

DISTANCE LEARNING ACADEMY

Welcome to Distance Learning Academy

Below is a quick overview with more in depth information available off the website.

The Frequently asked Questions (FAQ's) usually answers all the questions that most people require.



DISTANCE LEARNING ACADEMY

Quick Information Booklet

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DISTANCE LEARNING ACADEMY

INTRODUCTION

Welcome to **(DLA)** - Distance Learning Academy. We are proud that the University of Cambridge has enabled us to offer you this unique opportunity to provide up to date, quality, secondary school distance learning education of the highest international standards.

On completion of your selected course you will have a Cambridge International qualification. DLA students write examinations set and marked by the University of Cambridge International Examinations board in the U.K. and have ongoing support throughout the year from the highly experienced Cambridge Tutors.

QUALITY SUPPORT

In response to the increasing demand for quality distance education, we offer this affordable and effective service to students who do not wish to enter into full time study. DLA aims to make distance learning worthwhile, effective and manageable by ensuring that our students receive continual support and feedback throughout their years of study.

WHY DISTANCE LEARNING ACADEMY?

Distance Learning Academy has been providing distance tuition in Cambridge qualifications for a number of years, and our students have produced spectacular results year after year. We have qualified lecturing staff on hand for queries, who are highly experienced. Add to this our week by week work programme, additional study material as well as unlimited telephonic and email support, it becomes clear that the Distance Learning Academy is one of the premier institutes for secondary distance education in South Africa.

ABOUT DISTANCE EDUCATION

Distance education is the term given to the provision of education to students usually via correspondence or some other means of distance communication. With the recent rapid developments in technology and communication, distance education is now, more than ever, a completely viable and realistic alternative to conventional full time study.

A qualification obtained through a reputable provider of distance education, is just as respected and widely recognized as it would be, had it been obtained through attendance at a conventional educational institution.



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WHY CHOOSE DLA

With many distance options to choose from, the primary question one must ask is why choose DLA. Many parents are under the assumption that it all has to do with the work-packs and text books. This is understandable as this is the material you are confronted with on a daily basis. **This however is a significant misconception.**

The two critical aspects of distance learning is service and the assignments, this is where we excel. Our service levels are exceptionally high and we accomplish this by limiting our annual intake. Once the cut-off limit is reached we do not take on new students.

The assignments are the most important of all, and this is where most of your money is spent. Marking the assignments and providing constant feedback to students is the primary way we communicate and evaluate how a student is progressing. The work packs and text books are the studying guide, but the assignments are where the student truly learns. We may need to mark 50 assignments per year for each student. This is a lot of work, but is also the area where we out rival our competition.

HOW OUR DISTANCE COURSES WORK

As with any form of academic endeavour, the results one can expect, are directly dependant on the degree of commitment and effort one puts in. This is especially true with regards to distance education. Once the study material has been received by mail, courier (or collected in person), it will be up to the student to follow the work programme suggested and submit their assignments.

Our Tutors will mark and return any assignments submitted by due date and will be available for discussion and guidance. The student is of course welcome to contact us at any point during their studies with queries and questions regarding the course. In addition tutorials in various subjects will be held prior to the examinations. Although attendance at these Tutorials is optional, it is obviously highly recommended, as they cover exam preparation, exam technique and particularly difficult areas of the study material.



DISTANCE LEARNING ACADEMY

OUR COURSES

CHECK POINT / FOUNDATION (Equivalent to grades 8 & 9)

Our Foundation course is designed to give students a firm grounding in the concepts of Mathematics, Combined Science and English and is aimed at students from 13 to 14 years of age who have usually completed grades 7 or 8. Students must take 7 subjects, three of which are required to complete "Checkpoint" however Cambridge examinations are optional for these subjects. All other exams are marked locally at the Academy. See page 7 for details.

IGCSE COURSE (Equivalent to grades 10 & 11)

IGCSE (International General Certificate of Secondary Education) is the 10th and 11th year of schooling and can be completed in 12-18 months. IGCSE is aimed at students from 15 to 17 years of age who have usually completed either the Foundation course or grade 9. Students at this level usually choose between 6 and 8 subjects, although only a pass in five subjects is required.

AS LEVEL COURSE (Equivalent to grade 12)

The Advanced Subsidiary (AS) Level is equivalent to that of grade 12 or matric in the South African schooling system and is recognised by the South African Matriculation Board as the equivalent of Senior Certificate subjects (NQF4) passed at the Higher Grade, which is a necessary requirement for University Entrance.

