



## Grade 1 – 9 Information Brochure

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## 1. Meet the team:

- ❖ Rykie van Rensburg – Manager – [rykie@auxilio.co.za](mailto:rykie@auxilio.co.za)
- ❖ Helga Stevens – Legal matters – [helga@auxilio.co.za](mailto:helga@auxilio.co.za)
- ❖ Lou-Mari Jacobs – Financial matters – [loumari@auxilio.co.za](mailto:loumari@auxilio.co.za)
- ❖ Dalene Brütten – Online Platform/Moderation/Parent queries – [dalene@auxilio.co.za](mailto:dalene@auxilio.co.za)
- ❖ Annalize Cunnington – Gr 10 – 12 Development Manager – [annalize@auxilio.co.za](mailto:annalize@auxilio.co.za)
- ❖ Janey Joubert – Gr 4 – 9 Development Manager – [janey@auxilio.co.za](mailto:janey@auxilio.co.za)
- ❖ Bianca Becker – Marketing & Gr 10 – 12 Unprepared orals – [bianca@auxilio.co.za](mailto:bianca@auxilio.co.za)

## 2. What do I get for my money?

- ❖ Parents and Student support via different Platforms.
- ❖ Access to Auxilio assessment platform. (Platform includes general information, year / term planners, past practice papers and formal assessments – tests, tasks, exams, and memorandums, as set out in the CAPS documents)
- ❖ A Progress Report for each term. (The Progress report is generated from marks received from the parent and is subject to moderation.)
- ❖ Moderation by competent assessor with Final Progress Report.
- ❖ Online Pre-recorded lessons in all subjects.

## 3. Do I need specific equipment for Home Education?

### ***Minimum requirements***

- ❖ Laptop or desktop computer with 2.0Ghz processor, with 4GB of memory (RAM).
- ❖ Windows 7.
- ❖ Microsoft Office & Chrome browser.
- ❖ Basic stationary e.g., blue pen, exam pad, pencil, and ruler.
- ❖ Scanner or Scanner App on cell phone.
- ❖ Recorder / Cell phone to record orals and presentations.
- ❖ Internet access with 20mbps download and upload speed. Fibre, Wi-Fi, or LTE.
- ❖ 20GB+ of internet data per learner per month

#### 4. How do I register and what documents do I need?

- ❖ Complete our Online Registration form:  
<https://auxilio.co.za/RegistrationForm2026.html>

OR



- ❖ The registration will be processed, and the invoice will be created.
- ❖ As soon as the first instalment is made, Auxilio will supply you with login details to your portfolio on our Platform.
- ❖ The registration process may take up to seven working days.

#### Documents required:

- ❖ Learner's Birth certificate or study permit.
- ❖ Parent's ID.
- ❖ Previous academic report.

#### Registration at the Department of Education

- ❖ This is the compulsory school going stage (the year the learner turns 7 until the year the learner turns 15 or Grade 9) as per the South African Schools Act.
- ❖ The parent must register the learner at their Provincial Department of Education. Auxilio may not register the learner on behalf of the parent.  
Click [here](#) to register the learner.
- ❖ No fees applicable.
- ❖ Familiarize yourself with the policy on [Home Education](#).

#### 5. Who do I contact regarding my account?

- ❖ Contact [registrations@auxilio.co.za](mailto:registrations@auxilio.co.za) for
  - Payment plans
  - Statements (emailed to clients the first day of each month)
  - Financial queries
- ❖ The learner's Online Platform will be activated within 7 days of payment, if payment was late.

## 6. What about textbooks?

- ❖ Learners may make use of any CAPS aligned Textbook of their choice.
- ❖ Assessments are set from the CAPS document and not from a specific textbook. However, Gr 7-9 learners MUST do the Prescribed work set by Auxilio.
- ❖ We strongly advise parents to buy textbooks before the end of the current year. There is a huge demand for textbooks at the beginning of each year and may cause delays at the start of the academic year.
- ❖ A selection of online textbooks is available on the Platform at no extra cost, That may be used as additional resources.
- ❖ Preferred Auxilio [textbook lists](#) available on the Auxilio Website.

## 7. How do I know which prescribed books to read?

- ❖ Applicable to Gr 7 – 9.
- ❖ Prescribed work, and Term planners for Prescribed work, available on the Auxilio Website and Platform.

