Section A: General Information

Section B:

School of Business Studies
- Finance, Economics and Accounting NC (V)
- Management NC (V)
- Marketing NC (V)
- Office Administration NC (V)

School of Engineering Studies
- Civil Engineering and Building Construction NC (V)
- Electrical Infrastructure Construction NC (V)
- Engineering and Related Design (Mechanical) NC (V)

School of Utility Studies
- Education and Development
- Hospitality
- Information and Communications Technology (ICT) NC (V)
- Primary Agriculture
- Primary Health Care
- Safety in Society
- Tourism
- Transport and Logistics

Section C: Report 191/ Nated N4 - N6

School of Business Studies
- Business Management N4 - N6
- Financial Management N4 - N6
- Human Resource Management N4 - N6
- Management Assistant N4 - N6
- Marketing Management N4 - N6
- Public Management N4 - N6

School of Engineering Studies
- Civil Engineering N1 - N6
- Electrical Engineering N1 - N6
- Mechanical Engineering N1 - N6
- Water and Waste - Water Treatment Practice
- Multi-Disciplinary Drawing Office Practice N4 & N5

School of Utility Studies
- Educare N4 - N6
- Hospitality & Catering Services N4 - N6
- Popular Music (Composition, Performance and Studio Works) N4 - N6
- Clothing Production N4 - N6

Section D: Learnership and Skills Programmes

Section E: Distance Learning

Report 191/Nated N4 - N6:
- General Information
- Business Studies 191 / Nated N4 - N6
- Engineering Studies 191 / Nated N4 - N6
- Utility/General Studies Report 191/Nated N4 - N6

Section F: E - Learning

Business Centres

Campuses/Sites
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 be ISO consistent 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 Care and uBuntu
- The principle of a better life for all
- The principle of upholding a culture of learning, teaching and service delivery
  - Professional conduct
  - Good governance
  - Mutual respect
  - Environmental sustainability
  - Non-racialism and non-sexism
  - Redress
  - Honesty and Integrity
  - Environmental Sustainability
- Inspiration and Development of 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 Continuing Education Act, Act No.16 of 2006, as amended. The College is accredited by Umalusi and several Sector Education and Training Authorities (Setas) 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), including the "LAND IS WEALTH FARM" in Sterkfontein, 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.

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 and shines 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, but works with its students in the tow-way process of imparting and active acquisition of education, involving the facilitator (educator) and the learner.

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

South West Gauteng TVET College has invested hugely in its buildings and other infrastructure and equipment needed for modern day vocational education and training in recent years. Buildings and physical facilities of a college do not, however, make a college, important as these are in the delivery of education and training. It is people who make an institution - educators, administrators, support staff, managers and, importantly, students.

SWGC, as the college is known and called by its students, uses mostly modern and state of the art facilities for the delivery of its programmes at its campuses and sites, spread over Soweto, Randburg, Roodepoort in Johannesburg and, lately, Sterkfontein, in Magaliesburg, where the college ‘houses’ its ‘Land is Wealth Farm’ for the programme, Primary Agriculture. These facilities are being continually improved every year for the benefit of, in particular, the students of the college. In 2014, for example, the, college pioneeringly introduced the use of tablets by its NC(V) Level 4 students, as opposed to conventional textbooks. By 2016, this had been extended to the entire NC(V) programme landscape, with the only drawback being that publishers did not then have e-books for the Report 191 programmes.

Although the experiment had to be abandoned three years later, due to incidents of theft and robbery of students in the streets for the tablets, it demonstrated the college’s heart for technology, way ahead its peers! In 2019 and going forward, students who bring their own tablets with the capability to carry the textbooks in e-book format and choose to receive their textbooks in e-book format and are willing to bear the risk, will the material loaded onto their tablets at no cost to them.

Important as all the strides that the college in embracing technology, and keeping its infrastructure and facilities in line with advancements in education and training, 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 with more, 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...>
Word From The Principal - Continued

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 through National Students Financial Aid Scheme (NSFAS). Ask at any campus about the process of applying for NSFAS or simply check the college’s website (www.swgc.co.za) or that of NSFAS (www.nsfas.org.za). 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 eight 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 declare in unison, that: ‘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 TVET College and to hear you join these declarations!

[Signature]

Dan L. Nkosi
Principal / CEO
Word From The SRC President

Dear prospective students

On behalf of the Student Representative Council (SRC) 2018/2019 I am pleased to welcome all prospective and returning students to South West Gauteng TVET College for the 2019 academic year. I can only hope that you will have a productive as well as a healthy environment to study and socialize in.

