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- Finance, Economics and Accounting NC (V)
- Management NC (V)
- Marketing NC (V)
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School of Engineering Studies
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School of Utility Studies
- Education and Development
- Hospitality
- Information and Communications Technology (ICT) NC (V)
- Primary Agriculture
- Primary Health Care
- Safety in Society
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General Information

- Business Studies N4 - N6
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Business Centres

Campuses
About the College

Vision
To be the benchmark TVET College in the delivery of quality Vocational Education and Training.

Mission
To innovatively mobilize all college resources to ensure excellence in our delivery, employability and embracing of entrepreneurship among students and ISO consistency in our service.

Values
The College Council, Management and Personnel of South West Gauteng College commit to the following values:

- The principles of Batho Pele with emphasis on client and uBuntu
- The principle of a better life for all
- The principle of upholding a culture for learning, teaching and service delivery
- Professional Conduct
- Good Governance
- Mutual Respect
- Environmental Sustainability
- Non-racialism and Non-sexism
- Redress
- Honesty and Integrity
- To inspire the students (Wholly)
South West Gauteng College is a public Technical and Vocational Education and Training (TVET), formerly FET College, operating under the auspices of the Department of Higher Education and Training (DHET) in terms of the Further Education and Training Colleges Act, Act No.16 of 2006, as amended. The College is accredited by Umalusi and several Sector Education and Training Authorities (Seta’s) to offer education and training, mostly in the FET band (NQF Level 2 to 4).

Some programmes are offered in the Higher Education band i.e. the N4 to N6 levels.

With its head office located at Molapo Campus, Soweto and campuses spread through Soweto (3) to Roodepoort (2) and Randburg (1), the College is a real citadel of education and training for communities in its wide catchment area and beyond.

With the distance learning and e-learning mode, driven through the Technisa Campus in Randburg, it is no exaggeration to say “we now surface everywhere!”

Starting from 2007, the FET (TVET) colleges have been offering the new three year TVET curriculum, which culminates in the awarding of the National Certificate (Vocational) [NC (V)] to students. This qualification is opening two doors to the successful students. Since their education will have had a deliberate vocational slant, the students completing the NC (V) Level 4 qualification are able to enter the job market. The first cohort of NC (V) graduates came out at the end of 2009 and was received well by the economy. The Level 4 NC (V) graduates are also able to proceed to the Higher Education and pursue some post-NQF Level 4 education at universities or universities of Technology, depending on their results in Level 4. If they choose this route, they do so on a very strong technical foundation, which they have obtained from their three years at the College. The entry requirements for Higher Education for students who have completed NC (V) Level 4 qualification can be obtained from the College’s Student Support or Marketing Offices and in the College Prospectus.

The important thing is that if one wants to follow a vocational direction, either in Engineering Studies, Business Studies, or Utility Studies, one does not need to stay at school until one has passed Grade 12, since colleges are offering a three-year vocational qualification. To enrol for this qualification, one only needs to have passed the minimum of Grade 10, but the qualification is more suitable for learners with a higher school grade, e.g. Grade 11 or even Grade 12.

The qualification will give students vocational training culminating in an NQF Level 4 qualification, which will open doors to the world of work for them. Students are not able to enter this National Certificate (Vocational) at Level 3 or Level 4, even if they have passed Grade 11 or 12 at school. They have to start this qualification at Level 2, and continue with it for three years, until they complete the NQF Level 4 NC (V) qualification, which is where they will be awarded the NC (V) certificate.

The Department of Higher Education and Training has also made millions of rands available for bursaries. Any NC (V) student may apply for a bursary, subject to a means test. The means test determines if the student is needy and therefore qualifies for assistance in the form of a bursary. The bursary does not only consider economic need, it also factors in the student’s scholastic academic capability. So, good performance (results), after enrolment, guarantees continuation of the bursary until completion. The DHET bursaries also cover N-courses for needy and academically capable students. It is a condition of the bursary that the recipients commit to their studies and attend their lectures and classes regularly.

The drastic skills shortage in the economy has resulted in the Department allowing colleges to continue enrolling students in the N-courses (Report 191 NATED Courses) in Engineering, from N1-N6 and N4 to N6 in Business Studies and Utility Studies. This arrangement is not intended to dissuade students from NC (V) to N-courses, even though the N-courses appear shorter than the NC (V) on the surface. Prospective students must note that whereas the NC (V) is a complete qualification incorporating some practical learning in a workplace, after completing N6 at the College, for a student to be awarded an N6 Diploma, he/she must find a workplace to do experiential learning for a period of 18 months.

Work hard and make our Top Ten Student List college-wide and possibly join a fully sponsored study excursion to our partner college in Holland!

Come join us!!!
It is now widely accepted that 'education proper' occurs within a person, and is not something that is imposed onto a person from outside. Yes, the trigger to this all-important internally occurring process called education may be an external stimulus, but the actual process of education occurs within a person and even glows more in the personality and character of the 'educated' person. South West Gauteng TVET College, as an institution of learning and the wide variety programmes it offers, as captured in the following pages can only lay claim to being a capable partner in the igniting of the process or flame of learning, within its students. It is this partnership between the student and the College which makes it possible for each student to become the best that they can be. As such the college does not inject education into people!

Over the years, young and not-so-young people have joined this partnership with the College as students and have worked with the college and its personnel to turn their dreams into reality.

The variety of programmes on offer ensures that everyone is able to choose a path or journey which is appropriate and suited to their own natural 'wiring, for, each human life is a success story waiting to be told and written in its own peculiar way.

Many who joined this college in previous years have come out as Administrators, Electrical and Mechanical Artisans, Human Resources Practitioners, IT Technicians, Police Officers, Accounting Assistants, Educare Practitioners - the list is endless. The possibilities and programmes on offer have become even more varied, as is evident in the pages that follow.

Every prospective student going through this prospectus should find a programme or study direction which either synchronizes with their inner self, or points to a career of their choice. Whatever your own choice, follow it and dare to dream!

Our guarantee to you is that you will not fault the level of stimulation and support which will be made available to you as a student of this college, regardless of the campus you will be enrolled at.

May the future foreword to this publication be about how you were assisted to make your own dream come true!

Dare to dream and trust SWGC to go the long haul with you!

Enjoy

Ms PN Tsokolibane
Chairperson of the Council
Dear Prospective Student

Buildings and physical facilities of a college do not make a college, important as these are in education and training. It is people - human beings - who make an institution - educators, administrators, support staff, managers and, importantly, students.

South West Gauteng Technical and Vocational Education and Training College uses mostly modern and state of the art facilities for the delivery of its programmes at its seven delivery sites, spread over Soweto, Randburg and Roodepoort in Johannesburg and the 'Land is Wealth' Farm in Sterkfontein. These facilities are being continually improved every year for the benefit of, in particular, the students of the college.

In 2014, for example, we pioneeringly introduced the use of tablets by our NC(V) Level 4 students, as opposed to conventional textbooks and extended the pilot in 2015 to Level 3 students - only to be let down by publishers who did not have e-books for Report 191 N5 programmes, which were meant to be carried through the use of tablets, too, instead of textbooks! In 2016 all college full-time programmes where e-books are available will be delivered through tablets, subject to a refundable deposit of R500.00. Students who can afford will be able to buy the tablets out-right and own them.

It is however the people who will be put in front of you, as a student, in your lecture rooms and in the administration offices that we pride ourselves more with, our educators and or programme facilitators and other support personnel. They love their work and will treat you with utmost respect as students. They are themselves learners who are trying to keep abreast with the demands of the new and ever-changing curriculum that they will be helping you with and so they will stretch you, rather than stifle you in your learning. Prepare to work hard and enjoy doing so!

You will have noted in the first paragraph that students are the most important element of the college equation - without students there is no college and we cannot lay claim to being practising education and training practitioners. After all, the college exists for the sole purpose of providing education and training to students. We therefore want you to see this college that is depicted in this prospectus, South West Gauteng TVET College, as one where you as a student are placed at the centre of everything we do. We call ourselves successful when our students succeed with their studies and also with their post-College endeavours.

The college's programme offerings are varied and appeal to the tastes and ambitions of many people. You will also find a programme which will appeal to you, and once you have found your own programme, follow the steps given for, first applying for enrolment and, when invited to enrol, do so without delay, attend the orientation programme, and ask whatever questions you may have, make the college your own and work with us to make your dream come true, like the many who have done so before you.  

Continues...>
Should money be a problem, do not worry, since most of the programmes in this prospectus are covered by the Department's bursary for needy and academically capable students. The bursaries are limited, though and work on the principle of first-come-first-serve, even for needy students. Ask at any campus about the means test, which determines if you qualify for a bursary. Some of the programmes are also available on e-learning/distance delivery mode, whilst many of the college campuses offer programmes both on a full-time and part-time mode - all intended for your convenience.

Remember, the college is much bigger than this prospectus and so, talk to us if you do not find what you are looking for in the prospectus!

Note that for the past five years the college has been sending its Top Ten students college-wide, in terms of academic performance, overseas to our partner college, Noorderpoort in the Netherlands, just for being in the College's Top Ten. That is something you can work towards after registering with the College. This is just one of the many life-changing possibilities and opportunities of being a student at SWGC!

You will soon understand why, many people stop and listen when our students chant in unison, saying: 'SWGC, Period! Enough Said!' They do not stop there, by the way, they also say... indeed, it is 'cool2b@SWGC!' Who can blame them?

I look forward to welcoming you as a student of South West Gauteng College and to hear you join the above chants!

Dan L Nkosi
Principal
Dear prospective students of the tried and tested SWGC

It is with honour and an avalanche of excitement that I welcome you on behalf of the Students Representative Council (SRC) of South West Gauteng TVET College. It has long been sung that education is the key to success, we as the Students Representative Council of South West Gauteng TVET College would like to share our sentiment with you, yes you!

Now that we have established the base of education being a sure key to success and prosperity, let us further emphasize that it is through education that one can manage to change the past's effect and hold on the future. As the youth of South Africa we are privileged to have institutions such as South West Gauteng TVET College opening its doors to us and make it possible for us to further our studies, even though our backgrounds may be wanting to militate against our intent! But the door to education is opened, the negatives of the past become tamed and the glimpse of a bright future emerges.

In reality, the key to success that education is, is not the end all and be all! What is needed is for the individual, like you, as the one who has chosen to enter the ‘opened gate’ of education to take the necessary, sometimes rigorous steps to make it happen for yourself! Granted, as young people, we are sometimes ambushed by difficult situations in our upbringing, we can all attest to that. Being at college and, at this college, in particular, offers one an opportunity to cancel all that and create a ‘new’ future!

With that being said we as the South West Gauteng TVET College Students Representative Council say, let our college be your haven, let us assist you in making sure that you are the right size key for the door you want to open. Remember the future is not the next coming week but the second that follows after you have taken the decision to join this moving ship into a bright future. "Sometimes you’ll be the only one who believes in your dream. Do not stop. The world needs you to model what’s possible for the rest of us." –Robin Sharma

So then brothers and sisters it is a plea from us that you remember that you need to push yourselves because no one else is going to do it for you. And if you are reading this, we hope a great decision will be made today. As the famous words of our father, Mr Nkosi, the Principal, goes, 'SWGC, Period Enough Said!'
Section A: General Information

**Application Procedure**

1. Application forms can be obtained at any of the College Sites/Campuses and, or on the College Website: www.swgc.co.za
2. Completed application forms can be submitted to any of the College Sites, by hand, fax, email or post using the details or addresses given below, but must reach the College no later than 30 November for a year course (NC (V), Trimester 1 and Semester 1/ 08 April for Trimester 2/ 24 June for Semester 2 and Trimester.
3. Completed application forms must be accompanied by the following documents:
   - Certified copy of identity document.
   - Certified copy of latest results/qualification.
4. Applicants will be notified of their acceptance no later than 11 December 2015.

**LATE APPLICATIONS WILL NOT BE CONSIDERED!**

DHET Bursaries are also available to students in need of financial assistance; however, prospective students should take note of the following:

- Bursaries are not guaranteed – even to students who are deemed needy through the Means Test.
- It is dependent on the Department’s total bursary allocation to the College and allocation is on a ‘first-come-first-serve’ basis.
- All students will be allowed to enrol and will be subjected to the Means Test and only those who the Means Test indicates that they are not needy, or those who choose not to apply for a bursary, will be required to pay the minimum registration fee (first instalment) of R1000.00 for NC (V) / R500.00 for Report 191 (Semester) / R330.00 for Report 191 (Trimester).

**The college will be exploring / experimenting with 'afternoon to evening' full-time classes that are also supported by the normal bursaries, to increase access for students! Students who have own transport, or whose circumstances can enable them to attend from 14h30 to 20h00 (Monday to Thursday) and Saturday 08h00 to 14h30 are requested to advise the campus.**
Section A: General Information

1. Registration procedure
   1.1 Campuses can be contacted for registration dates, fees and commencement of classes
   1.2 Visit the College website: www.swgc.co.za
   1.3 Please note: A minimum registration fee (First Instalment) of R1000.00 for NC(V) / R500.00 for Report 191 (Semester) / R330.00 for Report 191 (Trimester) will be required when the student is enrolling.
   1.4 The statement above refers to the students who the Means Test indicates that they are not financially needy or those who choose not to apply for NSFAS bursary.
   1.5 All students must submit the following documents on date of registration:
      1.5.1 An original certified copy of the latest school report/senior certificate or certificate of results
      1.5.2 An original certified copy of the identity document/affidavit and a photograph for in case their identity document or birth certificates are lost
      1.5.3 Be accompanied by a parent/guardian if you are under 18 years of age.

Foreign Certificates
Learners must have all their certificates evaluated by SAQA:
Postnet Suite 248, Private Bag X06 Waterkloof, 0145 or Tel: (012) 431 5000 or visit their website www.saqa.org.za. Students must have a valid study permit, until the end of the relevant study period.

2. NSFAS BURSARIES
   2.1 Who qualifies to get the bursary?
   2.2 Applicants must be a South African Citizen
   2.3 Registered at South West Gauteng TVET College
   2.4 Registered for any NC(V) or Report 191 programmes
   2.5 Academic performance applicable to senior students (5 subjects pass for NC(V) and 3 subjects pass for Report 191)

NB: bursaries are not guaranteed – even to students who are deemed needy through the means test. It is dependent on the DHET total bursary allocation to the college and allocation is based on first come first serve basis. Once the Colleges total bursary allocation is exhausted, students will be liable for payment of their own fees.

2.1 What does the NFSAS bursary cover?
   2.1.1 In allocating the bursary to a student, the College prioritise the tuition fee, book fees and any other relevant study material followed by transport allowance.
   2.1.2 Accommodation allowance will be allocated under very extreme circumstances, and mostly to existing recipients of accommodation allowance, who are making good academic progress.
   2.1.3 Prospective students who are outside the South West Gauteng TVET College are therefore encouraged to enrol at nearby colleges.
2.2 How to apply for NSFAS Bursary?

2.2.1 Complete a Bursary application available from any available Student Support Office at our Campuses. Must be completed together with and during the enrolment processes.

2.2.2 Complete a Means Test at any of the Student Support Offices at Campuses.

2.2.3 The MEANS TEST is administrated to assess your family’s financial situation, in order to see if you qualify to be provided with financial aid.

2.2.4 A Means Test tool calculates what amount if any, your family will be expected to pay towards your studies for the year.

2.2.5 The following documents are needed when applying for the Bursary

A. 2 * Certified copies of student’s South African Identity Document or Birth Certificate

B. Certified Copy of parent(s) or guardian South African Identity Documents

C. Proof of income (salary OR Pension statement) OR sworn Affidavit if proof is not available

D. For first time students, end of year results/school learning results (Grade 9 to 12 are eligible)

E. For new NC (V) Level 2 and Report 191 (N1 and N4) students, academic criteria must be applied using the school report from the preceding year and the Means Test results.