## 8. What is an SBA – Site Based Assessment?

- ❖ These are the assessments that make up the learner's portfolio. Marks earned for these assessments make up the year mark.
- ❖ The final mark is calculated by using the year mark and the final November exam mark.
- ❖ Auxilio employs qualified people in all subjects offered, to develop assessments according to the Amended Section 4 of the CAPS documents.
- ❖ General information regarding the SBA is available on our Online Platform.
- ❖ Use the CAPS curriculum as a guideline for teaching. Parents may make use of any teaching aid, e.g., textbooks, internet, tutors.
- ❖ The full SBA MUST be done for each subject, an incomplete SBA may result in redoing the entire year.
- ❖ SBAs are released via the Auxilio Platform by the dates indicated on the Auxilio year plan.
- ❖ The parent is responsible for marking all tasks for the year, March and September test series.
- ❖ Auxilio will supply the parent with all tasks and memos on the Platform.
- ❖ The parent must upload all the marked work done on the Auxilio Platform, at the end of each term, for moderation.
- ❖ The June and November exam must be invigilated by an Auxilio approved Invigilator. The parent may not see or handle the June and November exam papers at any time. These exams must be submitted on the Auxilio Online Platform by the Invigilator, on the date that the subject was written according to the Auxilio exam timetable.
- ❖ Learners cannot be resulted for work that has been uploaded late on the Platform.

## 9. How does the online Platform work?

- ❖ Link to the Online Platform: <https://auxilio.co.za/onlineplatform/login/index.php>
- ❖ Clients may log onto the Platform using their Auxilio reference code and learner's ID number.
- ❖ Tasks will be made available on the Platform for our clients to download, once it is done and marked, it needs to be uploaded onto the Platform for moderation.
- ❖ Tasks MUST be handwritten in blue pen and scanned in PDF format.
- ❖ It may not exceed 50 MB per file. Up to 20 files per task may be uploaded.
- ❖ Scans must be in colour, of good quality and scanned the right way up, as it will not be moderated otherwise.
- ❖ Prepared orals and practical assessments must be uploaded in video format or as a YouTube link, not exceeding 50 MB.

## 10. How do I complete my oral assignments?

- ❖ All Prepared Orals must be done on a video recording no bigger than 50 MB and must then be uploaded onto the Platform for moderation.
- ❖ Upload the scanned flash cards and marked rubric onto the Platform as well.
- ❖ You may also make a YouTube video and save the link onto the Online Platform.
- ❖ A friendly reminder that all orals must be done standing as if the learner is in front of an audience.

## 11. Anything else I need to know about my subjects?

- ❖ AI may be used to enhance learning but never to give a learner an unfair advantage or to be submitted as the learner's own work.
- ❖ Please make use of the CAPS documents. This will help:
  - To know what work is covered in tests and exams.
  - The weighting of different tasks according to the Amended Section 4.
- ❖ The CAPS documents are available on the Online Platform or the Department of Education's Website.

## 12. How do the exams work?

- ❖ Exams will be made available on the Platform on the dates and times indicated on the Exam Timetable.
- ❖ Exam writing policy and procedures available on the Auxilio Website.
- ❖ The June and November exam must be invigilated by an Auxilio approved invigilator. The parent may not see or handle these exam papers at any time. These exams must be submitted onto the Auxilio Online Platform by the Invigilator.

- ❖ Any fees charged for the Invigilation service is for the parent's own account.
- ❖ Although the Term 1 and Term 3 test series, may be written at home, and is not monitored by Auxilio cc, it is the parent's responsibility as per our agreement to make sure that these tests are written under the same controlled conditions as the June and November exams.
- ❖ A parent must:
  - Familiarize him- or herself with the exam writing policy.
  - Ensure that the learner understands the rules regarding an exam.
  - Choose the invigilator wisely.
  - Make sure that the invigilator is aware of his/her responsibility and that he/she has familiarized themselves with the procedures.
  - **Always** check that the invigilator is doing what is expected.
  - Check that the exam answer sheets were uploaded correctly onto the platform and if not, report it to Auxilio immediately.

### 13. What are the requirements for promotion to the next grade?

- ❖ Please note that the promotional requirements hereunder are a short summary. For full detail please refer to: [NATIONAL POLICY PERTAINING TO THE PROGRAMME AND PROMOTION REQUIREMENTS OF THE NATIONAL CURRICULUM STATEMENT GRADES R – 12](#)
- ❖ **Gr 1 – 3:**
  - 50% Home Language,
  - 40% for Mathematics & First Additional Language, and.
- ❖ **Gr 4 – 6:**
  - 50% Home Language,
  - 40% for Mathematics & First Additional Language, and
  - 40% for any 2 other subjects.
- ❖ **Gr 7 – 9:**
  - 50% Home Language,
  - 40% for Mathematics & First Additional Language,
  - 40% for any 3 other subjects, and
  - 30% for any 2 other subjects.

**Please contact us should anything be unclear; we would love to assist you.**