Our aim as the SRC is to advocate for the advancement of students’ rights, this goal remains the one that will forever be in our hearts as we understand that the society remains divided and those who are historically disadvantaged will continue to be disadvantaged should they not find mechanisms or avenues accessible to them in order to uplift themselves and the society at large to fight the class struggle.

The SRC prides itself with its support for the vision, mission and values of the college and hereby commits to be the voice of all students of SWGC. We call on all our students to make use of the facilities of the institution to advance the college academic excellence and to always access our SRC offices at campuses in whatever enquiries they might have.

The college has grown big in terms of enrolment numbers since its merger in 2003-12-May and we are currently one of the biggest colleges in the country, we are the HUB of best ideas in the country for coming up with a slogan #TvetsMustRise which is currently a national slogan in the TVET sector and we are known for producing top cream of the crop leaders. The focus of the college from now on, going forward will be to maintain what we currently have and build more on producing quality.

We remain pioneers of #TvetsMustRise, welcome to SWGC and enjoy your stay, we hope that you stay the course.

Third World is a state of the mind and until we change our attitude as Africans, if there is a fourth, fifth and even sixth world, we will be in it.

With that being said it is SWGC period enough said!!!

Martin Tlou Somo
SRC President 2018/2019
Section A: General Information

1. Application Procedure

1.1. Paper based Application forms can be obtained at any of the College Sites/ Campuses and, or on the College Website; www.swgc.co.za
1.2. Online Applications can be found on the College’s Website: www.swgc.co.za and / or https://ienabler.swgc.co.za/pls/prodi03/w99pkg.mi_login and maybe completed electronically, please ensure to follow the system rules.

2. Important Information

2.1. Applicants applying online may not subsequently apply using a paper-based application
2.2. Please note that receiving a student number (reference number) does not imply you are a student until you have officially registered.
2.3. Please note that you will be required to come on campus to write CAP Test. The test informs and educates students on a variety of career options underlying all fields of study included in the NC (V) programmes. At the same time it gauges the student’s personal interest in the different careers on offer.
2.4. Incomplete applications may result in the delay of finalisation of your application
2.5. Continuation with a programme depends on sufficient numbers being enrolled
2.6. Applicants must have a valid email addresses or mobile numbers in order to apply at the college. All Communication with regard to your application will be sent via email/ sms.
2.7. Meeting the minimum admission requirements for a specific programme does not necessarily guarantee admission to that particular programme
2.8. Online application related enquiries may be sent via email to headoffice@swgc.co.za or you may contact the Call Centre on 086 176 8849
2.9. To verify or update your email address and /or mobile number, please contact the Call Centre on 086 176 8849

3. Returning of the Application Forms:

3.1. NC (V), First Semester and First Trimester
3.1.1. Completed application forms to be sent 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
3.1.2. Applicants will be notified of their acceptance / non-acceptance no later than 11 December

3.2. Second Trimester
3.2.1. Completed application forms to be sent 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 01 April
3.2.2. Applicants will be notified of their acceptance / non-acceptance no later than 14 April

3.3. Second Semester and third Trimester
3.3.1. Completed application forms to be sent 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 June
3.3.2. Applicants will be notified of their acceptance / non-acceptance no later than 10 July. Please note: that your application will be regarded as preliminary Application until you have complied with all important rules mentioned on number 2.

3.4. Distance Learning
3.4.1. Applications are opened throughout the year.
3.4.2. You may also apply online for Distance Learning using the following address: http://swgc.openerponline.co.za/enrolment
ONLINE APPLICATION

3.5. Completed Application forms must be accompanied by the following documents:

3.5.1. Certified copy of Identity document.
3.5.2. Certified copy of latest results/qualification

4. NSFAS Bursary Applications

4.1. Prospective Students who wish to study at the College through NSFAS Bursary must APPLY ONLINE NOW at www.swgc.co.za OR http://www.nsfas.org.za/content/
4.2. Manual NSFAS applications will be facilitated but students must apply directly to NSFAS online!
4.3. Returning students who were supported by NSFAS who have passed will not need to reapply for NSFAS, as the bursary will automatically continue in the new year.
4.4. All students will allowed to enroll and those who the Means Test indicates that they are not financially needy, or those who chose not to apply for a bursary, will be required to pay the minimum registration fee (first installment) of R1000.00 for NC (V) / R500.00 for Report 191 (Semester) / R330.00 for Report 191 (Trimester)