F. For other students, previous year or trimester/semester, results and Means Test

G. Proof of Residence i.e. water/electricity rates bill or affidavit.

H. Student must sign a commitment “To Stay The Course” declaration /summary of the student code of conduct.

I. Closing date for Bursary application is the last week of February

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**SWGC, Period! Enough Said!**
3. Refunds

3.1 Please Note: Refund of class fees due to cancellation can only be considered if the de-registration/cancellation and request forms are handed in to the Head of Division within the following time schedule:

3.1.1 Trimester Programmes: 10 working days of official commencement of classes
3.1.2 Semester Programmes: 20 working days of official commencement of classes
3.1.3 Year Programmes: 30 working days of official commencement of classes
3.1.4 All cancellations will be subjected to a non-refundable administration fee as per the College Financial Policy.

3.2 Refund of class fees

3.2.1 Refund of class fees in full will only be granted for the following reasons:
   A. Subject not offered, unforeseen delay of results or Student receive a full bursary
   B. Non self-inflicted medical condition or transfer to another Educational institution due to relocation of parent/guardian or student
3.2.2 Should a student be expelled from the College, all claims to refunds, reduction or remission of class fees shall forfeited.

4. Cancellation of Programmes

4.1 This must be in writing, within 10 working days for trimester, 20 for semester working days and 30 working days for NC (V) programmes of commencement of classes. Failing to do this will render students liable to full cost of tuition fees.

5. Examinations

5.1 Only students who have registered for full time, part time, distance learning and E-learning and who have complied with the administration requirements will be allowed to enter the examinations.

5.2 Examination Enrolments: Contact the campuses for the exact dates of enrolments.

5.3 Business Studies Report 191
   A. First Semester: March
   B. Second Semester: August

5.4 Engineering Studies Report 191
   A. First Trimester: February
   B. Second Trimester: June
   C. Third Trimester: September

6. Supplementary Examinations

6.1 NC (V): February-March

7. Certificate Of Competency:

7.1 First Semester: March
7.2 Second Semester: September
7.3 Please Note: An Examination fee per subject is payable when enrolling for supplementary examinations. Fees are also payable for remarking and rechecking of results. A deposit is payable upon registration.
7.4 Closing date for remarking and rechecking: Two weeks after issuing/publishing of results
Section A: General Information - Continued

8. College Working Hours
8.1 Subject to internal adjustments per individual campuses
8.2 Office Hours
   8.2.1 Monday to Thursday: 7h30 – 16h00
   8.2.2 Fridays: 7h30-13h30
8.3 Lecturing Hours (Full Time)
   8.3.1 Monday to Thursday: 07h45 – 14h30
8.4 Part-time Programmes:
   8.4.1 Programmes are offered on a part time basis at specific campuses. Please contact campuses for more details.
     Monday to Friday: 14h40 – 21h00

9. Diploma Application Procedure

9.1 The National N diploma - this qualification is aimed primarily at giving the learners technical, theoretical knowledge, workplace knowledge and skills required in their chosen occupation/vocational area. The design of the qualification is such that by completing the related N4-N6 courses in a particular vocation/occupational area either separately with breaks between, or in one extended study period of 1 year or 18 months and then apply the knowledge and skills learned in the workplace for an extend period.

The N4+N5+N6, for business and Utility Studies, N1-N6 for Engineering Studies regardless of the manner in which they are completed, must be followed by or integrated with the relevant 18 months practical workplace experience for General Study Diploma and 24 months of practical workplace experience for engineering studies Diploma.

9.2 Applying for evaluation
   9.2.1 You have to complete a paper application from (annexure A), supported by the Academic board of the institution where you have obtained your theoretical qualifications.

9.3 Submit the Application
   9.3.1 It is the responsibility of the College to submit your application (annexure A) to the DHET BY MAKING USE OF A COURIER SERVICE TO:

   9.3.2 Examination Centres will be notified of the registration via mail from the DHET acknowledging receipt of your application.

9.4 What happens next?
   9.4.1 DHET records your application
   9.4.2 We capture your details onto our system and create a paper life
   9.4.3 A reference number is allocated to your application

9.5 DHET Process your Application
   9.5.1 Your Application is then evaluated and screened for completeness.
   9.5.2 The DHET /Indlela verifies all the information.
   9.5.3 If further action or information is needed from you or another source, your application will be suspended and the College will be contacted.
   9.5.4 A letter will be forwarded to the College explaining the reason for the suspension.
   9.5.5 If your application is successful your National N Diploma gets printed and posted to the College Institution via courier services.

9.6 Collecting your National N Diploma
   9.6.1 You will be notified by the College when your National N Diploma is ready for collection.
   9.6.2 The College institution will need your ID DOCUMENT, passport or drivers licence when you collect your National N Diploma

   9.6.3 Duration: the entire process will not take more than three months.
   9.6.4 Fees: This is a free service from the DHET.

PROGRAMMES:
These programmes are offered at specific campuses. Contact individual campuses for details regarding short courses, skills and Learnership programmes.

“Education is the most powerful weapon which you can use to change the world.”
Nelson Mandela

Department of higher Education and Training
Directorate: Resulting and Certification: IT Systems
2 Struben Street
Pretoria
001
These vocational programmes are of high skills, high quality and high knowledge programmes introduced at the College. They are intended to directly respond to the priority skills demands of the modern economy.

**ENTRY REQUIREMENTS:**
- Minimum requirement is a successful Grade 9, but even better is successful Grade 10, 11 and Grade 12.
- A year-end school report for Grade 9 or higher; or
- An NQF Level 1 Qualification; or
- ABET Level 4
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirement for access to NQF Level 2

<table>
<thead>
<tr>
<th>PROGRAMME OFFERED</th>
<th>LEVEL</th>
<th>DOBSONVILLE CAMPUS</th>
<th>ROODEPOORT CAMPUS</th>
<th>TECHNISA CAMPUS</th>
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<tbody>
<tr>
<td>Finance, Economics &amp; Accounting</td>
<td>2 - 4</td>
<td>✔</td>
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<tr>
<td>Management</td>
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<tr>
<td>Marketing</td>
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<tr>
<td>Office Administration</td>
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**Duration:** Three years [NC(V) Level 2 – 4]

**Course structure:** One year per NQF level
1.1 Finance, Economics and Accounting NC (V)

The purpose of this programme is to equip students to be self-employed or to be in the financial, economics and accounting sector. This course integrates academic knowledge and theory with practical skills and values.

Fundamental Compulsory Subjects:
- First additional language - which must be the language of teaching and learning
- Mathematics or Mathematical Literacy and
- Life Orientation

Vocational Subjects

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<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
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<tr>
<td>Applied Accounting</td>
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<td>Economics</td>
<td>Economics</td>
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<td>Financial Management</td>
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<tr>
<td>New Venture Creation</td>
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Career Paths
- Perform Accounting Duties
- Keep records of wages, salaries, petty cash, Value Added Tax (VAT), reconciliations
- Prepare Financial Statements
- Manage budgets, analyse finances of the business etc

Career Opportunities
- Accounting - (Private & Public)
- Banking
- Financial Services
- Investment Services
- Insurance Services

*Students that are hoping to pursue their studies to do a degree (e.g. Bcomm/pt) are advised to enroll for pure maths.
1.2 Management NC(V)

The purpose of this programme is to equip students with skills in the managerial field. The programme integrates academic knowledge and theory with practical skills.

Fundamental Compulsory Subjects:
- First additional language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Orientation

Vocational Subjects

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<th>LEVEL 3</th>
<th>LEVEL 4</th>
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</table>
| • Management Practise  
  • Operations Management  
  • Financial Management  
  and one of the following  
  • Entrepreneurship  
  • Financial Management  
  • Project Management  
  • New Venture Creation | • Management Practise  
  • Operations Management  
  • Financial Management  
  and one of the following  
  • Entrepreneurship  
  • Financial Management  
  • Project Management  
  • New Venture Creation | • Management Practise  
  • Operations Management  
  • Financial Management  
  and one of the following  
  • Entrepreneurship  
  • Financial Management  
  • Project Management  
  • New Venture Creation |

Career Paths
- Assist with communication Management in organisations
- Participate in human resources structures in organisations
- Manage productivity within an organisation

Career Opportunities
- Human Resource
- Marketing
- Financial Management
- Public Relations
- Office Administration

- Contribute to change management and transformation in an organisation
The purpose of this programme is to assist students with marketing related activities in the marketing field such as conducting marketing research, identify markets, and create promotional materials and present marketing proposals. These students can continue with further studies or find full time employment. This programme integrates theoretical learning with practical skills.

**Fundamental Compulsory Subjects:**
- First additional language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Orientation

**Vocational Subjects**

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<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
</table>
| • Marketing  
  • Advertising and promotions  
  • Marketing communication  
  and one of the following  
  • Consumer behaviour  
  • Contact Centre Operations  
  • Graphic Design | • Marketing  
  • Advertising and promotions  
  • Marketing communication  
  and one of the following  
  • Consumer behaviour  
  • Contact Centre Operations  
  • Graphic Design | • Marketing  
  • Advertising and promotions  
  • Marketing communication  
  and one of the following  
  • Consumer behaviour  
  • Contact Centre Operations  
  • Graphic Design |

**Career Paths**
- Market new products
- Sell goods and services
- Research needs of customers and develop products
- Determine pricing, packaging, sales, promotions and distribution
- Guide consumers on products and brands
- Advertise and promote new products & services

**Career Opportunities**
- Marketing
- Business Management
- Promotions and Advertising
- Market Research
- Product Development
- Public Relations
- Purchasing Management
- Customer Relations
- Sales Management
- Brand Management
1.4 Office Administration NC(V)

The purpose of this programme is to equip the students with knowledge and skills for successful entry into an administrative secretarial field in any sector. Administration competencies apply to all industries, the formal and informal commercial sectors as well as the non-commercial sector. This programme integrates theoretical learning with practical skills.

**Fundamental Compulsory Subjects:**
- First additional language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Orientation

**Vocational Subjects**

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Business Practise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Office Practise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Office Data Processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• New Venture Creation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Business Practise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Office Practise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Office Data Processing</td>
<td></td>
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</tr>
<tr>
<td>• New Venture Creation</td>
<td></td>
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</tr>
<tr>
<td>• Business Practise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Office Practise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Office Data Processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• New Venture Creation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Career Paths**
- Coordinate office correspondence
- Type letters, reports, memoranda, agendas, minutes.
- Perform receptionist duties
- Coordinate and organise functions
- Organise meetings, staff travel itineraries and accommodation
- Operate office equipment

**Career Opportunities**
- Hospital Administrator
- Human Resource Manager
- Personal Assistant
- Accounts Officer
- Bookkeeper
- Administrative Officer
- Company Secretary
- Freight Forwarder
- Legal Secretary
These vocational programmes are of high skills, high quality and high knowledge programmes introduced at the College. They are intended to directly respond to the priority skills demands of the modern economy.

**ENTRY REQUIREMENTS:**

- Minimum requirement is a successful Grade 9, but even better is successful Grade 10, 11 and Grade 12.
- A year-end school report for Grade 9 or higher; or
- An NQF Level 1 Qualification; or
- ABET Level 4
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirement for access to NQF Level 2

<table>
<thead>
<tr>
<th>PROGRAMME OFFERED</th>
<th>LEVEL</th>
<th>MOLAPO CAMPUS</th>
<th>ROODEPOORT WEST CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineering and Building construction</td>
<td>2 - 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Infrastructure Construction</td>
<td>2 - 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering and Related Design</td>
<td>2 - 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechatronics</td>
<td>2 - 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process Plant Operations</td>
<td>2 - 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Duration:** Three years [NC(V) Level 2 – 4]

**Course structure:** One year per NQF level
The National Certificate (Vocational) (Civil Engineering and Building Construction) is a new Civil Engineering and Building Construction Qualification at each of Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of Civil Engineering and Building Construction. The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

**Fundamental Compulsory Subjects:**
- First additional language - which must be the language of teaching and learning
- Mathematics
- Life Orientation

**Vocational Subjects**

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Planning</td>
<td>Construction Planning</td>
<td>Construction Planning</td>
</tr>
<tr>
<td>Plant &amp; Equipment</td>
<td>Plant &amp; Equipment</td>
<td>Construction Supervision</td>
</tr>
<tr>
<td>Materials</td>
<td>Materials</td>
<td>Materials</td>
</tr>
<tr>
<td>and one of the following</td>
<td>and one of the following</td>
<td>and one of the following</td>
</tr>
<tr>
<td>Carpentry &amp; roof work</td>
<td>Carpentry &amp; roof work</td>
<td>Carpentry &amp; roof work</td>
</tr>
<tr>
<td>Masonry</td>
<td>Masonry</td>
<td>Masonry</td>
</tr>
<tr>
<td>Plumbing</td>
<td>Plumbing</td>
<td>Plumbing</td>
</tr>
</tbody>
</table>

**Career Opportunities**
- Participate in operations and maintenance of construction equipment and machinery
- Participate in the construction of roads, bridges, dams, railways and houses
- Take part in designing and construction of tunnel road, factories, reservoirs etc.
- Participate in the erection of reinforced concrete, structural steel, timber and masonry structures.

**Career Paths**
- Architectural Technology
- Drainage Inspection
- Industrial Designing
- Quantity Surveying
- Sanitation Engineering
- Road Construction Engineering
- Civil Construction Engineering
- Building Construction
The National Certificate (Vocational) (Electrical Infrastructure Construction) is a new Electrical Infrastructure Construction Qualification at each of Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of electrical infrastructure construction. The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

**Fundamental Compulsory Subjects:**
- First additional language - which must be the language of teaching and learning
- Mathematics
- Life Orientation

**Vocational Subjects**

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Principles and Practice</td>
<td>Electrical Principles and Practice</td>
<td>Electrical Principles and Practice</td>
</tr>
<tr>
<td>Electronic Control and Digital Electronics</td>
<td>Electronic Control and Digital Electronics</td>
<td>Electronic Control and Digital Electronics</td>
</tr>
<tr>
<td>Workshop Practice</td>
<td>Workshop Practice</td>
<td>Workshop Practice</td>
</tr>
<tr>
<td>and one of the following</td>
<td>and one of the following</td>
<td>and one of the following</td>
</tr>
<tr>
<td>Physical Science</td>
<td>Physical Science</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Electrical Systems and Construction</td>
<td>Electrical Systems and Construction</td>
<td>Electrical Systems and Construction</td>
</tr>
</tbody>
</table>

**Career Paths**
- Work at a power station
- Work as an electrician at an energy producing company or power plant
- Work as an electrical technician at a telecommunications company
- Work at a recording studio as an electrical engineer
- Work at a theatre as a technician.

**Career Opportunities**
- Electrical Engineering
- Electrician
- Industrial Engineering
- Sound Technology
- Theatre Technology
- Process Level Control
- Digital Electronics
- Instrumentation
2.3 Engineering and Related Design (Mechanical) NC(V)

The National Certificate (Vocational) (Electrical Infrastructure Construction) is a new Electrical Infrastructure Construction Qualification at each of Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of electrical infrastructure construction. The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

**Fundamental Compulsory Subjects:**
- First additional language - which must be the language of teaching and learning
- Mathematics
- Life Orientation

**Vocational Subjects**

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
</table>
| • Engineering Fundamentals  
• Engineering Technology  
• Engineering Systems  
and one of the following  
• Welding  
• Fitting & Turning  
• Automotive Repair and Maintenance  |
| • Engineering Practice & Maintenance  
• Material Technology  
• Engineering Graphic Design  
and one of the following  
• Welding  
• Fitting & Turning  
• Automotive Repair and Maintenance  |
| • Engineering Processes  
• Professional Engineering Practice  
• Applied Engineering technology  
and one of the following  
• Welding  
• Fitting & Turning  
• Automotive Repair and Maintenance  |

**Career Opportunities**
- Participate in designing and construction of buildings
- Take part in manufacturing of tools, machines and engines
- Take part in the operation maintenance of machines
- Extraction of metallic and non-metallic minerals
- Design of shaft and ventilation systems
- Interpret and produce engineering drawings, maps, sketches and Computer-aided design (CAD)
- Extract tools, equipment, methods and processes to produce components

**Career Paths**
- Metallurgical and Materials Engineering
- Fitting and Machining
- Mechanical Engineering
- Car Manufacturing
- Aerospace Engineering
- Tool Making
- Automotive Repair and Maintenance
What is Mechatronics?

