beginner or seeking to refine your skills, this course provides a comprehensive understanding of Microsoft Word's capabilities.
2. **Microsoft PowerPoint Course:** The Microsoft PowerPoint course is tailored to empower individuals with the skills to create engaging and visually impactful presentations. Participants will learn to navigate the interface, design effective slides, and incorporate multimedia elements seamlessly. From basic slide creation to advanced animation techniques, this course covers the entire spectrum of PowerPoint functionalities. Participants will leave with the ability to craft compelling presentations for various purposes, including business meetings, academic presentations, and more.
3. **Microsoft Excel Course:** Unlock the full potential of data manipulation and analysis with the Microsoft Excel course. This program is designed to equip participants with the necessary skills to navigate Excel's interface, build and format spreadsheets, and leverage formulas and functions for efficient data analysis. From basic calculations to advanced data visualization using charts and graphs, this course covers the spectrum of Excel features. Whether you're a novice user or aiming to enhance your proficiency, this course provides a solid foundation for harnessing Excel's capabilities for diverse tasks, from budgeting to complex data modeling.

## Application Process

1. **Complete the Online Application Form or form provided by the academy:** Visit our website to fill out the online application form or contact our admin office.
2. **Submit Supporting Documents:** Ensure all required documents are submitted, including academic transcripts, identification documents, and proof of payment for the application fee.
3. **Admission Interview:** Shortlisted candidates may be invited for an admission interview.
4. **Receive Admission Decision:** Successful candidates will receive an official admission offer.

## Important Dates

**Orientation Day:** TBA

**Application Deadline:** 28 February 2024

**Exam Application Deadline:** 15 March 2024

We are delighted to provide you with an overview of Skeelz Academy's Academic Year Calendar for 2024. This calendar outlines the key dates and events that will shape your educational journey with us. At Skeelz Academy, we believe that a well-structured academic calendar is essential for creating a conducive learning environment and ensuring the success of our students.

### **Academic Year Calendar 2024 Overview:**

#### *Term 1*

- *Start Date:* 1 March 2024
- *Orientation Week:* Introduction to the academic year, faculty introductions, and campus tours.
- *Academic Advising Sessions:* Students meet with academic advisors for guidance and course selection.
- *Mid-Term Break:* No classes during this period. Students are encouraged to rest and prepare for assessments.

#### *Term 2*

- *Start Date:* [Start Date of Term 2]
- *Guest Lectures and Seminars:* Invited speakers share insights and knowledge with students.
- *Final Assessments:* End-of-term examinations and assessments.

#### *Term 3*

- *Start Date:* [Start Date of Term 3]
- *Career Guidance Workshops:* Sessions on career planning, resume building, and interview skills.
- *Mid-Year Break:* No classes during this period. Opportunities for internships, workshops, or self-directed learning.

#### *Term 4*

- *Start Date:* [Start Date of Term 4]
- *Career Fair:* Opportunities for students to connect with potential employers and explore career paths.
- *Final Assessments:* Culminating examinations and assessments.
- *Graduation Ceremony:* Celebrate the achievements of graduating students.

## *General Events Throughout the Academic Year*

- *Public Holidays:* No classes on public holidays.
- *Sports Day:* Inter-program sports competitions.
- *Cultural Festivals:* Showcasing talent, diversity, and creativity within the student body.
- *Parent-Teacher Conferences:* Opportunities for parents to meet with faculty and discuss student progress.

## **Academic Excellence**

### **Qualified and Experienced Faculty**

Our faculty members are experts in their respective fields, bringing a wealth of knowledge and real-world experience to the classroom. They are dedicated to providing quality education and fostering a supportive learning environment.

### **Innovative Teaching Methods**

At Skeelz Academy, we believe in the power of innovative teaching methods. From interactive lectures to hands-on practical sessions, our approach to education is designed to engage and inspire students.

### **State-of-the-Art Facilities**

Our campus is equipped with modern facilities, including well-equipped classrooms, laboratories, a library, and recreational spaces. We invest in technology and infrastructure to enhance the overall learning experience.

## **Student Life**

### **Campus Facilities**

- Computer Lab
- Tuckshop
- Library
- Student Recreation Centre

### **Extracurricular Activities**

We encourage students to explore their interests and passions through a variety of extracurricular activities, including Computer clubs, sports, Learners License and cultural events.

### **Student Support Services**

From academic advising to counseling services, our student support services are here to ensure that every student has the resources and assistance needed to succeed.

## **Fees and Financial Aid**

### **Tuition Fees**

- Detailed Tuition Fee Structure for Each Program available

### **Payment Plans**

Students can choose from various payment plans, including full payment upfront, monthly installments, and customized plans to suit individual needs.

### **Scholarships and Grants**

Skeelz Academy offers scholarships and grants based on academic merit, financial need, and specific criteria. Information about available opportunities is provided to eligible students.

### **Surety and Fees Arrangement**

#### **Surety Information**

A surety may be required for students who opt for specific payment plans. The surety assumes responsibility for ensuring that the student fulfills their financial obligations to Skeelz Academy.

### **Accommodation**

#### **On-Campus Housing**

For students seeking the convenience of on-campus living, Skeelz Academy provides comfortable and secure housing facilities.

#### **Off-Campus Housing Assistance**

Our team assists students in finding suitable off-campus housing options, ensuring a smooth transition to independent living.

### **Career Services**

#### **Internship Opportunities**

Skeelz Academy collaborates with industry partners to provide students with valuable internship opportunities, bridging the gap between education and the professional world.

#### **Career Counseling**

Our career counseling services help students explore career paths, set goals, and make informed decisions



about their future.

## **Student Testimonials**

### **Hear from Our Students**

[Include quotes or testimonials from current or past students about their experiences at Skeelz Academy.]

## **Contact Information**

### **Admissions Office**

- **Location:** 266 Prince Alfred Street, Pietermaritzburg 3201
- **Phone:** 033 205 0114
- **Email:** info@skeelz.co.za

### **General Inquiries**

For general inquiries or information not covered in this prospectus, please contact:

- **Location:** 266 Prince Alfred Street, Pietermaitzburg 3201
- **Phone:** 033 205 0114
- **Email:** info@skeelz.co.za