2. Registration procedure

2.1 Campuses can be contacted for registration dates, fees and commencement of classes
2.2 Visit the College website: www.swgc.co.za
2.3 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
2.4 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.
2.5 All students must submit the following documents on date of registration:

2.5.1 An original certified copy of the latest school report /senior certificate or certificate of results
2.5.2 An original certified copy of the identity document /affidavit and a photograph for in case their identity document or birth certificates are lost
2.5.3 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 X06waterkloof, 0145 oTel: (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.
1. **How to apply for NSFAS Bursary?**

1.1. Prospective Students who wish to study at the College through NSFAS Bursary must APPLY ONLINE at [www.swgc.co.za](http://www.swgc.co.za) and click on the NSFAS icon on the top of the home page OR [http://www.nsfas.org.za/content/](http://www.nsfas.org.za/content/)

1.2. Returning students who were supported by NSFAS who have passed will not need to reapply for NSFAS, as the bursary will automatically continue in the New Year.

1.3. All students who have applied and have been awarded a bursary will be allowed to enroll.

1.4. Students who the Means Test indicates that they are not financially needy, or those who choose not to apply for a bursary, will be required to pay the minimum registration fee of 20% of their programme, as per the indicated price list on the college’s website; www.swgc.co.za and make a financial agreement with the college for the payment of the balance of their fees.

1.5. Where students do not have access to internet, they can come and apply on campus.

2. **The following documents are needed when applying for the Bursary**

To apply for the NSFAS bursary, you will be required to have certified and scanned copies of the following documents:

- Identity Document/Birth Certificate
- Latest Academic Results
- Proof of parents income (If parent/s employed)
- Death Certificate/s (If parent/s deceased)
- Doctor’s Certificate (If permanently disabled)
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 be 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
5.5 TAKE NOTE THAT IT IS COMPULSORY FOR STUDENTS TO ATTEND 80% OF THEIR LECTURES AND TO ACHIEVE ASUB/minimum of 40% IN ALL THEIR INTERNAL ASSESSMENTS TO BE ALLOWED TO SIT FOR THE EXAMINATIONS! IF THEIR ATTENDANCE IS LESS THAN 80%, OR THEY HAVE FAILED TO OBTAIN A SUB/HYPHEN/MINIMUM OF 40% IN THEIR ASSESSMENTS, THEY WILL NOT BE ALLOWED TO WRITE THE EXAMINATION IN THAT SUBJECT!

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
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 Friday: 07h45 – 14h30
   8.3.2 Report 191 Part Time Classes are also offered from 14h00 - 18h30
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 a 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 theApplication 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 of 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 poerfull weapon which you can use to change the world” - Nelson Mandela -
Section B:
National Certificate (Vocational) [NC (V)] Level 2 - 4 | 1. School of Business Studies

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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<td>Marketing</td>
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<td>Office Administration</td>
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Duration: Three years [NC(V) Level 2 – 4]
Course structure: One year per NQF level
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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<tbody>
<tr>
<td>Applied Accounting</td>
<td>Applied Accounting</td>
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<td>Economic Environment</td>
<td>Economic Environment</td>
<td>Economic Environment</td>
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<td>Financial Management</td>
<td>Financial Management</td>
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<tr>
<td>New Venture Creation</td>
<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.*
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

**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>
<tbody>
<tr>
<td>• Management Practice</td>
<td>• Management Practice</td>
<td>• Management Practice</td>
</tr>
<tr>
<td>• Operations Management</td>
<td>• Operations Management</td>
<td>• Operations Management</td>
</tr>
<tr>
<td>• Financial Management</td>
<td>• Financial Management</td>
<td>• Financial Management</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>• Entrepreneurship</td>
<td>• Project Management</td>
<td>• Project Management</td>
</tr>
<tr>
<td>• New Venture Creation</td>
<td>• New Venture Creation</td>
<td>• New Venture Creation</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Marketing</td>
<td>• Marketing</td>
<td>• Marketing</td>
</tr>
<tr>
<td>• Advertising and Promotions</td>
<td>• Advertising and Promotions</td>
<td>• Advertising and Promotions</td>
</tr>
<tr>
<td>• Marketing Communication</td>
<td>• Marketing Communication</td>
<td>• Marketing Communication</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>• Consumer Behaviour</td>
<td>• Consumer Behaviour</td>
<td>• Consumer Behaviour</td>
</tr>
<tr>
<td>• Contact Centre Operations</td>
<td>• Contact Centre Operations</td>
<td>• Contact Centre Operations</td>
</tr>
<tr>
<td>• Graphic Design</td>
<td>• Graphic Design</td>
<td>• Graphic Design</td>
</tr>
</tbody>
</table>