Mechatronics Engineering is a new combination of Mechanical Engineering, electronics and computer systems.

A typical Mechatronics is characterized by close integration of the Mechanical Components (e.g. Mechanical links, gears, etc.), electrical measurement, mechanical and electrical actuators (e.g. Linear and rotating electrical motors, hydraulics cylinders and flow control valves), and computers controllers (e.g. custom-built controllers, personal computers and PLC’s) into products and systems useful to man and society. In order to combine all these elements in an optimal way (cost effective, flexible, and with the highest performance), Mechatronics engineers must have insight into each of these disciplines.

* WHICH VOCATIONAL ACTIVITIES WOULD THIS GIVE YOU ACCESS TO?

The holder of the NC (V) (Mechatronics) will be able to:

• Explain various fundamental theories and principles of operation and control that make up mechatronic systems.
• Assemble mechatronics systems
• Test the operation of and commission mechatronic systems
• Operate mechatronics systems
• Do fault finding and rectify problems
• Perform maintenance work according to correct procedures
• Use hand tools and operate machines tools to produce components for maintenance and repair purposes.

* WHAT OPPORTUNITIES DO YOU HAVE AFTER COMPLETING THE PROGRAMME?

• Mechanical & Electrical Engineering
• Pneumatics
• Hydraulics
• Robotics
• Programmable Logic Control
• Computer Numeric Control
• Industrial information Technology

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Introduction to computers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Electro Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Manual Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Mechatronics System(o)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Stored Programme Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Electrotechnology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Machine Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Mechatronics System(o)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Stored Programme Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Electrotechnology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Computer - Intergrated Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Mechatronics System(o)*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A. OUTCOMES
The holder of the National Certificate (Process Plant Operations) will be able to:
• Participate in process control technology
• Operate a plant in various fields e.g. petrochemical, papermaking, mining industries
• Operate water works in Municipalities.

B. CURRICULUM
In order to obtain a National Certificate (Process Plant Operations) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 Vocational subjects

Fundamental Compulsory Subjects:
• First additional language - which must be the language of teaching and learning
• Mathematics
• Life Orientation

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Process Technology</td>
<td>• Process Technology</td>
<td>• Process Technology</td>
</tr>
<tr>
<td>• Physical Science</td>
<td>• Physical Science</td>
<td>• Physical Science</td>
</tr>
<tr>
<td>• Engineering Fundamentals (Optional subjects)</td>
<td>• Engineering Fundamentals (Optional subjects)</td>
<td>• Engineering Fundamentals (Optional subjects)</td>
</tr>
<tr>
<td>• Pulp and Papermaking Technology</td>
<td>• Pulp and Papermaking Technology</td>
<td>• Pulp and Papermaking Technology</td>
</tr>
<tr>
<td>• Process Chemistry</td>
<td>• Process Chemistry</td>
<td>• Process Chemistry</td>
</tr>
</tbody>
</table>

C. CAREER OPPORTUNITIES
It provides an opportunity to access careers in any of the sectors listed below:
• Chemicals
• Petrochemical
• Pulp and Paper
• Water Treatment Works (Municipalities and Water boards)
• Beverage Processing (SAB & Coca)
• Mineral Processing
• Paint Manufacturing

ENGINEERING STUDIES
• Electrical Infrastructure construction
• Engineering and Related design (Motor mechanic, welding and fitting & turning)
• Civil engineering construction (plumbing, building and carpentry)
• Mechatronics
• Information technology and computer science
• Process plant Operations
These vocational programmes are of high skills, high quality and high knowledge programmes introduced at the College. They are intended to directly respond to the priority skills demand of the modern economy.

ENTRY REQUIREMENTS:

- Minimum requirement is a successful Grade 9, but even better is successful Grade 10, 11 and Grade 12.
- A year-end school report for Grade 9 or higher; or
- An NQF Level 1 Qualification; or
- ABET Level 4
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirement for access to NQF Level 2

<table>
<thead>
<tr>
<th>Programme Offered</th>
<th>Level</th>
<th>George Tabor Campus</th>
<th>Roodepoort Campus</th>
<th>Technisa Campus</th>
<th>Land Is Wealth Farm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and Development</td>
<td>2 – 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospitality</td>
<td>2 – 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Technology and Computer Science</td>
<td>2 – 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Agriculture</td>
<td>2 – 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Healthy</td>
<td>2 – 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety in Society</td>
<td>2 – 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tourism</td>
<td>2 – 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport and Logistics</td>
<td>2 – 4</td>
<td></td>
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</tr>
</tbody>
</table>

Duration: Three years [NC(V) Level 2 – 4]

Course structure: One year per NQF level
Education and Development NC (V) is a qualification at each of the Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of Education and Development. The practical component of study may be offered in a real work space environment. It will provide students with an opportunity to experience work space environment. It will provide students with the opportunity to experience work situations during the period of study.

Fundamental Compulsory Subjects:
- First additional language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Orientation

Vocational Subjects

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
</table>
| • Art & Science of Teaching
  • Human & Social Development
  • Learning Psychology
  **OPTIONAL**
| • Art & Science of Teaching
  • Human & Social Development
  • Learning Psychology
  **OPTIONAL**
| • Art & Science of Teaching
  • Human & Social Development
  • Learning Psychology
  **OPTIONAL**

Career Paths
- Work in the education sector e.g. schools and early childhood centres; creches; etc.

Career Opportunities
- Work in hospitals, nursing homes, hospice and community centres
- Provide services in private homes; e.g. au pair, child minding, etc.

- Teacher Aide assisting professional educators
- Community education aide assisting professional in the field
- Early childhood care and Development Aide in community institutions and private homes
- Corporate care centres
- (in-house)
- Special needs learning centres
Hospitality studies provide the students with theoretical and practical skills to operate as a cook, waitron or accommodation assistant in various hospitality establishments. This programme will also include some client service and human relations skills. This programme integrates academic knowledge and theory with practical skills and values.

**Fundamental Compulsory Subjects:**
- First additional language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Orientation

**Vocational Subjects**

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
</table>
| • Hospitality Generics  
• Food Preparation  
• Client Services & Human Relations | • Hospitality Generics  
• Food Preparation  
• Client Services & Human Relations | • Hospitality Generics  
• Food Preparation  
• Client Services & Human Relations |
| **OPTIONAL** | **OPTIONAL** | **OPTIONAL** |
| • Hospitality Services | • Hospitality Services | • Hospitality Services |

**Career Paths**
- Manage Guest House
- Deal with client services in an accommodation facility
- Work at a Hotel / Lodges

**Career Opportunities**
- Work as assistant cook / chef preparing food in a restaurant, hotel or guest house
- Work as waitron or as a housekeeper in a hotel / Inn / Guesthouse

- House Keeping
- Food and Beverage Management
- Hotel Management
- Chef
- Accommodation Services
- Events Management
This Programme covers the interpretation of software applications, as well as the installation of network cables together with information technology principles and data processing. This programme integrates academic knowledge and theory with practical skills and values.

**Fundamental Compulsory Subjects:**
- First additional language - which must be the language of teaching and learning
- Mathematics
- Life Orientation

**Vocational Subjects**

<table>
<thead>
<tr>
<th><strong>LEVEL 2</strong></th>
<th><strong>LEVEL 3</strong></th>
<th><strong>LEVEL 4</strong></th>
</tr>
</thead>
</table>
| • Introduction to Information System  
  • Electronics  
  • Introduction to Systems Development  
  and one of the following  
  • Multimedia  
  • Project Management  | • Systems analysis and design  
  • Computer hardware and software  
  • Principles of Computer Programming  
  and one of the following  
  • Multimedia  
  • Project Management  | • Systems analysis and design  
  • Data communication and Networking  
  • Computer  
  and one of the following  
  • Multimedia  
  • Project Management |

**Career Paths**
- Test Programmes and software applications
- Write computer programmes

**Career Opportunities**
- Computer Programming
- Information Technology Management
- Computer Systems Engineering
- Data Processing
- Electronics
- Contact Centre Operator
This programme is designed to provide both the theory and practical of primary agriculture. The practical component of study may be offered in a real workplace or in a simulated workplace environment. It will provide students with an opportunity to experience workplace situations during the period of study.

**Fundamental Compulsory Subjects:**
- First additional language - which must be the language of teaching and learning
- Mathematics
- Life Orientation

**Vocational Subjects**

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil Science</td>
<td>Soil Science</td>
<td>Soil Science</td>
</tr>
<tr>
<td>Plant Production</td>
<td>Plant Production</td>
<td>Plant Production</td>
</tr>
<tr>
<td>Animal Production</td>
<td>Animal Production</td>
<td>Animal Production</td>
</tr>
<tr>
<td>and one of the following</td>
<td>and one of the following</td>
<td>and one of the following</td>
</tr>
<tr>
<td>Agri-business</td>
<td>Agri-business</td>
<td>Agri-business</td>
</tr>
</tbody>
</table>

**Career Paths**
- Advise farmers on farming techniques / methods
- Work at a nursery, botanical garden etc.
- Work at a company, advising farmers on management of finances
- Advise farmers on marketing, advertising and selling agricultural products

**Career Opportunities**
- Agricultural Economics
- Agricultural Food Science
- Agricultural Science
- Agricultural Bookkeeper
- Farm Management
- Forrester
- Botanist
- Horticulturist
- Viticulture

- Work as a production planner for crops and animal enterprises
- Plant and animal production.
This qualification is designed to provide the students with both theoretical and practical experience offered in a simulated environment or in the real workplace. It is a SAQA registered qualification and it’s offered over a period of 3 years at levels 2, 3 and 4 of the National Qualification Framework (NQF). A student is issued with a certificate, the National Certificate (Vocational): Primary Health at each level which can be used to pursue other health related programmes.

**Fundamental Compulsory Subjects:**
- First additional language - which must be the language of teaching and learning
- Mathematics
- Life Orientation

**Vocational Subjects**

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>The South African Health Care System</td>
<td>The South African Health Care System</td>
<td>The South African Health Care System</td>
</tr>
<tr>
<td>Public Health</td>
<td>Public Health</td>
<td>Public Health</td>
</tr>
<tr>
<td>Human Body and Mind</td>
<td>Human Body and Mind</td>
<td>Human Body and Mind</td>
</tr>
<tr>
<td>Community Oriented Primary Care and one of the following</td>
<td>Community Oriented Primary Care and one of the following</td>
<td>Community Oriented Primary Care and one of the following</td>
</tr>
</tbody>
</table>

**Career Paths**
- Nursing
- Community Care Workers
- Social Worker
- Physiotherapy
- Counselling
- Occupational health and safety
- Occupational Therapy
- Practising in clinics and health support services
- Supporting the Department of Health community health programmes

**Career Opportunities**
- A generic, academic educational platform for entry into higher education
- Opportunities to enter a career path on level5 midlevel and other professional programmes in nursing, medicine, physiotherapy, forensic and radiology
- Matriculants with inadequate results in life science and Physical Science get an opportunity to enter into a health programme.
- Access to other health support careers

**Please Note:** This is not a nursing qualification
Safety in Society NC (V) is designed to provide both the theory and practice of safety in society. The practical component of the study may be offered in real workspace environment or simulated workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

### Additional Requirements
- A minimum age of 17 years, not older than 25 years
- South African Citizen
- No Criminal Records
- Medically Fit
- Good Physical Fitness
- Psychometric Test

### Fundamental Compulsory Subjects:
- First additional language - which must be the language of teaching and learning
- Mathematics or Mathematical Literacy
- Life Orientation

### Vocational Subjects

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
</table>
| • Introduction to Governance  
• Introduction to Law  
• Principles of Criminal Justice  
any of the following  
• Criminology  
• Introduction to Policing | • Governance  
• Criminal Law  
• Criminal Justice Structure and Mandates  
any of the following  
• Criminology  
• Theory of Policing Practices | • Governance  
• Law Practices and Evidence  
• Criminal Justice Process  
any of the following  
• Criminology  
• Applied Policing |

### Career Opportunities
- Join the Police Service e.g. the SAPS
- Traffic Agencies and Military Police Division
- Join Private Security Services (e.g. Security Management)
- Community Policing and South African National Defence Force (SANDF)
- Join the National Statutory Intelligence Agencies
- Immigration and Customs
- Work in a Civil and Human Rights Environment

### Career Paths
- South African Police Services
- Security and Surveillance
- Private Security
- Community Policing
- National Intelligence
- Legal Assistance
- Work in community structures
- Correctional Services
- South African National Defence Force
- Criminal Justice Environment and matters related to advocacy of the South African Constitution
This certificate will provide access to the following employment opportunities: Conference and Events Planner, Tourism Development Officer, Transportation Manager, Travel Counsellor, Game Ranger, Adventure Guide, Safari Operator.

**Fundamental Compulsory Subjects:**
- First additional language - which must be the language of teaching and learning
- Mathematics or Mathematical Literacy
- Life Orientation

**Vocational Subjects**

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
</table>
| • Science of Tourism  
  • Client Services and Human Relations  
  • Sustainable Tourism in SA  
  (OPTIONAL)  
  • Tourism Operations | • Science of Tourism  
  • Client Services and Human Relations  
  • Sustainable Tourism in SA  
  (OPTIONAL)  
  • Tourism Operations | • Science of Tourism  
  • Client Services and Human Relations  
  • Sustainable Tourism in SA  
  (OPTIONAL)  
  • Tourism Operations |

**Career Paths**
- Work as a tour guide
- Own a tourism business
- Drive Tourists around
- Work at a hotel

**Career Opportunities**
- Work at a casino
- Provide an opportunity to Market South Africa
- Work at a game reserve etc.
The purpose of the programme is to provide qualifiers with necessary knowledge, skills and applied competency to manage logistics in an enterprise and in an integrated manner. The programme focuses on lower and middle management. Emphasis is placed on distribution with brief reference also to procurement and production. People working in an environment where customer service, warehousing, inventory management, transport management, materials management, and order processing is of particular importance, would benefit from this programme.

**Fundamental Compulsory Subjects:**
- First additional language - which must be the language of teaching and learning
- Mathematics or Mathematical Literacy
- Life Orientation

**Vocational Subjects**

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport and Logistics</td>
<td>Transport and Logistics</td>
<td>Transport and Logistics</td>
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<tr>
<td>Freight Logistics</td>
<td>Freight Logistics</td>
<td>Freight Logistics</td>
</tr>
<tr>
<td>Transport Economics</td>
<td>Transport Economics</td>
<td>Transport Economics</td>
</tr>
<tr>
<td>Transport Operations</td>
<td>Transport Operations</td>
<td>Transport Operations</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>Entrepreneurship</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>New Venture Creation</td>
<td>New Venture Creation</td>
<td>New Venture Creation</td>
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</tbody>
</table>

**Career Paths**
- Logistics and Distribution
- Transportation
- Purchasing
- Warehousing
- Materials
- Strategic planning
- Inventory Control
- Sales and Marketing in warehousing, Logistics and Freight transport

**Career Opportunities**
- Career opportunities in transport industry
- Career in the transport passenger industry
- Maritime brokers in agents
- A variety of careers in airlines and rail transport
- Career possibilities in banking and finance
- A career opportunity in logistics planning and Analysis
- Career opportunities in information systems and control
- Career opportunities in supply chain management
- Career opportunities in Manufacturing Enterprise, Wholesalers and Distributors.
Section C: Report 191/ Nated N4-N6
1. Business Studies - Campus Spread

Entrance Requirements:
To register for N4 you need a National Senior Certificate (NSC)/ N3 or a Grade 12 Certificate or equivalent and Level 4 NC(V)

Recognition of Prior Learning (RPL)
The College acknowledges the value of prior learning

Registration
Students register two times in the year (semesters): January, and July.