This course is aimed at students of 16 years of age and above who have completed either IGCSE or Grade 11 or 12.

Students take 4 subjects at this level and complete the course over 12 months. Students planning to enter a South African university must complete the requirements in a maximum of two exam sittings.

A-LEVEL COURSE (Equivalent to grade 13)

The Full A-Level course is only required for students wishing to enrol at an International University that requires this qualification. It is incumbent on the student to ascertain from the tertiary faculty for course entrance requirements. In many respects only the AS-Level is needed.

MATURE AGE EXEMPTION COURSE (Matric certificate for students 23 years or older.)

The rules change for students wishing to obtain their matric certificate once they have reached the age of 23 or older.

Each academic institution and faculty has differing requirements but as a general rule you will require to meet the following criteria:

Be 23 years of age or older

Pass three IGCSE subjects with a grade C or higher

Pass two AS-Level subjects with a grade E or higher

Pass at least one language subject



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ACADEMIC SUPPORT

Study Pack

Your study pack for each subject will contain the following:

- ❖ A work programme with a weekly planner to keep you on track.
- ❖ Assignments set by the Tutors to assess your progress.
- ❖ The ISBN numbers for your required textbooks and where to obtain them.
- ❖ A syllabus and 3 years of past Cambridge examination papers.
- ❖ Unlimited lecturer support via email, telephone or Skype.

Assignments

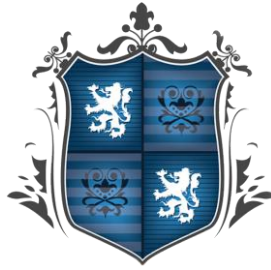
The assignments for each subject that are submitted to the Academy for marking. These assignments are linked to the work programme and set by your subject Tutor. It is important that you complete these assignments so that you can monitor your progress and that you are able to cope with the type of questions set by the University of Cambridge International Examinations in your final qualifying examinations. This is the only method to ensure you know and understand your work and provides important feedback on your progress.

Help-Line

You may phone, skype, e-mail or fax your Student Advisor at the Distance Academy during office hours for assistance. If you have a subject specific query please make use of this service.

Student Advisors

The Distance Learning Academy's Advisors are on hand to assist you with academic support, guidance and ongoing assistance. You are welcome to contact us.



DISTANCE LEARNING ACADEMY

Foundation Subjects

All subjects are compulsory

Foundation Level – (Grade 8/9)
Group I: English 1st Language
Group II: Afrikaans 2nd Language
Group III: Co-ordinated Science* Mathematics
Group IV Geography History
Group V Computer Studies
*Co-ordinated science includes Biology, Chemistry and Physics.



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Subject Choices

IGCSE – (Grade 10 & 11)	AS-Level (grade 12)
Group I: English 1st Language	Group I: English 1st Language
Group II: Afrikaans 2nd Language French 2nd Language	Group II: Afrikaans 2nd Language (IGCSE) French 2nd Language (IGCSE)
Group III: Co-ordinated Science* Mathematics	Group III: Chemistry Physics Biology Mathematics
Group IV Economics Geography History	Group IV Economics Geography History
Group V Accounting Business Studies Computer Studies	Group V Accounting Business Studies Computer Studies
*Co-ordinated science includes Biology, Chemistry and Physics, this subject should be taken by students planning to take Biology, Chemistry or Physics at AS- Level. ** To study Group V subjects at AS-Level, you must take mathematics.	* To choose from Group V, you must have passed IGCSE mathematics with a grade C or higher.

IGCSE

- Subject 1** – English 1st Language (*Compulsory*)
- Subject 2** – 2nd Language (*Compulsory*)
- Subject 3** – Choose one from Group III (*Compulsory*)
- Subject 4** – Choose one from Groups III, IV or V
- Subject 5** – Choose one from Groups III, IV or V
- Subject 6** – Choose one from Groups III, IV or V

AS-LEVEL

- Subject 1** – English 1st Language (*Compulsory*)
- Subject 2*** – 2nd Language (*Compulsory*)
- Subject 3** – Choose one from Group III
- Subject 4** – Choose one from Groups III, IV or V
- Subject 5** – Choose one from Groups III, IV or V
- * If 2nd language passed at IGCSE with a grade C or higher you do not need to retake this subject.
- ** You can only choose from Group V if IGCSE Mathematics was passed with a grade C or higher.