Duration: three year diploma course
18 Months (N4 – N6) Theory
18 Months Practical Experience

Career opportunities
- Personal Assistances
- Legal Secretaries
- Public Relations Officers
- Human Resource Practitioners
- Marketing Officers
- Financial Officers Etc.

“Every risk is worth taking as long as it’s for a good cause, and contributes to a good life.” Richard Branson
### 1.1 BUSINESS MANAGEMENT N4 – N6

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Entrepreneurship and Business Management</td>
<td>• Entrepreneurship and Business Management</td>
<td>• Entrepreneurship and Business Management</td>
</tr>
<tr>
<td>• Management Communication</td>
<td>• Sales Management</td>
<td>• Computer Practice</td>
</tr>
<tr>
<td>Two of the following</td>
<td>Two of the following</td>
<td>• Financial Accounting</td>
</tr>
<tr>
<td>• Computer Practice</td>
<td>• Financial Accounting</td>
<td>• Public Relations</td>
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<tr>
<td>• Financial Accounting</td>
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<tr>
<td>• Introductory to Accounting</td>
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</table>

### 1.2 FINANCIAL MANAGEMENT N4 – N6

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>• Financial accounting</td>
<td>• Financial accounting</td>
<td>• Financial accounting</td>
</tr>
<tr>
<td>• Entrepreneurship and Business Management</td>
<td>• Entrepreneurship and Business Management</td>
<td>• Entrepreneurship and Business Management</td>
</tr>
<tr>
<td>• Management Communication</td>
<td>• Computerised Financial System</td>
<td>• Computerised Financial System</td>
</tr>
<tr>
<td>• Computerised Financial System</td>
<td>• Cost and Management Accounting</td>
<td>• Cost and Management Accounting</td>
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<td>• Cost and Management Accounting</td>
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</tbody>
</table>
1.3 HUMAN RESOURCE MANAGEMENT N4 – N6

<table>
<thead>
<tr>
<th></th>
<th>N4</th>
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</thead>
<tbody>
<tr>
<td>N4</td>
<td>• Entrepreneurship and Business Management</td>
<td>• Personnel Management</td>
<td>• Personnel Management</td>
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<tr>
<td></td>
<td>• Management Communication</td>
<td>• Personnel Training</td>
<td>• Personnel Training</td>
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<td></td>
<td>• Personnel Management</td>
<td>• Labour Relations</td>
<td>• Labour Relations</td>
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<td></td>
<td>• Computer Practice</td>
<td>• Computer Practice</td>
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1.4 MANAGEMENT ASSISTANT N4 – N6

<table>
<thead>
<tr>
<th></th>
<th>N4</th>
<th>N5</th>
<th>N6</th>
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</thead>
<tbody>
<tr>
<td>N4</td>
<td>• Intro to Information Processing</td>
<td>• Office Practice</td>
<td>• Office Practice</td>
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<td>• Office Practice</td>
<td>• Computer Practice</td>
<td>• Computer Practice</td>
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<td>• Computer Practice</td>
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<td>• Information Processing</td>
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<td>And one of the following</td>
<td>• Communication</td>
<td>• Information Processing</td>
<td>• Communication</td>
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<td>• Information Processing</td>
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1.5 MARKETING MANAGEMENT N4 – N6

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<th>N6</th>
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<tbody>
<tr>
<td>N4</td>
<td>• Entrepreneurship and Business Management</td>
<td>• Entrepreneurship and Business Management</td>
<td>• Entrepreneurship and Business Management</td>
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<tr>
<td></td>
<td>• Marketing Management</td>
<td>• Marketing Management</td>
<td>• Marketing Management</td>
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<td></td>
<td>• Management Communication</td>
<td>• Sales Management</td>
<td>• Marketing Communication</td>
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<tr>
<td></td>
<td>• Computer Practice</td>
<td>• Computer Practice</td>
<td>• Marketing research</td>
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</table>

1.6 PUBLIC MANAGEMENT N4 – N6

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<thead>
<tr>
<th></th>
<th>N4</th>
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<th>N6</th>
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<tbody>
<tr>
<td>N4</td>
<td>• Public Administration</td>
<td>• Computer Practice</td>
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<td></td>
<td>• Computer Practice</td>
<td>• Public Finance</td>
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<td>• Municipal Administration</td>
<td>• Public Finance</td>
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<td>• Municipal Administration</td>
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</tbody>
</table>
Entrance Requirements:
Minimum requirement is a successful Grade 9, but even better is a successful Grade 10, 11 or Grade 12 with Mathematics and Physical Science.

Recognition of Prior Learning (RPL)
The College acknowledges the value of prior learning.

Registration
Students register three times in the year (trimesters); January, May, and September.

Duration: three year diploma course
18 Months (N1 – N6) Theory
18 Months Practical Experience

Career opportunities
- Apprentice
- Mechanics
- Electrician
- Artisan
- Electronic
- Electrical
- Engineer
- Engineering Technician and Technologist

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” Aristotle
## 2.1 Civil Engineering N1 – N6

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
<th>N3</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Building Science</td>
<td>• Building Science</td>
<td>• Building Science</td>
</tr>
<tr>
<td>• Building Drawing</td>
<td>• Building Drawing</td>
<td>• Building Drawing</td>
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<tr>
<td>• Mathematics</td>
<td>• Mathematics</td>
<td>• Mathematics</td>
</tr>
<tr>
<td>• Bricklaying and Plastering Trade Theory (OR)</td>
<td>• Bricklaying and Plastering Trade Theory (OR)</td>
<td>• Bricklaying and Plastering Trade Theory (OR)</td>
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<tr>
<td>• Plumbing Theory</td>
<td>• Plumbing Theory</td>
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<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
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</thead>
<tbody>
<tr>
<td>• Building &amp; Structural Surveying</td>
<td>• Building &amp; Structural Surveying</td>
<td>• Building &amp; Structural Surveying</td>
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<tr>
<td>• Building &amp; Structural Construction</td>
<td>• Building &amp; Structural Construction</td>
<td>• Building &amp; Structural Construction</td>
</tr>
<tr>
<td>• Quantity Surveying</td>
<td>• Quantity Surveying</td>
<td>• Quantity Surveying</td>
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<tr>
<td>• Mathematics</td>
<td>• Mathematics</td>
<td>• Mathematics</td>
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<td>(OR)</td>
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<td>(OR)</td>
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<tr>
<td>• Building Administration</td>
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(OR)
### 2.2 ELECTRICAL ENGINEERING N1 – N6

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
<th>N3</th>
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<tbody>
<tr>
<td>• Electrical Trade Theory</td>
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<td>• Mathematics</td>
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<td>• Industrial Electronics</td>
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<td>• Engineering Science</td>
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<tr>
<td>• Electrical Trade Theory</td>
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<td>• Mathematics</td>
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<td>• Industrial Electronics</td>
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<td>• Engineering Science</td>
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<td>• Electrical Trade Theory</td>
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<td>• Mathematics</td>
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<tr>
<td>• Industrial Electronics</td>
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<tr>
<td>• Engineering Science</td>
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</table>

**N1 N2 N3**

- Electrical Trade Theory
- Mathematics
- Industrial Electronics
- Engineering Science

### 2.3 MECHANICAL ENGINEERING N1 – N6

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
<th>N3</th>
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</thead>
<tbody>
<tr>
<td>• Mathematics</td>
<td></td>
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<tr>
<td>• Engineering Science</td>
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<tr>
<td>• Engineering Drawing</td>
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<tr>
<td>• Motor Trade Theory (OR)</td>
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<tr>
<td>• Fitting and Machining Trade Theory</td>
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<tr>
<td>• Mechanical Draughting</td>
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<tr>
<td>• Mathematics</td>
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<tr>
<td>• Engineering Science</td>
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<tr>
<td>• Industrial Chemistry</td>
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<tr>
<td>• Chemical Laboratory Technology</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Electrotechnics</td>
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<tr>
<td>plus any three of the following</td>
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<tr>
<td>• Mathematics (N5, N6)</td>
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</tr>
<tr>
<td>• Industrial Electronics</td>
<td></td>
<td></td>
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<tr>
<td>• Industrial Instruments (N5, N6)</td>
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<tr>
<td>• Logistic Systems</td>
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<tr>
<td>• Fault Finding and Protective Devices</td>
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<tr>
<td>• Supervisory Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Control Systems (only N6)</td>
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<td></td>
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<tr>
<td>• Engineering Science (only N4)</td>
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<tr>
<td>• Electrotechnics</td>
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<tr>
<td>plus any three of the following</td>
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<tr>
<td>• Mathematics (N5, N6)</td>
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<tr>
<td>• Industrial Electronics</td>
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<td>• Industrial Instruments (N5, N6)</td>
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<tr>
<td>• Logistic Systems</td>
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<td>• Fault Finding and Protective Devices</td>
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<tr>
<td>• Supervisory Management</td>
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<tr>
<td>• Control Systems (only N6)</td>
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<tr>
<td>• Electrotechnics</td>
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<tr>
<td>plus any three of the following</td>
<td></td>
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<tr>
<td>• Mathematics (N5, N6)</td>
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<tr>
<td>• Industrial Electronics</td>
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<tr>
<td>• Industrial Instruments (N5, N6)</td>
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<tr>
<td>• Logistic Systems</td>
<td></td>
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<tr>
<td>• Fault Finding and Protective Devices</td>
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<tr>
<td>• Supervisory Management</td>
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<tr>
<td>• Control Systems (only N6)</td>
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</tbody>
</table>

### 2.4 WATER AND WASTE MANAGEMENT N1 - N3

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
<th>N3</th>
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<tbody>
<tr>
<td><strong>Compulsory:</strong></td>
<td><strong>Compulsory:</strong></td>
<td><strong>Compulsory:</strong></td>
</tr>
<tr>
<td>• Water and Waste - water</td>
<td></td>
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<tr>
<td>• Water Treatment Practice</td>
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<tr>
<td>• Plant Operation Theory</td>
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<tr>
<td>• Mathematics</td>
<td></td>
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<tr>
<td>• Engineering Drawing</td>
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<tr>
<td>• Engineering Science</td>
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<tr>
<td>• Industrial Chemistry</td>
<td></td>
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<tr>
<td>• Chemical Laboratory Technology</td>
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<tr>
<td>• Water and Waste - water</td>
<td></td>
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</tr>
<tr>
<td>• Water Treatment Practice</td>
<td></td>
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<tr>
<td>• Plant Operation Theory</td>
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<td>• Mathematics</td>
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<tr>
<td>• Engineering Drawing</td>
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<td>• Engineering Science</td>
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<tr>
<td>• Industrial Chemistry</td>
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<tr>
<td>• Chemical Laboratory Technology</td>
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</tbody>
</table>

**Plus three of the following**

- Plant Operation Theory
- Mathematics
- Engineering Drawing
- Engineering Science
- Industrial Chemistry
- Chemical Laboratory Technology
3. Utility Studies N4 - N6
3.1 Educare N4 - N6 | 3.2 Hospitality & Catering Services N4 - N6

**Entrance Requirements:**
To register for N4 you need a National Senior Certificate (NSC)/ N3 or a Grade 12 Certificate or equivalent

**Recognition of Prior Learning (RPL)**
The College acknowledges the value of prior learning

**Registration**
Students register two times in the year (semesters); January, and July.

**Duration:** three year diploma course
18 Months (N4 – N6) Theory
18 Months Practical Experience

**Programmes offered at:**
Roodeport Campus

### 3.1 EDUCARE N4 – N6

<table>
<thead>
<tr>
<th>N4</th>
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<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Day Care Personnel</td>
<td>• Day Care Communication</td>
<td>• Day Care Management</td>
</tr>
<tr>
<td>• Education</td>
<td>• Education Psychology</td>
<td>• Day Care Communication</td>
</tr>
<tr>
<td>• Educare Diatatics: Theory and Practice</td>
<td>• Educare Diatatics: Theory and Practice</td>
<td>• Education Psychology</td>
</tr>
<tr>
<td>• Child Health</td>
<td>• Entrepreneurship and Business Management</td>
<td>• Education Psychology</td>
</tr>
</tbody>
</table>

### 3.2 HOSPITALITY & CATERING SERVICES N4 – N6

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sanitation &amp; Safety</td>
<td>• Applied Management</td>
<td>• Applied Management</td>
</tr>
<tr>
<td>• Applied Management</td>
<td>• Catering Theory &amp; Practical</td>
<td>• Catering Theory &amp; Practical</td>
</tr>
<tr>
<td>• Catering Theory &amp; Practical</td>
<td>• Food &amp; Beverage Service</td>
<td>• Communications &amp; Human Relations</td>
</tr>
<tr>
<td>• Nutrition &amp; Menu Planning</td>
<td>• Entrepreneurship and Business Management</td>
<td>• Computer Practice</td>
</tr>
</tbody>
</table>
### 3.3 POPULAR MUSIC (Composition, Performance and Studio Work) N4 – N6

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Music Business and Styles</td>
<td>• Music Business and Styles</td>
<td>• Music Business and Styles</td>
</tr>
<tr>
<td>• Aural ensemble</td>
<td>• Aural ensemble</td>
<td>• Aural ensemble</td>
</tr>
<tr>
<td>• Improvisation</td>
<td>• Improvisation</td>
<td>• Improvisation</td>
</tr>
<tr>
<td>Practical Instrument on one of the following:</td>
<td>Practical Instrument on one of the following:</td>
<td>Practical Instrument on one of the following:</td>
</tr>
<tr>
<td>guitar, piano, keyboard, Bass guitar, Drums, Percussion, woodwind, Brass</td>
<td>guitar, piano, keyboard, Bass guitar, Drums, Percussion, woodwind, Brass</td>
<td>guitar, piano, keyboard, Bass guitar, Drums, Percussion, woodwind, Brass</td>
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</tbody>
</table>

### 3.4 CLOTHING PRODUCTION N4 – N6

<table>
<thead>
<tr>
<th>N4</th>
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<tbody>
<tr>
<td>• Clothing Construction Theory and Practical</td>
<td>• Clothing Construction Theory and Practical</td>
<td>• Computer Construction Theory and Practical</td>
</tr>
<tr>
<td>• Pattern Construction</td>
<td>• Pattern Construction</td>
<td>• Pattern Construction</td>
</tr>
<tr>
<td>• Fashion Drawing</td>
<td>• Fashion Drawing</td>
<td>• Fashion Drawing</td>
</tr>
<tr>
<td>• Entrepreneurship &amp; Business Development</td>
<td>• Entrepreneurship &amp; Business Development</td>
<td>• Computer Practice</td>
</tr>
</tbody>
</table>
Section D: Learnership Programmes

1. Dobsonville Campus
   1.1 National Certificate: Contact Centre
   1.2 National Certificate: Ward Committee Governance
   1.3 National Certificate: Local Government Practises
   1.4 FET Certificate: Early Childhood Development
   1.5 FET Certificate: Trade Union Practises

2. George Tabor Campus
   2.1 National Certificate: Clothing Production
   2.2 National Certificate: Transport and Logistics
   2.3 National Certificate: Animal Production
   2.4 National Certificate: Plant Production
   2.5 National Certificate: New Venture Creation
   2.6 FET Certificate: School of Business Administration
   2.7 FET Certificate: Gen Management School Governing Body

3. Molapo Campus
   3.1 Boiler Maker
   3.2 Fitter and Turner
   3.3 Welder
   3.4 Diesel Mechanic
   3.5 Turner
   3.6 Fitter

4. Roodepoort Campus
   4.1 National Certificate: Food and Beverages
   4.2 National Certificate: Professional Cookery
   4.3 National Certificate: Local Economic Development
   4.4 FET Certificate: Municipal Finance and Admin
   4.5 FET Certificate: Early Childhood Development
   4.6 Design and Development Outcome Based Assessment
   4.7 Conduct Outcome Based Assessment
   4.8 Conduct Moderation of Outcome Based Assessment

5. Roodepoort West Campus
   5.1 National Certificate: Electrician

6. Technisa Campus
   6.1 National Certificate: Tourist Guiding
   6.2 Funeral Directing
   6.3 Real Estate
### Section E: Skills Programmes

<table>
<thead>
<tr>
<th>1. <strong>Molapo</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Welding</td>
</tr>
<tr>
<td>1.2 Bricklaying</td>
</tr>
<tr>
<td>1.3 Plumbing</td>
</tr>
<tr>
<td>1.4 Cabinet Making</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. <strong>George Tabor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Clothing Production</td>
</tr>
<tr>
<td>2.2 Perform Basic routine operations in a defined hydroponic context</td>
</tr>
<tr>
<td>2.3 Broilers</td>
</tr>
<tr>
<td>2.4 Information Technology and Computer Science</td>
</tr>
<tr>
<td>2.4.1 Comp TIA A+</td>
</tr>
<tr>
<td>2.4.2 N+</td>
</tr>
<tr>
<td>2.4.3 End-user Computing</td>
</tr>
<tr>
<td>2.4.4 ICDL</td>
</tr>
<tr>
<td>2.4.5 Cisco</td>
</tr>
<tr>
<td>2.4.6 SAP</td>
</tr>
<tr>
<td>2.4.7 Programming</td>
</tr>
<tr>
<td>2.4.8 Multimedia and Web design</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. <strong>Roodepoort West Campus</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Elconop (electrical Construction and Operations) 2 &amp; 3</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION
Distance learning is a way of learning remotely without being in regular face-to-face contact with a teacher in the classroom. It is mostly recommended for people working in the study field they desire.

1.1 ENTRANCE REQUIREMENTS:

National Certificate in Business Studies N4

- The candidate must be in possession of an NSC/N3 Saake Afrikaans and Business English or a Grade 12 (Std. 10) certificate.
- Certified copies of the information page of your identity document.
- Photocopies should be clear and certification should be conducted by a police officer, postmaster or legitimate commissioner of oaths.
- Please provide Technisa Campus with two passport photos.

National Certificate in Business Studies (N5 - N6)

- N4 or N5 certificate respectively.

Please note: Students are not allowed to enter for a particular subject at more than one level per registration. A subject should be passed successfully at one level, before attempting the next level.

DURATION OF COURSE

- Registration for a subject is valid for a period of ONE YEAR from date of registration.

BUSINESS STUDIES

- In order to qualify for a diploma in Business Studies, one must pass at least one computer component, e.g. Introductory Computer Practice, Computerised Financial Systems, Computer Practice and Information Processing on any level (N4, N5 or N6).
- A fifth and sixth subject may be taken per level in addition to the prescribed four subjects. These additional subjects will be endorsed on the certificate(s).
- Where more than one level of a subject is given as an elective option, the principle remains in force that the previous level must be passed before the next level can be attempted, except in the case of Mercantile Law N5.
- It is not compulsory to take all four prescribed subject at the same time. A subject may be written during the June or November examination.
- When Computerised Financial Systems N4, N5 or N6 are chosen, Financial Accounting N4, N5 or N6 must be taken simultaneously or should have been passed beforehand.
- When Computerized Financial Systems N6 is chosen, Cost and Management Accounting N6 must be taken simultaneously, or should have been passed beforehand.
- Almost all N4 - N6 subjects are offered in English only, but students may do assignments and examinations in Afrikaans.
- You need to have access to a computer with a CD-drive to conduct Computerized Financial Systems.
REQUIREMENTS FOR THEORETICAL AND PRACTICAL WORK

Theoretical assignments: (N4 - N6)

- Compulsory theoretical assignments must be submitted to Technisa Campus lecturers for evaluation and student support. Assignments must reach the TECHNISA before 31 March for the June exam and before 30 September for the November exam.
- In order to obtain examination entry an aggregate of 40% is required for compulsory assignments.

REMEMBER:
- By completing assignments, you gain a better understanding of the work and automatically improve your chances of completing your studies successfully.
- Studying your marked assignments is the only way in which you, as a distance education student, can monitor your progress.
- Please make copies of your assignments before you send them to TECHNISA, in case they get lost in the post.

Practical assignments (N4 - N6)

- Compulsory practical assignments are to be submitted in respect of some N4 - N6 subjects. These assignments MUST reach Technisa Campus in good time for evaluation PRIOR to the examinations.
- The theoretical and practical assignments are of utmost importance to N4 - N6 students seeing that the marks obtained, form part of the final examination mark.

Practicum

- Students for the subjects Computer Practice, Information Processing, Computerised Financial Systems, as well as Applied Accountancy NSC, need to have access to a computer.

PASS REQUIREMENTS

A pass mark of 40 % must be obtained in each subject.

- The marks you receive for your assignments, will determine your semester or year mark, which will contribute to your final mark according to the specifications of the Department of Education.
- Also refer to the study letter issued with your study material regarding pass requirements as well as the compilation of a term mark.

EXAMINATIONS

N4-N6 examinations are written on a semester basis during June or November. Please report at the examination room 15 minutes before the commencement of the exam and 30 minutes before the commencement of exams for all computer related examinations!

Examination registration and results

Previous examination papers are obtained at Technisa Campus at a specific fee. Please contact Technisa Campus study/resource Centre. It is the students' own responsibility to enrol for the examination and obtain the examination permit, dates and results at their nearest TVET College.

- Students registering for examination have to submit their student cards as proof of registration with Technisa Campus, as well as their identity document. Students should therefore ensure that they are issued with a student card on registration day.
When enrolling for the examinations, students must indicate clearly on the examination registration form that they are a Technisa Campus Student.

Students are responsible for the payment of examination fees to the respective examination centre.

It is the student's responsibility to collect their examination timetable and permit from the examination centre before every examination. (You will not be allowed in the examination room without the necessary documentation).

It is student's responsibility to collect their examination results at colleges where they wrote the examination.

Students must register for at least two (2) subjects. Should students want to register for only one subject, they must show proof that they need only that one subject to obtain a certificate.

Registration dates for examinations

Registration:
N4 - N6 register before:
05 March for June examination
05 August for November examination

Certificates
N4 - N6 certificates will be issued by the Department of Education once a student has completed the four prescribed subjects on each of the levels.

N Diploma
Once you have passed the N4, N5 and N6 courses and have completed 18 months relevant practical (in a work situation), you may apply through TECHNISA to the Department of Education for a National N Diploma. Remember that you have to pass a computer related subject to qualify for a diploma. PROOF of practical work must accompany your request for a diploma!

BURSARY
There are no bursaries offered for Distance Learning Students.
## 2.1 MANAGEMENT ASSISTANT

<table>
<thead>
<tr>
<th></th>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compulsory:</strong></td>
<td>1. Information Processing N4 (E) or Introductory Information Processing N4 ~</td>
<td>1. Information Processing N5 or N6(E)</td>
<td>1. Information Processing N5 or N6(E)</td>
</tr>
<tr>
<td></td>
<td>2. Office Practice N4</td>
<td>2. Office Practice N4</td>
<td>2. Office Practice N6</td>
</tr>
<tr>
<td><strong>One of the following Subjects:</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• Entrepreneurship and Business Management N4 (E+A)</td>
<td>• Entrepreneurship and Business Management N4 (E+A)</td>
<td>• Entrepreneurship and Business Management N4 (E+A)</td>
<td>• Entrepreneurship and Business Management N4 (E+A)</td>
</tr>
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<td>• Introductory Computer Practice N4 ~</td>
<td>• Introductory Computer Practice N4 ~</td>
<td>• Introductory Computer Practice N4 ~</td>
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<td>• Computer Practice N4</td>
<td>• Computer Practice N4</td>
<td>• Computer Practice N4</td>
</tr>
<tr>
<td>• Introductory Accounting N4</td>
<td>• Introductory Accounting N4</td>
<td>• Introductory Accounting N4</td>
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<td>• Financial Accounting N4</td>
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</tr>
</tbody>
</table>

**Explanation of symbols used above:**

~ These subjects are not offered by TECHNISA.

E English

A Afrikaans

**NB:** *Public Administration N4 is a prerequisite for Municipal Administration N5*

## 2.2 LEGAL SECRETARY

<table>
<thead>
<tr>
<th></th>
<th>N4</th>
<th>N5</th>
<th>N6</th>
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</thead>
<tbody>
<tr>
<td><strong>Compulsory:</strong></td>
<td>1. Information Processing N4 (E) or Introductory Information Processing N4 ~</td>
<td>1. Information Processing N4 (E) or Introductory Information Processing N4 ~</td>
<td>1. Information Processing N5 or N6(E)</td>
</tr>
<tr>
<td></td>
<td>2. Office Practice N4</td>
<td>2. Office Practice N5</td>
<td>2. Office Practice N6</td>
</tr>
<tr>
<td><strong>Two of the following Subjects:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Entrepreneurship and Business Management N4 (E+A)</td>
<td>• Entrepreneurship and Business Management N4 (E+A)</td>
<td>• Entrepreneurship and Business Management N4 (E+A)</td>
<td>• Entrepreneurship and Business Management N4 (E+A)</td>
</tr>
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<td>• Computer Practice N5</td>
<td>• Computer Practice N4</td>
<td>• Computer Practice N4</td>
<td>• Computer Practice N4</td>
</tr>
<tr>
<td>• Introductory Accounting N4</td>
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<td>• Introductory Accounting N4</td>
<td>• Introductory Accounting N4</td>
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<td>• Legal Relations N5</td>
<td>• Legal Relations N5</td>
</tr>
<tr>
<td>• Computer Practice N4 or Introductory Computer Practice N4 ~</td>
<td>• Computer Practice N4 or Introductory Computer Practice N4 ~</td>
<td>• Computer Practice N4 or Introductory Computer Practice N4 ~</td>
<td>• Computer Practice N4 or Introductory Computer Practice N4 ~</td>
</tr>
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<td>• Public Administration N5</td>
<td>• Public Administration N5</td>
<td>• Public Administration N5</td>
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<td>• Municipal Administration N5</td>
<td>• Municipal Administration N5</td>
<td>• Municipal Administration N5</td>
<td>• Municipal Administration N5</td>
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</tr>
</tbody>
</table>

**Explanation of symbols used above:**

~ These subjects are not offered by TECHNISA.

E English

A Afrikaans

**NB:** *Public Administration N4 is a prerequisite for Municipal Administration N5*
## 2.3 PUBLIC RELATIONS SECRETARY

### N4
- **Compulsory:**
  1. Entrepreneurship and Business Management N4 (E + A)
  2. Sales Management N4
  3. Management Communication N4

### N5
- **Compulsory:**
  1. Entrepreneurship and Business Management N5
  2. Sales Management N5

### N6
- **Compulsory:**
  1. Information Processing N5 or N6(E)
- **Two of the following Subjects:**
  - Marketing Management N4
  - Personnel Management N4
  - Computer Practice N4 or N5 or N6
  - Financial Accounting N5 or N6
  - Computerised Financial Systems N4 or N5 or N6
  - Cost and Management Accounting N5 or N6
  - Public Relations N5 or N6
  - Sales Management N6
  - Labour Relations N5 or N6
  - Marketing Communication N6
  - Mercantile Law N5
  - Economics N5

### One of the following Subjects:
- Computer Practice N4 or Introductory Computer Practice N4
- Computerised Financial Systems N4
- Economics N4
- Mercantile Law N4

---

## 2.4 BUSINESS MANAGEMENT

### N4
- **Compulsory:**
  1. Information Processing N4 (E) or Introductory Information Processing N4
  2. Office Practice N4
  3. Communication N4

### N5
- **Compulsory:**
  1. Information Processing N4 (E) or N5 (E)
  2. Office Practice N5
  3. Public Relations N5
  4. Communication N5

### N6
- **Compulsory:**
  1. Information Processing N5 or N6(E)
- **Two of the following Subjects:**
  - Marketing Management N4
  - Entrepreneurship and Business Management N4 (E+A)
  - Financial Accounting N4
  - Introductory Accounting N4
  - Computer Practice N4 or Introductory Computer Practice N4
  - Public Administration N4
  - Legal Practice N5
  - Entrepreneurship and Business Management N4 (E+A) or N5
  - Computer Practice N4 or N5
  - Public Administration N4 or N5
  - Entrepreneurship and Business Management N5
  - Finance Accounting N4 or N5
  - Computerised Financial Systems N4 or N5 or N6
  - Cost and Management Accounting N5 or N6
  - Public Relations N5 or N6
  - Sales Management N6
  - Labour Relations N5 or N6
  - Marketing Communication N6
  - Mercantile Law N5
  - Economics N5

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**Explanation of symbols used above:**
- ~ These subjects are not offered by TECHNISA.
- E English
- A Afrikaans
2.5 MARKETING MANAGEMENT

<table>
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<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Entrepreneurship and Business Management N4 (E+A)</td>
<td>2. Sales Management N5</td>
<td>2. Marketing Communication N6</td>
</tr>
<tr>
<td>Two of the following Subjects:</td>
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<td></td>
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<tr>
<td></td>
<td>• Entrepreneurship and Business Management N5</td>
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<td></td>
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<td>• Computer Practice N4 or N5</td>
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<tr>
<td></td>
<td>• Public Relations N5</td>
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<td></td>
<td>• Labour Relations N5</td>
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<td></td>
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<tr>
<td></td>
<td>• Introductory Accounting N4 or Financial Accounting N4 or N5</td>
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<tr>
<td></td>
<td>• Computerised Financial Systems N4 or N5</td>
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<tr>
<td></td>
<td>• Economics N4</td>
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<td></td>
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<tr>
<td></td>
<td>• Mercantile Law N4</td>
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</table>

One of the following Subjects:

- Computer Practice N4 or Introductory Computer Practice N4 ~
- Introductory Accounting N4 or Financial Accounting N4
- Economics N4
- Mercantile Law N4

Explanation of symbols used above:

- These subjects are not offered by TECHNISA.
- E English
- A Afrikaans

“Education is a progressive discovery of our own ignorance.”