For A-Level subjects please visit the [website](#):



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FEES

A registration fee is required for each academic year.

Subject fees can be viewed off the website at: <http://www.dlaint.co.za/about/fees.htm>

Fees are either in full or on a 5 month debit order.

Students on the payment plan will only receive their materials and support, per term paid for.

No matter when you register, support will cover one academic or calendar year, whichever is applicable. If you are unable to complete a course within one academic year, a small carry-over fee can be paid to extend our support for an additional year.

Banking details:

Distance Learning Academy

First National Bank

Branch Code: 260 231

Account Number: 6249 0261 048

Swift code FIRZAJJ

REGISTRATION

Once you have decided on your subject choices, you can download the registration form that is applicable to you (Foundation/IGCSE/AS-Level/Mature). There are two forms, one for hand written applications and one in digital format. You decide which is easier to complete.

<http://www.dlaint.co.za/enrolment/register.htm>

CONTACT WITH THE ACADEMY

Physical Address:

17 Westminster Ave
Bryanston
Sandton 2021
Gauteng South Africa

Postal Address:

P.O.Box 98006
Sloane Park
2152

E- Mail: admin@dlaint.co.za

Web: www.dlaint.co.za

Telephone:

General and Admissions Information (011) 706 7946

Fax 086 552 2835

Help Line (to contact Tutors) (021) 461 2081

Email Tutors – foundation@dlaint.co.za / igcse@dlaint.co.za / alevel@dlaint.co.za



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Frequently Asked Questions

1. By now you have a reasonable idea of what Cambridge is all about. Before you register you need to decide if you are eligible. The good news is that Cambridge is not age dependant on when you start or finish. The ages per “grade” are a guide only.
2. Also Cambridge is not concerned about your past schooling experience and what you did or did not pass. If you feel that your child can handle IGCSE (grade 10 or 11) or even AS-Level (grade 12) then we see no reason to restrict any person from furthering their education.
3. If you have completed the Cambridge Foundation or Check Point, then it is logical that you would progress to IGCSE
4. If you are coming from a home school, IEB or CAPS system environment it is beneficial that your child should be completing or have completed the equivalent of grade 9 which is usually at 14 years of age.
5. If your child is older but not yet completed grade 9, then there is no reason why he could not take IGCSE. Cambridge does not require a pass at IEB or CAPS for eligibility to register, as long as you feel he can cope with the work.
6. It’s all about being able to cope. For some children who were excellent scholars but due to extenuating circumstances have suffered a setback and whereby their environment or setback has been conquered are now able to flourish, should not influence reintroducing their education.
7. A word of caution...if you child’s report for grade 9 is extremely poor (without extenuating circumstances), then please think twice about enrolling them into IGCSE, it would be sensible for them to ease into the Foundation level.
8. The above points are also true for students wishing to enrol in AS-Level. If you come from an IGCSE or O-level background then your transition will be easy.
9. If you have completed grade 11 with good marks then transition into AS-Level should be smooth enough.
10. How do I decide on my subject choices? Most importantly is to have an idea of which faculty you wish to study at University or Technicon.
11. Ask their student advisers which are the required subjects for the degree/diploma you wish to study. This information is also viewable on their websites.
12. Once you are armed with this information the simplest method would be to use our subject calculators to determine compulsory and other subjects.



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Are Cambridge qualifications recognised by South African universities?

Yes. The Cambridge International qualifications are recognized by the Matriculation Board (HESA) for exemption purpose. The Cambridge qualifications also provide access to universities internationally. Please contact the University of your choice for their admission requirements.

When can I enrol with DLA International?

Application for registration opens in October and most students register between November and January in preparation for the academic year. Students may however apply for enrolment at any time throughout the course of the year.

What assistance does DLA provide prior to enrolment?

Our highly qualified and experienced team will ensure that all of your questions are answered in the best and quickest way possible. We provide assistance regarding career paths, potential university requirements, aid in subject choices and exemption decisions among many other queries.

Can I enrol for just one subject?

Yes. We have a number of students who choose to complete their course over a longer period and study 1-3 subjects at a time.

How do I communicate with DLA?