Will Durant

2.6 FINANCIAL MANAGEMENT

<table>
<thead>
<tr>
<th></th>
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<th>N5</th>
<th>N6</th>
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<tbody>
<tr>
<td></td>
<td>2. Entrepreneurship and Business Management N4 (E+A)</td>
<td>2. Cost and Management Accounting N5</td>
<td>2. Cost and Management Accounting N6 (E+A)</td>
</tr>
<tr>
<td>One of the following Subjects:</td>
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<td></td>
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<tr>
<td></td>
<td>• Entrepreneurship and Business Management N5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Economics N4 or N5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mercantile Law N4 or N5</td>
<td></td>
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</tr>
</tbody>
</table>

Two of the following Subjects:

- Entrepreneurship and Business Management N5 or N6
- Economics N5
- Mercantile Law N5
- Income Tax N6 ~
### 2.7 HUMAN RESOURCES MANAGEMENT

<table>
<thead>
<tr>
<th>N4</th>
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<td><strong>Compulsory:</strong></td>
<td><strong>Compulsory:</strong></td>
</tr>
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<td><strong>One of the following Subjects:</strong></td>
<td><strong>Two of the following Subjects:</strong></td>
<td><strong>Two of the following Subjects:</strong></td>
</tr>
<tr>
<td>• Computer Practice N4 or Introductory Computer Practice N4 ~</td>
<td>• E Computer Practice N4 or N5 Entrepreneurship and Business Management N5</td>
<td>• Computer Practice N4 or N5 or N6</td>
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<td>• Public Relations N5</td>
<td>• Entrepreneurship and Business Management N5 or N6</td>
</tr>
<tr>
<td>• Economics N4</td>
<td>• Introductory Accounting N4 or Financial Accounting N4 or N5</td>
<td>• Financial Accounting N4 or N5 or N6</td>
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<td>• Computerised Financial Systems N4</td>
<td>• Computerised Financial Systems N4 or N5</td>
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<tr>
<td></td>
<td>• Economics N4 or N5</td>
<td>• Mercantile Law N4 or N5</td>
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<tr>
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<td></td>
<td>• Economics N4 or N5</td>
</tr>
</tbody>
</table>

**Explanation of symbols used above:**

~ These subjects are not offered by TECHNISA.
E English
A Afrikaans

“Education is the key to unlock the golden door of freedom.”
George Washington Carver

### 2.8 BUSINESS MANAGEMENT

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
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<tbody>
<tr>
<td><strong>Compulsory:</strong></td>
<td><strong>Compulsory:</strong></td>
<td><strong>Compulsory:</strong></td>
</tr>
<tr>
<td>2. Entrepreneurship and Business N4 (E+A)</td>
<td>2. Computer Practice N4 or Introductory Computer Practice N4 ~</td>
<td>2. Public Finance N5 or Introductory Computer Practice N4 or N5</td>
</tr>
<tr>
<td><strong>One of the following Subjects:</strong></td>
<td><strong>Two of the following Subjects:</strong></td>
<td><strong>Two of the following Subjects:</strong></td>
</tr>
<tr>
<td>• Entrepreneurship and Business N4 (E+A)</td>
<td>• Computer Practice N4 or N5 or N6</td>
<td>• Computer Practice N4 or N5 or N6</td>
</tr>
<tr>
<td>• Financial Accounting N4 or Introductory Accounting N4</td>
<td>• Entrepreneurship and Business Management N5 or N6</td>
<td>• Entrepreneurship and Business Management N4 (E+A) or N5</td>
</tr>
<tr>
<td>• Computerised Financial Systems N4 or N5</td>
<td>• Financial Accounting N4 or Introductory Accounting N4</td>
<td>• Financial Accounting N4 or Introductory Accounting N4</td>
</tr>
<tr>
<td>• Mercantile Law N4 or N5</td>
<td>• Computerised Financial Systems N4 or N5</td>
<td>• Economics N4</td>
</tr>
<tr>
<td>• Economics N4 or N5</td>
<td></td>
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</tbody>
</table>

**Explanation of symbols used above:**

~ These subjects are not offered by TECHNISA.
E English
A Afrikaans

**Career Paths**
Managerial positions; Human Resources; Marketing; Sales; Financial Business; Public Management; Secretarial positions; Legal Secretary Management Assistant; Public Relations Officer; Bookkeeper Administrative Officer; Audio Typist; Word Processor; Entrepreneurs
### COURSE STRUCTURE FOR BUILDING STUDY FIELDS

#### 3.1 CIVIL ENGINEERING N1 – N6

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
<th>N3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Science</td>
<td>Building Science</td>
<td>Building Science</td>
</tr>
<tr>
<td>Building Drawing</td>
<td>Building Drawing</td>
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</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Bricklaying and Plastering (choice subject)</td>
<td>Bricklaying and Plastering Trade Theory (choice subject)</td>
<td>Bricklaying and Plastering Trade Theory</td>
</tr>
<tr>
<td>Plumbing Theory (choice subject)</td>
<td>Plumbing Theory</td>
<td>Plumbing and Civil Technology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building &amp; Structural Surveying</td>
<td>Building &amp; Structural Surveying</td>
<td>Building &amp; Structural Surveying</td>
</tr>
<tr>
<td>Building &amp; Structural Construction</td>
<td>Building &amp; Structural Construction</td>
<td>Building &amp; Structural Construction</td>
</tr>
<tr>
<td>Quantity Surveying</td>
<td>Quantity Surveying</td>
<td>Quantity Surveying</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Building &amp; Structural Surveying</td>
<td>Building &amp; Structural Surveying</td>
<td>Building &amp; Structural Surveying</td>
</tr>
</tbody>
</table>

#### 3.2 Paint Trades

Compulsory Subjects N1-N3

1. Trade Theory (see below)
2. Building Drawing

### Alternative Choices

<table>
<thead>
<tr>
<th>N3</th>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Trade Theory plus two of the above mentioned compulsory subjects with one</td>
<td>Supervisory Management Industrial Affairs Building Administration</td>
<td>Supervisory Management Industrial Affairs Building Administration</td>
<td>Supervisory Management Industrial Affairs Building Administration</td>
</tr>
<tr>
<td>Supervisory Management Industrial Affairs Building Administration</td>
<td>Any of the remaining N4 subjects AND OR Communication (Technology)(N4 only)</td>
<td>Any of the remaining N4 subjects AND OR Communication (Technology)(N4 only)</td>
<td>Any of the remaining N4 subjects AND OR Communication (Technology)(N4 only)</td>
</tr>
</tbody>
</table>

### Optional

<table>
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<tr>
<th>N1</th>
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<th>N3</th>
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<tbody>
<tr>
<td>Painting and Decorating Theory</td>
<td>Painting and Decorating Theory</td>
<td>Painting and Decorating Theory</td>
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</table>

<table>
<thead>
<tr>
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<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Administration</td>
<td>Building Administration</td>
<td>Building Administration</td>
</tr>
<tr>
<td>Building and Structural Construction</td>
<td>Building and Structural Construction</td>
<td>Building and Structural Construction</td>
</tr>
<tr>
<td>Building and Structural Surveying (only available in N4 and N5)</td>
<td>Building and Structural Surveying (only available in N4 and N5)</td>
<td>Building and Structural Surveying (only available in N4 and N5)</td>
</tr>
<tr>
<td>Quantity Surveying</td>
<td>Quantity Surveying</td>
<td>Quantity Surveying</td>
</tr>
</tbody>
</table>

### Painter and Decorator

Optional

<table>
<thead>
<tr>
<th>N1</th>
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<th>N3</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Painting and Decorating Theory</td>
<td>Painting and Decorating Theory</td>
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</table>

<table>
<thead>
<tr>
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<th>N5</th>
<th>N6</th>
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</thead>
<tbody>
<tr>
<td>Building Administration</td>
<td>Building Administration</td>
<td>Building Administration</td>
</tr>
<tr>
<td>Building and Structural Construction</td>
<td>Building and Structural Construction</td>
<td>Building and Structural Construction</td>
</tr>
<tr>
<td>Building and Structural Surveying (only available in N4 and N5)</td>
<td>Building and Structural Surveying (only available in N4 and N5)</td>
<td>Building and Structural Surveying (only available in N4 and N5)</td>
</tr>
<tr>
<td>Quantity Surveying</td>
<td>Quantity Surveying</td>
<td>Quantity Surveying</td>
</tr>
</tbody>
</table>
3. Engineering Studies Report 191 / Nated N1 - N6 - Continued

3.3 Building Trades

Compulsory Subjects (N1 - N3)
1. Trade Theory (see below)
2. Building Drawing * or Plating and Structural Steel Drawing
3. Building Science *
4. Mathematics

Bricklayer and Plasterer
- N1: Bricklaying and Plastering Theory
- N2: Bricklaying and Plastering Theory
- N3: Building and Civil Technology *

Plumber
- N1: Plumbing Theory *
- N2: Plumbing Theory *
- N3: Building and Civil Technology *

Carpenter
- N1: Woodworker's Theory *
- N2: Carpentry and Roofing Theory *
- N3: Building and Civil Technology *

Roofer
- N1: Woodworker's Theory *
- N2: Carpentry and Roofing Theory *
- N3: Building and Civil Technology *

Alternative Choice
N3: Building and Civil Technology plus two of the above-mentioned compulsory subjects with one of the following:
- Supervision in the Industry
- Industrial Organisation and Planning

Elective Options (N4 - N6)

N4
1. Supervisory Management
2. Industrial Affairs
3. Building Administration
4. Any of the remaining N4 subjects and/or
5. Communication (Technology) (N4 only)

N5
1. Supervisory Management
2. Industrial Affairs
3. Building Administration
4. Any of the remaining N4 subjects passed

N6
1. Supervisory Management
2. Industrial Affairs
3. Building Administration
4. Any of the remaining N4 subjects passed

National N Diploma
(12 Subjects)

- Not available in Afrikaans

Please note: Building and Structural Surveying is not available in N6
3.4 Furniture Trades

Compulsory Subjects N1 - N3
1. Trade Theory (see below)
2. Building Science * or Engineering Science (Furniture Maker)
3. Building Drawing * or Engineering Drawing (Furniture Maker)
4. Mathematics

<table>
<thead>
<tr>
<th>Furniture Maker</th>
<th>Wood Machinist</th>
<th>Upholsterer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>N1</strong></td>
<td>Furniture Maker's Theory</td>
<td>Woodworker's Theory and *</td>
</tr>
<tr>
<td><strong>N2</strong></td>
<td>Furniture Maker's Theory</td>
<td>Wood Machinery/Joinery and * Shop Fitting Theory</td>
</tr>
<tr>
<td><strong>N3</strong></td>
<td>Furniture Maker's Theory</td>
<td>Building and Civil Technology</td>
</tr>
</tbody>
</table>

Alternative Choices

N3 A Trade Theory plus two of the above mentioned compulsory subjects with one of the following:
- Supervision in the Industry
- Industrial Organisation and Planning

<table>
<thead>
<tr>
<th>N4</th>
<th>N4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Supervisory Management</td>
<td>2. Industrial Affairs</td>
</tr>
<tr>
<td>3. Industrial Affairs</td>
<td>3. Building Administration</td>
</tr>
<tr>
<td>4. Communication (Technology) (N4 only)</td>
<td>4. Any of the remaining N4 subjects and/or</td>
</tr>
<tr>
<td>5. Building Administration</td>
<td>5. Communication (Technology) (N4 only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Supervisory Management</td>
<td>2. Industrial Affairs</td>
</tr>
<tr>
<td>3. Industrial Affairs</td>
<td>3. Building Administration</td>
</tr>
<tr>
<td>4. Building Administration</td>
<td>4. Any of the remaining subjects passed on the N4 and N5 levels as applicable.</td>
</tr>
</tbody>
</table>

NATIONAL N DIPLOMA (12 SUBJECTS)

* Not yet available
- Not available in Afrikaans
3.5 Draughting

### Building

<table>
<thead>
<tr>
<th>N1</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>N2</td>
<td>Building Drawing • or Plating and Structural Steel Drawing</td>
</tr>
<tr>
<td>N3</td>
<td>Mathematics</td>
</tr>
<tr>
<td></td>
<td>Building Drawing • or Plating and Structural Steel Drawing</td>
</tr>
<tr>
<td></td>
<td>Building Science •</td>
</tr>
<tr>
<td></td>
<td>Bricklaying and Plastering Theory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N4</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Building and Structural Construction</td>
</tr>
<tr>
<td></td>
<td>Building Administration</td>
</tr>
<tr>
<td></td>
<td>Building and Structural Surveying (only available in N4 and N5)</td>
</tr>
<tr>
<td></td>
<td>Supervisory Management</td>
</tr>
<tr>
<td></td>
<td>Quantity Surveying</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N5</th>
<th>Mathematics or Supervisory Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>N6</td>
<td>Building and Structural Construction</td>
</tr>
<tr>
<td></td>
<td>Building Administration</td>
</tr>
<tr>
<td></td>
<td>Building and Structural Surveying (only available in N4 and N5)</td>
</tr>
<tr>
<td></td>
<td>Strength of Materials and Structures</td>
</tr>
<tr>
<td></td>
<td>Quantity Surveying</td>
</tr>
</tbody>
</table>

**National N Diploma (12 Subjects)**

- Not available in Afrikaans

**Please note: Building and Structural Surveying is not available in N6**
### 3.6 Foundry Trades

**COMPULSORY SUBJECTS N1 – N3**
1. Trade Theory (see below)
2. Engineering Drawing (*)
3. Engineering Science
4. Mathematics

<table>
<thead>
<tr>
<th>Patternmaker</th>
<th>Moulder</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1 Foundry Theory</td>
<td>Foundry Theory</td>
</tr>
<tr>
<td>N2 Patternmakers’ Theory</td>
<td>Moulders’ Theory</td>
</tr>
<tr>
<td>N3 Patternmakers’ Theory</td>
<td>Moulders’ Theory</td>
</tr>
</tbody>
</table>

On N3 level Mechanotechnology can be chosen as an additional subject together with the N3 Trade Theory.

**N3 COURSES FOR FOREMAN OR SUPERVISOR**
- Mathematics
- Mechanotechnology or Trade Theory
- Engineering Science
- Engineering Drawing or Supervision in Industry

<table>
<thead>
<tr>
<th>Any 4 or 5 of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Mechanotechnics</td>
</tr>
<tr>
<td>Machines and Properties of Metals</td>
</tr>
<tr>
<td>(N4 only)</td>
</tr>
<tr>
<td>Engineering Science (N4 only)</td>
</tr>
<tr>
<td>Mechanical Draughting (N4 only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N5 and N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanotechnics (N6 *)</td>
</tr>
<tr>
<td>Strength of Material and Structures</td>
</tr>
<tr>
<td>Mechanical Drawing and Design</td>
</tr>
<tr>
<td>Power Machines</td>
</tr>
<tr>
<td>Fluid Mechanics</td>
</tr>
<tr>
<td>Engineering Physics (N6 *)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N5 and N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisory Management</td>
</tr>
<tr>
<td>Industrial Affairs</td>
</tr>
<tr>
<td>Communication (Technology) (N4 only)</td>
</tr>
<tr>
<td>Mechanotechnics</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
</tbody>
</table>

**NATIONAL N DIPLOMA (12 SUBJECTS N4 – N6)**

Subjects may be chosen from both selections (N4 – N6).

Engineering Science N4 is a prerequisite if Strength of Materials and Structures N5 are taken.
- Available in English only.
### 3.7 Machining Trades

#### COMPULSORY SUBJECTS N1 – N3
1. Trade Theory (see below)
2. Engineering Drawing
3. Engineering Science
4. Mathematics

#### FITTER AND TURNER

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td><strong>N1</strong></td>
<td>Fitting and Machining Theory</td>
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<tr>
<td><strong>N2</strong></td>
<td>Fitting and Machining Theory</td>
</tr>
<tr>
<td><strong>N3</strong></td>
<td>Mechanotechnology</td>
</tr>
</tbody>
</table>

#### TOOLMAKER

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>N1</strong></td>
<td>Fitting and Machining Theory</td>
</tr>
<tr>
<td><strong>N2</strong></td>
<td>Toolmakers' Theory/Fitting and Machining Theory</td>
</tr>
<tr>
<td><strong>N3</strong></td>
<td>Mechanotechnology</td>
</tr>
</tbody>
</table>

#### NATIONAL N DIPLOMA (12 SUBJECTS N4 – N6)

Subjects may be chosen from both selections (N4 – N6).

- Engineering Science N4 is a prerequisite if Strength of Materials and Structures N5 are taken.

  - Available in English only.
3.8 Metal Trades

COMPULSORY SUBJECTS N1 – N3
1. Trade Theory (see below)
2. Mathematics
3. Engineering Science
4. Engineering Drawing (+) or
5. Plating and Structural Steel Drawing (N3 •)
(Choice of Boilermaker and Sheetmetal Worker)

BOILERMAKER
WELDER
RIGGER

N1 Metalworkers’ Theory
N1 Metalworkers’ Theory
N1 Rigging Theory

N2 Platers’ Theory
N2 Welders’ Theory
N2 Rigging Theory

N3 Mechanotechnology
N3 Mechanotechnology
N3 Mechanotechnology

N3 COURSES FOR FOREMAN OR SUPERVISOR
Mathematics
Engineering Science
Mechanotechnology
Engineering Drawing or Supervision in Industry

N4 Any 4 or 5 of the following:
Mathematics
Mechanotechnics
Machines and Properties of Metals (N4 only)
Engineering Science (N4 only)
Mechanical Draughting (N4 only) or Plating and Structural Steel Drawing •

N4 Mathematics
N4 Supervisory Management
N4 Industrial Affairs
N4 Mechanotechnics
N4 Communication (Technology) (N4 only)
N4 Engineering Science (N4 only)

N5 and N6 Mechanotechnics (N6 •)
N5 and N6 Strength of Materials and Structures •
N5 and N6 Mechanical Drawing and Design •
N5 and N6 Power Machines •
N5 and N6 Engineering Physics (N6 •)

NATIONAL N DIPLOMA
(12 SUBJECTS N4 – N6)

Subjects may be chosen from both selections (N4 – N6).

Engineering Science N4 is a prerequisite if Strength of Materials and Structures N5 are taken.

- Available in English only.
### 3.9 Motor Trades

#### COMPULSORY SUBJECTS N1 – N3

<table>
<thead>
<tr>
<th>N1</th>
<th>Motor Trade Theory</th>
<th>Motor Bodywork Theory</th>
</tr>
</thead>
<tbody>
<tr>
<td>N2</td>
<td>Motor Trade Theory</td>
<td>Motor Bodywork Theory</td>
</tr>
<tr>
<td>N3</td>
<td>Motor Trade Theory</td>
<td>Motor Bodywork Theory</td>
</tr>
</tbody>
</table>

#### MOTOR MECHANIC

- Motor Trade Theory
- Motor Bodywork Theory
- Engineering Science
- Mathematics

#### PANELBEATER AND SPRAY PAINTER

- Motor Trade Theory
- Motor Bodywork Theory
- Engineering Science
- Mathematics

#### DIESEL MECHANIC

- Motor Trade Theory
- Diesel Trade Theory
- Motor Machining Trade Theory

#### MOTOR MACHNIST

- Motor Trade Theory
- Diesel Trade Theory
- Mechanotechnology

On N3 level Mechanotechnology can be chosen as an additional subject together with the N3 Trade Theory.

#### N3 COURSES FOR FOREMAN OR SUPERVISOR

- Mathematics
- Engineering Science
- Trade Theory or Mechanotechnology
- Engineering Drawing or Supervision in Industry or Industrial Organisation and Planning

#### N4

**Optional courses for N4**

- Mathematics
- Motor Vehicle Science (N4 only)
- Mechanotechnics
- Machines and Properties of Metals (N4 only)
- Engineering Science (N4 only)
- Mechanical Draughting (N4 only)
- Communication (Technology) (N4 only)
- Supervisory Management

**Choose 4 or 5 subjects:**

- Mathematics
- Motor Vehicle Science (N4 only)
- Mechanotechnics
- Machines and Properties of Metals (N4 only)
- Engineering Science (N4 only)
- Mechanical Draughting (N4 only)
- Communication (Technology) (N4 only)
- Supervisory Management

#### N5 and N6

**Optional courses for N5 and N6**

- Mechanotechnics (N5 and N6)
- Power Machines
- Mechanical Drawing and Design
- Strength of Material and Structures
- Fluid Machines
- Engineering Physics (N6)

**Choose 4 subjects:**

- Industrial Affairs
- Power Machines
- Strength of Materials and Structures
- Mathematics
- Mechanotechnics
- Mechanical Drawing and Design
- Supervisory Management

#### NATIONAL N DIPLOMA

(12 SUBJECTS N4 – N6)

Subjects may be chosen from both selections (N4 – N6). Engineering Science N4 is a prerequisite if Strength of Materials and Structures N5 are taken. Two mechanical subjects to N6 level are required for a National N Diploma.

- Available in English only.
### 3.10 Draughting: Recommended subjects for mechanical draughtsmen

<table>
<thead>
<tr>
<th>Level</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1</td>
<td>Mathematics, Engineering Science, Engineering Drawing, Fitting and Machining Theory (N1 only), Plating and Structural Steel Drawing</td>
</tr>
<tr>
<td>N2</td>
<td>Mathematics, Engineering Science, Engineering Drawing, Mechanical Draughting (N4 only)</td>
</tr>
<tr>
<td>N3</td>
<td>Mathematics, Engineering Science, Engineering Drawing, Mechanical Draughting (N4 only)</td>
</tr>
<tr>
<td>N4</td>
<td>Mathematics, Engineering Science, Industrial Electronics, Supervision in Industry</td>
</tr>
<tr>
<td>N5</td>
<td>Mathematics, Mechanical Drawing and Design (N6 ●), Engineering Physics (N6 ●), Supervisory Management</td>
</tr>
</tbody>
</table>

**NB:** Only one draughting subject is accepted in a three subject selection on all levels.

**NATIONAL N DIPLOMA (12 SUBJECTS N4 – N6)**

Subjects from both alternatives (N4 - N6) are exchangeable.

Candidates who choose five subjects on N4 need only to take three subjects on N6 to comply with a required total of 12 subjects. A minimum of two subjects must be job related and followed through to N6. Engineering Science N4 is a prerequisite if Strength of Materials and Structures N5 are taken.

- Available in English only.

### 3.11 Electrician

<table>
<thead>
<tr>
<th>Level</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1</td>
<td>Electrical Trade Theory, Mathematics, Industrial Electronics, Engineering Science or Industrial Orientation or Engineering Drawing</td>
</tr>
<tr>
<td>N2</td>
<td>Electrical Trade Theory, Mathematics, Industrial Electronics, One of the following: Engineering Science or Industrial Orientation or Engineering Drawing or Logic Systems ●</td>
</tr>
<tr>
<td>N3</td>
<td>Electrotechnology, Mathematics, Industrial Electronics, One of the following: Engineering Science or Industrial Orientation or Engineering Drawing or Logic Systems ●</td>
</tr>
<tr>
<td>N4</td>
<td>Electrotechnics, Plus any three of the following: Mathematics (N5, N6 ●), Industrial Electronics ●, Industrial Instruments (N5, N6 ●), Logic systems ●, Fault Finding and Protective Devices ●, Supervisory Management, Control Systems (only N6 ●), Engineering Science (only N4)</td>
</tr>
</tbody>
</table>

**NATIONAL N DIPLOMA (12 SUBJECTS N4 – N6)**

- Available in English only
- * Not available on N6 level
- ** Not yet available on the N5 and N6 levels

### 3.12 Armature Winder

<table>
<thead>
<tr>
<th>Level</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1</td>
<td>Armature Winding Theory, Mathematics, Industrial Electronics, Engineering Science or Industrial Orientation or Engineering Drawing</td>
</tr>
<tr>
<td>N2</td>
<td>Armature Winding Theory, Mathematics, Industrial Electronics, One of the following: Engineering Science or Industrial Orientation or Engineering Drawing or Logic Systems ●</td>
</tr>
<tr>
<td>N3</td>
<td>Armature Winding Theory, Mathematics, Industrial Electronics, One of the following: Engineering Science or Industrial Orientation or Engineering Drawing or Logic Systems ●</td>
</tr>
<tr>
<td>N4</td>
<td>Electrotechnics, Plus any three of the following: Mathematics (N5, N6 ●), Industrial Electronics ●, Industrial Instruments (N5, N6 ●), Logic systems ●, Fault Finding and Protective Devices ●, Supervisory Management, Control Systems (only N6 ●), Engineering Science (only N4)</td>
</tr>
</tbody>
</table>

**NATIONAL N DIPLOMA (12 SUBJECTS N4 – N6)**

- Available in English only
- * Not available on N6 level
- ** Not yet available on the N5 and N6 levels
### 3.12.1 Instrument Mechanician

<table>
<thead>
<tr>
<th>N1</th>
<th>Electrical Trade Theory</th>
<th>Mathematics</th>
<th>Industrial Electronics</th>
<th>Engineering Science or</th>
<th>Engineering Drawing or</th>
<th>Industrial Orientation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>N2</th>
<th>Instrument Trade Theory</th>
<th>Industrial Electronics (N2 •)</th>
<th>Mathematics</th>
<th>Plus any one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Engineering Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Engineering Drawing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Logic Systems •</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Industrial Orientation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N3</th>
<th>Industrial Instruments (N5, N6 •)</th>
<th>Plus any three of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mathematics (N5 + N6 •)</td>
<td>Mathematics</td>
</tr>
<tr>
<td></td>
<td>Industrial Electronics •</td>
<td>Industrial Electronics</td>
</tr>
<tr>
<td></td>
<td>Electrotechnics</td>
<td>Electrotechnics</td>
</tr>
<tr>
<td></td>
<td>Engineering Science (only N4)</td>
<td>Engineering Science (only N4)</td>
</tr>
<tr>
<td></td>
<td>* Logic systems •</td>
<td>* Logic systems •</td>
</tr>
<tr>
<td></td>
<td>** Fault Finding and Protective Devices •</td>
<td>** Fault Finding and Protective Devices •</td>
</tr>
<tr>
<td></td>
<td>Supervisory Management</td>
<td>Supervisory Management</td>
</tr>
<tr>
<td></td>
<td>Control Systems (only N6) •</td>
<td>Control Systems (only N6) •</td>
</tr>
</tbody>
</table>

### 3.12.2 Motor Vehicle Electrician

<table>
<thead>
<tr>
<th>N1</th>
<th>Motor Electrical Theory</th>
<th>Mathematics</th>
<th>Industrial Electronics</th>
<th>Engineering Science or</th>
<th>Engineering Drawing or</th>
<th>Industrial Orientation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>N2</th>
<th>Motor Electrical Theory</th>
<th>Industrial Electronics (N2 •)</th>
<th>Mathematics</th>
<th>Any one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Engineering Science</td>
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<td></td>
<td></td>
<td>Engineering Drawing</td>
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<td></td>
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<td></td>
<td></td>
<td>Logic Systems •</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Industrial Orientation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N3</th>
<th>Any four of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mathematics (N5 + N6 •)</td>
</tr>
<tr>
<td></td>
<td>Industrial Electronics •</td>
</tr>
<tr>
<td></td>
<td>Electrotechnics</td>
</tr>
<tr>
<td></td>
<td>Engineering Science (only N4)</td>
</tr>
<tr>
<td></td>
<td>* Logic systems •</td>
</tr>
<tr>
<td></td>
<td>** Fault Finding and Protective Devices •</td>
</tr>
<tr>
<td></td>
<td>Supervisory Management</td>
</tr>
<tr>
<td></td>
<td>Control Systems (only N6) •</td>
</tr>
</tbody>
</table>

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**NOTE: FOR ANY ASSISTANCE IN SELECTING SUBJECTS, PLEASE CONTACT THE ENGINEERING DEPARTMENT.**
3.12.3 Refrigeration Mechanics

N1
Compulsory Subjects:
- Refrigerator Trade Theory
- Industrial Electronics
- Mathematics
- Engineering Science or
- Engineering Drawing or
- Industrial Orientation

N2
- Refrigerator Trade Theory (Only N2) •
- Industrial Electronics (N2 *)
- Mathematics

Plus any one of the following:
- Refrigerator Technology •
  (Strongly recommended)
- Engineering Science
- Engineering Drawing
- Industrial Orientation

N3
Alternative choice:

N4 N5 N6
- Choose any four of the following:
  ** Refrigeration, Air-conditioning and Ventilation
  - Mechanotechnics (N6 *)
  - Electrotechnics
  - Mathematics (N5 + N6)
  - Mechanical Draughting (Only N4)
  - Mechanical Drawing and Design (Only N5 and N6) (N6 *)
  - Industrial Electronics *

NATIONAL N DIPLOMA
(12 SUBJECTS N4 - N6)

N.B. N4 – N6
Subjects from both alternatives (N4 - N6) are exchangeable. Candidates who choose five subjects on N4 level, need only take three subjects on N6 level to comply with a required total of 12 subjects (N4 - N6).

- Available in English only
* Not available on N6 level
** Not yet available on N5 and N6 levels

3.12.4 Radio and Television Mechanician

N1
- Radio and TV Theory •
- Mathematics
- Industrial Electronics
- Engineering Science or
- Industrial Orientation

N2 N3
- Radio and TV Theory ***
- Mathematics
- Industrial Electronics (N2 *)
- Logic Systems •
- Industrial Orientation

N4 N5 N6
- Choose any four of the following:
  ** Refrigeration, Air-conditioning and Ventilation
  - Mechanotechnics (N6 *)
  - Electrotechnics
  - Communication (Technology) (Only N4)
  - Mathematics (N5 + N6)
  - Mechanical draughting (Only N4)
  - Mechanical Drawing and Design (Only N5 and N6) (N6 *)
  - Industrial Affairs
  - Computer Principles •
  - Logic Systems •
  - Supervisory Management

- Available in English only
* Not available on N6 level
*** Not yet available on N3 level
### 3.12.5 Refrigeration Mechanics

#### Alternative Choice

**N4**
- Supervisory Management
- Communication Technology

**N5**
- Refrigeration, Air – conditioning and ventilation
- Mechanical Draughting (only N4)
- Industrial affairs
- Mathematics (N5 + N6)
- Mechanotechnics (N6)
- Electrotechnics

**N6**
- Supervisory Management
- Communication Technology
- Refrigeration, Air – conditioning and ventilation
- Industrial affairs
- Mathematics (N5 + N6)
- Mechanotechnics (N6)
- Electrotechnics

- Electrotechnics

**NB:** N4 – N6 Subjects from both alternatives (N4 – N6) are exchangeable. Candidates who choose five subjects on N4 level, need to take three subjects on N6 level to comply with a total of 12 subjects N4 to N6.
### 3.12.6 Radio and Television Mechanician

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
<th>N3</th>
</tr>
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<tbody>
<tr>
<td>• Radio and TV Theory</td>
<td>• Radio and TV Theory</td>
<td>• Radio and TV Theory</td>
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<td>• Mathematics</td>
<td>• Mathematics</td>
<td>• Mathematics</td>
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<tr>
<td>• Engineering Science or</td>
<td>• Industrial Electronics (N2)</td>
<td>• Industrial Electronics (N2)</td>
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<tr>
<td>• Industrial Orientation</td>
<td>• Logic systems</td>
<td>• Logic systems</td>
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<td>• Industrial Orientation</td>
<td>• Industrial Orientation</td>
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### 3.12.7 Water Treatment

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
<th>N3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory:</td>
<td>Compulsory:</td>
<td>Compulsory:</td>
</tr>
</tbody>
</table>
| • Water and Waste-Water Treatment       | • Water and Waste-Water Treatment       | • Water Treatment Practice and/ or Waste-
| Practice                                | Treatment Practice                      | water Treatment Practice               |
|                                         | • Treatment Practice                    |                                         |
|                                         | • Plant Operation Theory                 |                                         |
|                                         | • Mathematics                           |                                         |
| Plus three of the following             | • Engineering Drawing                   |                                         |
|                                         | • Engineering Science                   |                                         |
|                                         | • Industrial Chemistry                  |                                         |
|                                         | • Chemical Laboratory Technology        |                                         |

### 3.12.8 Installation rules information

Installation rules, new syllabus is R2 760 – 00 for the complete course including all material.