You can contact us directly on: --

For general or administrative enquiries you can email us at: admin@dlaint.co.za

For academic enquiries contact at:

foundation@dlaint.co.za / igcse@dlaint.co.za / alevel@dlaint.co.za

Please include the name of the subject you need help with in your subject line so that it reaches our subject teacher swiftly.

Who are the DLA tutors?

Our tutors are highly qualified, SACE registered teachers specialising in both the Cambridge curriculum and their subject field.

Do I need a face-to-face tutor to help me with my studies?

Our work plans and online aids are designed in a way that most students will not require extra help. In the case that a student requires a tutor. You are however most welcome to employ a tutor if necessary.

What will it cost to study with Distance Learning Academy?

You can find our fees on our website. <http://www.dlaint.co.za/about/fees.htm>

What is included in our fees?

The fees cover all of the subject material including the study pack, work schedule, assignments, syllabus, past papers and unlimited support, via telephone Skype or email.



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What additional fees will we incur?

The only additional fee required from you will be for examination registrations fees. These fees are paid directly to British Council. Fees are payable during the examinations registration periods and one should contact the Council for their latest fees due to a fluctuating exchange rate. For all your book requirements we will provide you with the barcode numbers and 4 supplier's details on where to obtain them.

Am I liable for postage fees?

Yes. Our facilities allow you to send assignments and contact us via email. Should you decide to send any documents to us via post, this will be for your own account.

Does DLA run according to a school time table?

Yes, because we believe that structure is important. We plan our work schedules around term timetables that are similar to that of full-time schools. This schedule does not have to be followed directly, however it does aid students in ensuring that work is covered on time. The time table also allows for holidays and allocates time to rest, revise and catch up on any work if the need arises.

Is there a timetable for submitting assignments?

If registration is prior to June, then all assignments are due before the end of the academic year. Students registering after June have until May the following year to submit their assignments. It is advisable to submit assignments as soon as possible in order that you can determine the level of your progress.

Do I need a student card?

No, you will not need a student card. Each student will receive a student number and password to access the subject material and submit assignments.

What age should I be to apply with DLA?

Age is not a prerequisite and act only as guidelines. There should be no time limit placed on someone trying to improve their education.

What is the duration of courses at DLA?

Foundation is a one year course. IGCSE can be completed in 12 – 18 months and AS level takes an average of 1 year to complete. You may also decide to study over a longer period, the choice is yours.

Must I take a second language?

Yes. The matriculation Board (HESA) requires that a first and second language form part of a student's subject choices in order to qualify for Matric exemption.

If I have two children, can they share the same course?

Students cannot share one course. The primary reason is that the backbone of the DLA experience is in the assignments. The assignments help the student to understand what is expected from Cambridge during examinations and we can only support the registered student.



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Must I complete IGCSE level?

It is recommended that students complete either IGCSE or grade 11 before proceeding to AS level, as this prepares the student academically for the higher level. IGCSE or Grade 11 results usually accompany a university application, and play a great role in potential acceptance.

Do you offer the full A Level?

Yes. We are pleased to announce that the Full A-Level will be offered from Jan 2017.

Where can Biology, Chemistry and Physics practical's be done?

Can they be done at home?

There is a limit to the practicals that can be done at home for safety and legal reasons. This limitation is recognised and students at IGCSE level are encouraged to take the "alternative to practical" route, where no practical work is required. For students at AS Level, our courses contain practical elements that can be done at home, under adult supervision. Should more in-depth practicals be required, DLA can arrange practical workshops at centres close to you. Please contact us directly for more information.

Can you suggest good subject combinations?

The right subject choices is best assessed on an individual basis. DLA provides assistance and guidance in terms of a student's strengths, weaknesses, interests, abilities and future plans. We suggest that each student considers their own study plans for university level, as the requirements of each university and faculty does tend to differ.

Why do you not offer English Literature, Sociology or Psychology as a subject?

HESA no longer accepts these subjects for matric exemption

Can I view your courses before I decide to register?

Yes you may but this will serve no purpose. As detailed earlier, although the work-packs have their importance, they play a small part of distance learning. The primary aspect that one needs to focus on are the assignments. Marking the assignments and providing constant feedback to students is the primary way we communicate how a student is progressing. This is how a student learns what is expected from Cambridge. We may need to mark 50 assignments per year for each student. This is a lot of work, but is also the area where we outlive our competition.