The cost of the SABS material can change at any time depending on the price determined by the SABS therefore it is necessary to check the current price and stock availability with Technisa Campus before enrolling for this course. This price does not include the cost examination fees.

It is advisable to do the complete course over two trimesters due to the large workload involved.

"An education isn't how much you have committed to memory, or even how much you know. It's being able to differentiate between what you know and what you don't."

*Anatole France*
The examination is still done in two sections part 1 and part 2. It does not matter which part you choose to do first, write the exam and then do the other part during the following trimester. Term marks are not currently required for these examinations.

Two three-hour examination papers will be set comprising of 100 marks each. *****No admission requirements are necessary. ***** (Be wary of this statement, see end)

_The pass mark for each individual paper is 50%._

Both examination papers may be written during the same examination period. However, candidates need to pass both examinations during the same trimester, but if one paper only is failed this paper must be passed within 12 months of the paper that was passed. Otherwise both examinations both examinations must be re-written. Candidates who pass any paper with 75% or better will be permanently exempted from re-writing that paper.

For accreditation purposes (i.e to obtain a wireman’s License) all candidates must also have a proof of the competence with regards to the required competence with regards to the required level unit standards prescribed by the department of Labour (at present this basically means that you must be a qualified Electrician) and have passed N3 Electrical Trade Theory, N3 Mathematics, N3 Engineering Science and either N3 Industrial Electronics or another N3 subjects.

_No condonation will be considered._
4.1 Educare

Career Opportunities
With a National N6 Diploma in Educare you can pursue a career as Educare at any day care centre. On completion of the national N6 certificate in Educare as well as 18 months of practical work, you can apply for N6 Diploma.

Entry Requirements
The prospective student must possess a standard 10/Grade 12 or an NSC in Educare and be employed at a Day Care centre on a full-time basis.

Course Structure
The Course consists of a total 12 subjects, with four subjects on each level.

Submission of Assignment
Please refer to the study letter sent out with each set of lecturers regarding due dates for submitting assignments.

Remember
• By completing assignments, you gain a better understanding of the work and automatically improve your chances of completing your studies successfully.
• Studying your marked assignment is the only way in which you, as a distance education student, can monitor your progress.

Practical work
A student who enrolls for N4-N6 Educare course has to be employed full-time a day care centre, crèche or nursery school where the practical work can be completed under supervision of a teacher. A lecturer will moderate the marks allocated by the evaluators.

The period of practical work is six months for each level and is included in the year of study.

Students have to provide a full-time work in order to obtain a N6 Diploma.

Examination
Examinations take place in JUNE and NOVEMBER.

Examination Registration and Results
Students have to register at their nearest technical college before 5 March for June exams and before 5 August for the November exams.

Pass Requirements
Student must obtain a 40% year mark as well as 40% in the examination in order to pass a subject. The year mark and examination mark together form a final mark.

The marks you receive for your assignments, will determine your year mark, which will contribute to your final mark according to the specifications pf the Department of Education.
4.2 Travel and Tourism

Career Opportunities

The following career paths may be pursued

- Travel Consultant
- Working at a tour operator/tour wholesaler
- Tourist Information Centres
- Ground staff at airports
- Airline Consultants
- Reservation Clerk
- Transport sector (rail, shipping, sir)
- Hotel Reception
- Car rental companies
- Guest house and lodges
- Holiday resorts

Once you have passed N4, N5, and N6 courses and completed 18 Months practical (in travel related work situation), you will qualify for a national n-diploma.

Duration of Course

- Registration for a subject is valid for a period of ONE YEAR from date of registration.

- The subjects for the N-certificates (N4-N5) are semester courses and exams can be written in June or November of each year

Requirements for the Theoretical and Practical Work

Theoretical Assignments

Compulsory theoretical assignments must be submitted to TECHNISA lecturers for evaluation and student support. Assignments must reach the College before set expiry dates as indicated in the study letter.

Note: Your student number should be mentioned clearly on all assignment covers.

Practical Assignments

Compulsory practical assignments must be submitted for all subjects. Assignments are calculated to a mark out of 60 for the contribution the practical component to the semester mark.

Portfolios will be assessed according to the following:

- Correctness of information: 70%
- Logical, systematic presentation: 30%

Experiential Training

Arrangements must be made with local travel and tourism organisations for students to follow a co-operative education programme. A period of at least three months during the 18/24 months of the tourism instructional programme is recommended.

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“People learn something every day, and a lot of times it’s that what they learned the day before was wrong.”

_Bill Vaughan_
Workshops
Students enjoy the opportunity to attend one or more workshops during the course of the year at main centres. The students will be notified timeously where the workshop will take place. During the workshops students receive guidance and support from lecturers, as well as an evaluation on their practical competency.

Requirements for Admission
Students must be in possession of an NSC/N3 or a grade 12 Certificate or equivalent qualification.

Students are not allowed to enter for a particular subject at more than one level per registration. A student should be passed successfully at one level before attempting the next level.

Students who present proof of having passed within Africa Fares and Ticketing (SAQA US ID 7939) will be exempted from travel services N5.

Pass Requirements
A pass mark of 50% must be obtained in each subject except in travel services where a pass mark of 60% on N4 and N5 I level is required and 70% on N6 Level.

Examinations
Examinations are written on a semester base during June and November of each year. The duration of examination in all subjects is three Hours. Tourist destinations and Tourist Communication are both open book examinations.

Submission of assignments
Please refer to the study letter sent out with each set of lecturers regarding due dates for submitting assignments and the number of assignments to be completed for each subject.

Remember
• By completing assignments, you gain a better understanding of the work and automatically improve your chances of completing your studies successfully.
• Studying your marked assignment is the only way in which you, as a distance education student, can monitor your progress.

Certificates
Certificates will be issued by the Department of Education once the student has completed four subjects on each level.

N Diploma
Once you have passed the N4, N5 and N6 courses and have completed 18 months practical (in Tourism related working situation), you may apply to Department of Education for National N Diploma.

Compulsory travel related course
It is compulsory for a student to enroll within for within Africa fares and

as an Examination centre.

• Students are responsible for the payment examination fees to the respective colleges where they will write the examination.
• Students registering for examination have to submit a student card as a proof of enrolment with the College. Students should therefore ensure that they are issued with a student card when registering with the College.
Ticketing (SAQA US ID 7939). This course replaces travel Services N5 and the National Department of education accredits this examination in the place of Travel Services N5. Students have to attend one week course at an accredited training provider. Phone Technisa Campus for Details.

**Note:** fees must be paid directly to the accredited training provider.

### Optional Travel related Courses
On N6 Level students will be given the opportunity to do the following optional certificates at an additional cost:

- **GALILEO**
- **FARES II**
- **BSP-ZA (BANK SETTLEMENT PLAN)**

These courses will give students a better career exposure.

### ACCESS TO TOURISM MANAGEMENT (360 CREDITS)
**QUALIFICATION**

Students can further their studies to obtain Tourism Management Diploma (360 Credits) (issued by southern Business School) a registered Private Higher Education Institution. You do not have to start all over from 1st year studies. Being in your current position of an N6 learner, South West Gauteng College will give you recognition of Prior learning.

### How does it work?

Prospective students at any TVET College may apply for exemption from equivalent modules/subjects based on their success in travel and Tourism studies. For example learners who completed NATIONAL CERTIFICATE IN TOURISM N6 will receive exemption for the following first year Tourism studies:

1st Year Tourism Studies:
- Tourism Management
- Communication
- Tourism Computer Applications (only if you have done computer training programme, Computer practice N4, etc.)

### Procedures for RPL

**PROCEDURES FOR APPLYING FOR RPL OF SUBJECTS OR MODULES PASSED OR QUALIFICATIONS ALREADY OBTAINED.**

Apply at Technisa Campus for RPL – Pay RPL fees (Available on request)

Complete the prescribed application form obtainable from Tourism Department at Technisa campus. Provide proof of N6 Certificates passed.
1. Contact Centre

Recognising the potential for growth in the Contact Centre industry, and its capabilities for generating jobs, the College took the decision to introduce a course for Contact Centre agents. To prepare for this, a 40-seat Contact Centre cum Contact Centre Training facility was equipped in rented amenities at the historical Walter Sisulu Square of dedication in Kliptown, Soweto.

The facility is now fully equipped and commissioned. The plan is to use 8 of the seats from college business, leaving 32 seats available for businesses and organisations to rent at a reasonable rental fee per seat.

Though essentially a training facility aimed at offering our "agents-in-training" the opportunity to get hands on practical experience, the Contact Centre will operate as a fully-fledged business, offering quality contact centre services to its client.

Some of the Services Rendered

Training students who intend to pursue Call Centre as a career. The course consists of the following:
• Communication skills
• Telephone etiquette
• Computer training
• Call Centre training
• Customer service
• Call Centre soft skills
• Outbound and inbound Call Centre skills training.

Typical industries and career opportunities that need Contact Centre skills:
• Banking
• Insurance
• Telecommunications
• Information Technology

Industries needing Contact Centre skills continued...
• Retail
• Provincial Government
• Local Government
• National Government
• Municipalities
• Travel and Hospitality
• Emergency Services
• Security
• Broadcasting
• Educational Institutions
• Collection Agencies, etc.
• Renting of seats in the Contact Centre to interested individuals, organisations and companies at a reasonable rental fee.
• The use of some seats in the Contact Centre for the college’s own business.
• Offering our agents and students in training to opportunity to gain hands-on practical experience.

2. Dimonate Restaurant and Conference Centre

Conference Centre
• 50 seater room with 2 break-away rooms.
• Latest audio-visual equipment available on request.
• All-inclusive packages available.
• IT Consultant on site for assistance.

The Restaurant
• We specialise in corporate functions, weddings, 21st birthday parties and can accommodate up to 120 people
• Outside catering done on request
• Excellent service provided by our hospitality and Learnership and Skills Programmes Students.
• Secured parking available
2. Dimonte Restaurant and Conference Centre - Continued

3. SMME Centre Services

Development, Growth and Stimulation of the South African Economy

Students, Community Members and youth who have an interest in starting their own businesses are invited to the SMME Centres at Dobsonville and Molapo Campuses.

For more information, visit or contact the centres - details below:

George Tabor Campus
1440 Mncube Drive
Dube Village
1801
TEL: 086 176 8849

Dobsonville Campus
5604 Van Onselen Road
DOBSONVILLE
1863
TEL: 086 176 8849

Molapo Campus
Cnr Koma and Molele Streets
SOWETO
1801
TEL: 086 176 8849

Roodepoort Campus
No. 3 Webber Ave, Horizon View

SMME Services

ABSA and FNB Banks launched a partnership with South West Gauteng College (a College for Further Education and Training in the west of Gauteng Province) which aims at creating locally based economic opportunities for young people through the establishment of SMMEs.

Take It to the People Project

• The project focuses on income-generation and self-employment for young people.
• The project aims to develop local solutions to unemployment by investing options for youth development in the form of micro and small businesses.
• It works in conjunction with local municipalities and donors.

Youth and SMMEs

On the youth front, one intervention is to target unemployed youth and engage businesses to initiate the transfer of skills to these youths. The Services Rendered:

• Starting your own business
• Drafting business plans
• Referral to financial institutions
• Company registration
• Access to internet
4. SWGC Travel Centre

Introduction
SWGC Travel Center was established in 2000, and has its main office in Randburg. We are a dynamic and professional one-stop agency specialising in Corporate Travel.

With over 90% of our business generated emanating from the Corporate Sector, we understand the needs of business travel and constantly strive to exceed our Clients expectations.

Our Vision & Mission
- Our Vision is to constantly strive to exceed our Clients expectations with dedication and commitment.
- Our Mission is to be a globally respected company providing travel solutions to our Clients by exceeding expectations.

We place top priority on understanding and meeting our Clients expectations. Our aim is to partner our Clients by offering them a travel management solution to meet their specific needs.

SWGC Travel Staff
Mr Christiaan Toerien: Christiaan, in his capacity as Tour Operations Manager heads Technisa Travel Center. With vast travel related experience he will ensure that the best deal will be to your service.

About Us
SWGC Travel thrives on a team of highly qualified and dedicated employees who continuously strive for service excellence. Core values of this dynamic company are:

- **Client Focus** - Attention to individual Client needs through ongoing communication and relationship building.
- **Flexibility** - Offering various options on travel requirements via access and relationships built with numerous industry suppliers.

- **Integrity** - The Service of an honest and reliable team ensures that the client is always given the best rates with fast turnaround time.
- **Growth** - Ongoing strategy of sourcing new and competent suppliers. Vision to expand the team to meet the growing Client base in order to maintain efficiency and support.

Our Service
1. **Access** - We gain an understanding of your objectives and align ourselves with them.
2. **Identify** - We analyse your company’s travel behaviour and identify cost savings based on your needs.
3. **Design** - We carefully select and deliver the best travel management services based on your needs.
4. **Monitor** - Proactively monitor your company’s travel patterns/expenditure and tailor a travel policy to ensure maximum cost savings and productivity efficiencies.
5. **Educate** - Assist with communicating the benefits of your travel policy within your company to ensure compliance and adhere to best practice.

Service Competencies:
- **24 Hour Contact number**: Given the nature of business travel, after hour emergency support is critical. With this in mind, SWGC Travel Centre operates a 24-hour global emergency support service. We are therefore in a position to process reservations and provide emergency assistance around the clock, irrespective of your location. Same day service.
- Visa applications collected and delivered to your premises.
- Emergency deliveries 24 hours, seven days a week.
- Monthly travel passenger analysis.

Value Added Services:
- Charter Air
- Cost savings
• Car rental
• Comprehensive travel insurance
• Passenger profile management
• Foreign exchange delivered to your premises
• Frequent Flyer redemptions

Service Fees:
• The business model that we operate is based on our experience dealing with large organizations.
• We offer set service fees per transaction, thereby creating transparency for our Clients, enabling cost savings and agreed service costs to the travel management company.
• Our service fee is based on total travel spend of the organisation, and is customised to best suit our Clients.

Service fees apply to the following transactions
• Airline tickets - paper and electronic ticket
• Car hire
• Hotel accommodation - domestic and international
• Travel insurance
• Refunds
• Tours
• Visa fees - excluding consulate charges
• Voyager bookings - domestic
• Voyager upgrade bookings - international
• Emergency after hour services

Methods of Payment:
30 Day accounts - subject to credit approval.
Lodged Diners Club, Amex, and Master or Visa cards.
C.O.D.

Contact Details
Physical Address
1440 Mncube drive, Dube Village, 1801

Postal Address
Private Bag X33, TSHIAWELO, 1817
t: + 27 083 395 4925 Mr. C Toerien 24 Hours
f: + 27 (01) 781 01

5. Ecodiva Coffee Shop
Relax, refuel and restore your energy with a refreshing "cuppa" at Ecodiva.

Now open and trading to the public.
Nestled in the historically rich ensemble which is Soweto, and situated on the old, culturally rich George Tabor Campus of South West Gauteng College in Dube - filled with the strains of beating drums...

Ecodiva Coffee Shop welcomes you to enjoy your favourite refreshing cuppa, and refuel with an Ecodiva speciality.

• A 50 to 80 table seating area.
• A lounging area with welcoming armchairs, facing your favourite television channel; alternatively, keep entertained with board games on the side tables for your pleasure, and bask in the calm background music of Miriam Makeba, Jonas Gwangwa, Brenda Fassie, Sipho Hotstix Mabuse, Abigail Kubheka, Hugh Masekela, and other South African music greats.

CONTACT:
George Tabor Campus
1440 Mncube Drive, Dube Village, 1801
P O Box 895, Roodepoort, 1725
t. 011 982 1002
f: 011 982 5543
e: gtabor@swgc.co.za