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EXAMINATIONS

When do I write examinations?

Students write the final examination at the end of their course. Examinations are held bi-annually in May/June and Oct/Nov.

When are the examination periods?

Examinations are written during October / November and May/June. Some examinations are not written midyear especially the 2nd and foreign languages.

When must I enter to write an examination?

For May/June examinations, students must enter by January, and by August for October/November examination sittings. Contact British Council to clarify the latest information.

How do I enter for an examination?

You will need to contact British Council directly and they will assign the closest examination centre to you. You will need to complete their entry forms and pay the required examination fee. Deadline dates must be adhered to in order to avoid penalties. The process is extremely simple.

Where can I find the dates and times of my examinations?

The date and time of your examinations will be detailed on your Statement of Entry from Cambridge International Examination.

What does 'exam sitting' mean?

An 'exam sitting' is a date and time set by Cambridge when a particular subject is examined at a Cambridge Centre. Exams written in the same year are considered, one sitting.

What happens to my exam entry should I decide to withdraw from an examination?

Students who withdraw from an examination will not be automatically entered at the next session, but will have to reapply for a future sitting and pay the necessary examination fees again.

What does AM and PM mean on my Statement of Entry?

AM session starts at 09H30. PM session starts at 13H30

Can I change the time or date of a Cambridge examination?

Cambridge examinations have to be written at the set time and date. These cannot be changed

How do I know the length of each examination that I've entered for?

You can establish how long an examination you have entered for will be by looking at the past papers and relevant syllabus in your work pack.



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What happens if I miss, or can't make an examination?

CIE exam dates are fixed as the exams are sent out globally. No special permissions are granted to write a missed exam. If you are ill, try to attend the exam and supply a doctor's certificate stating that you were not fit to write the examination. CIE will take this into consideration.

What happens if I have a clash of two exams at the same time?

Please inform your examination centre of this immediately. They will make provision for you to write the examination at a time later in the day.

I struggle with examination technique, what should I do?

Over the course of your study, you will need to submit various assignments. These assignments are structured in the same way as your final examinations. Use both these assignments and memos to familiarise yourself with the CIE way of testing. Furthermore DLA will provide you with CIE past papers and pre-exam workshops in order to prepare for your final examination.

Can I get special consideration for extra exam time?

Yes. If you have a condition which requires that you may need additional time to complete your exam e.g. dyslexia, reading difficulty and so forth, then you can apply to CIE for extra time. Do make sure this is done well in advance as CIE will not entertain these requests at late notice. Application for additional time will require medical submissions. In some cases where the student's handwriting is barely legible, students may be apply for permission to use a computer to type. The spell check is disabled when answering an exam by electronic means.

How does CIE marking work?

All exams when completed are returned by courier from the exam centre to CIE for marking. Rigorous checks are in place at CIE to guarantee the accuracy of the marking process, double checking of some exam scripts and re marking if the teacher predicted grade varies by more than one grade from the achieved grade, all of which takes time.

Can I have access to CIE mark schemes?

Unfortunately not. CIE releases the mark schemes only to accredited and registered schools and specifically state that they are not meant to be issued to students. We do however offer our own mark schemes for assignments and other assessments. These include explanations and guidelines as to how to answer questions.

How long is the expected delay in receiving results?

Exams marked from the May/June exam sitting can be expected for release by CIE mid-August and the October/ November exams results are released towards the end of January of the following year. The dates will be more or less the same each year.

Updated Sept 2016



DISTANCE LEARNING ACADEMY

Universities South Africa (formerly HESA)

Contact Details

Switchboard: +27 010 591 4401/2

E-Mail: <http://www.universitiessa.ac.za/contact>

P O Box 27392 Unisa Sunnyside North Campus

Sunnyside Building 3, Level 1

Pretoria 0132

Certificate of complete exemption by virtue of Advanced Supplementary and Advanced Subsidiary Level examinations of the examining bodies:

14. (1) the Committee of Principals shall issue a certificate of complete exemption to a person who passed –
(a) in at least five different subjects on the Advanced Supplementary Level and Ordinary Level or Advanced Subsidiary and Ordinary Level including one selected from each of Groups I and II and two selected from two of Groups III, IV and V:

Group I: A first language approved by the Committee of Principals;

Group II: A second language approved by the Committee of Principals;

Group III: A third language approved by the Committee of Principals not offered for the purpose of Group I or II, Biology, Chemistry, Mathematics or Physics;

Group IV: Art, Biology (if not offered under Group III), Chemistry (if not offered under Group III), Economics, Geography, History, Mathematics (if not offered under Group III), Music or Physics (if not offered under Group III);

Group V: Accounting, Business Studies, Computing, Design and Technology or Further Mathematics;

(b) in four Advanced Supplementary Level or Advanced Subsidiary Level or a combination of four Advanced Subsidiary and Advanced Supplementary Level subjects, of which at least one shall be from Group I or II and at least two shall be selected from two of Groups III, IV or V of subparagraph (a): Provided that any recognised language subject from Group III may be recognised as a Group II subject satisfying the grouping requirements of that group only;

(c) in English as First Language or Second Language at Advanced Supplementary Level or English Language at Advanced Subsidiary or Ordinary Level.

(2) An Advanced Supplementary or Advanced Subsidiary Level subject from Group V of subparagraph (1)(a) may only be recognised for the purpose of subparagraph (1)(b), if the candidate has passed in Mathematics on at least Ordinary Level.

(3) A candidate must have satisfied all the requirements of subparagraphs (1)(a) and (1)(b) at not more than two examination sittings.

(4) Where a subject is not examined in the November examination, the preceding or following June examination sitting, and in the case where the main examination is in June, the previous or subsequent November examination sitting will be regarded as the same examination sitting for the purposes of subparagraph (3). "Advanced Subsidiary subject" means a subject passed with a symbol A, B, C or D at Advanced Subsidiary Level as prescribed for the examinations of the examining bodies.



DISTANCE LEARNING ACADEMY

South African Qualifications Authority (SAQA)

Contact Details:

Helpdesk: 086 010 3188

Switchboard: +27 (0) 12 431 5000

E-Mail: **Evaluation of Foreign Qualifications:** ceeq@saqa.co.za

Street address: Postal Address:

Hatfield Forum West Postnet Suite 24

1067 Arcardia Street, Hatfield Private Bag X06

Pretoria Waterkloof, 0145

Annexure E: Information leaflet advising on the upgrading of Ordinary Level and related subjects.**GENERAL CERTIFICATE OF EDUCATION INTERNATIONAL CERTIFICATE OF EDUCATION****CAMBRIDGE OVERSEAS SCHOOL CERTIFICATE****INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION AND SIMILAR SCHOOL LEAVING CERTIFICATES**

A minimum of five subjects passed at Ordinary Level (Grades A-G / 1-8), including English Language and/or the mother tongue, warrants an evaluation of Grade Eleven.

To obtain an evaluation of a Senior Certificate (in its most basic form, i.e. excluding Matriculation Exemption), one of the following subject combinations is required:

1. A total of four different subjects, including three Ordinary Level / IGCSE subjects graded A to C (or 1 to 6), plus one Advanced Level

or

a total of six different subjects, including five Ordinary Level / IGCSE subjects graded A to E (or 1 to 8), plus one Advanced Level.

or

2. A total of five different subjects, including three Ordinary Level / IGCSE subjects graded A to C (or 1 to 6), plus two passes at one of the following levels: Advanced Supplementary, Higher General Certificate of Secondary Education (graded 1-3), South African Senior Certificate Higher Grade, or recognised equivalent

or

A total of seven different subjects, including five Ordinary Level / IGCSE subjects graded A to E (or 1 to 8), plus two passes at one of the following levels: Advanced Supplementary, Higher General Certificate of Secondary Education (graded 1-3 – Grade 4 is considered to be the equivalent of IGCSE Grades AC), South African Senior Certificate Higher Grade, or recognised equivalent.

Each of the above combinations **must include English Language, or the mother tongue as a first language.**

This evaluation will primarily be intended for employment purposes, but may be accepted by tertiary institutions, such as Technikons and nursing colleges, for purposes of further study according to their own requirements in terms of subjects and grades. Candidates should therefore ascertain the acceptability of such an evaluation to the admitting institution beforehand. University admission for purposes of first degree studies is subject to Matriculation Exemption, which is the sole prerogative of the Matriculation Board and not likely to be considered on the basis of the conditions for upgrading as set out above.

Information on lectures for study purposes and arrangements for official examinations may be obtained from existing correspondence or technical colleges.