Career Opportunities
• Marketing
• Business Management
• Promotions and Advertising
• Market Research
• Product Development
• Public Relations
• Purchasing Management
• Customer Relations
• Sales Management
• Brand Management

Career Paths
• Market new products
• Sell goods and services
• Determine pricing, packaging, sales, promotions and distribution

• Research needs of customers and develop products
• Guide consumers on products and brands
• Advertise and promote new products & services
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 Practice</td>
<td>Business Practice</td>
<td>Business Practice</td>
</tr>
<tr>
<td>Office Practice</td>
<td>Office Practice</td>
<td>Office Practice</td>
</tr>
<tr>
<td>Office Data Processing</td>
<td>Office Data Processing</td>
<td>Office Data Processing</td>
</tr>
<tr>
<td>New Venture Creation</td>
<td>New Venture Creation</td>
<td>New Venture Creation</td>
</tr>
</tbody>
</table>

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

**Career Opportunities**
- Accounts Officer
- Bookkeeper
- Administrative Officer
- Company Secretary
- Freight Forwarder
- Legal Secretary
- Hospital Administrator
- Human Resource Manager
- Personal Assistant
2. School of Engineering Studies NC (V)

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>
</tbody>
</table>

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

**Course structure:** One year per NQF level
2.1 Civil Engineering and Building Construction NC(V)

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>
</table>
| • Construction Planning  
  • Plant & Equipment  
  • Materials  
  and one of the following  
  • Carpentry & Roof Work  
  • Masonry  
  • Plumbing | • Construction Planning  
  • Plant & Equipment  
  • Materials  
  and one of the following  
  • Carpentry & Roof Work  
  • Masonry  
  • Plumbing | • Construction Planning  
  • Construction Supervision  
  • Materials  
  and one of the following  
  • Carpentry & Roof Work  
  • Masonry  
  • Plumbing |

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 and 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 and sketches
- 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
3. School of Utility studies NC (V)

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 (ICT)</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 Health</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
3.1 Education and Development NC (V)

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>
<tbody>
<tr>
<td>• Art &amp; Science of Teaching</td>
<td>• Art &amp; Science of Teaching</td>
<td>• Art &amp; Science of Teaching</td>
</tr>
<tr>
<td>• Human &amp; Social Development</td>
<td>• Human &amp; Social Development</td>
<td>• Human &amp; Social Development</td>
</tr>
<tr>
<td>• Learning Psychology</td>
<td>• Learning Psychology</td>
<td>• Learning Psychology</td>
</tr>
<tr>
<td>• Early Childhood Development</td>
<td>• Early Childhood Development</td>
<td>• Early Childhood Development</td>
</tr>
</tbody>
</table>

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

Career Opportunities
- 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
3.2 Hospitality NC (V)

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 tea 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 Services | - Hospitality Generics
  - Food Preparation
  - Client Services & Human Relations
  - Hospitality Services | - Hospitality Generics
  - Food Preparation
  - Client Services & Human Relations
  - Hospitality Services |

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

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

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<thead>
<tr>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Introduction to Information System</td>
<td></td>
<td></td>
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<tr>
<td>• Electronics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Introduction to Systems Development</td>
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<tr>
<td>and one of the following</td>
<td></td>
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<tr>
<td>• Multimedia Basics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Electronic Control and Digital Electronics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Systems Analysis and Design</td>
<td></td>
<td></td>
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<tr>
<td>• Computer Hardware and Software</td>
<td></td>
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<tr>
<td>• Principles of Computer Programming</td>
<td></td>
<td></td>
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<tr>
<td>and one of the following</td>
<td></td>
<td></td>
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<tr>
<td>• Multimedia Content</td>
<td></td>
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</tr>
<tr>
<td>• Project Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Electronic Control and Digital Electronics</td>
<td></td>
<td></td>
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<tr>
<td>• Systems Analysis and Design</td>
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<tr>
<td>• Data Communication and Networking</td>
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<tr>
<td>• Computer Programming</td>
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<tr>
<td>and one of the following</td>
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<tr>
<td>• Multimedia Service</td>
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<tr>
<td>• Project Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Electronic Control and Digital Electronics</td>
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</tr>
</tbody>
</table>

Career Paths
- Test Programmes and software applications
- Install network cables for computer systems
- Process computer data
- Develop, research and document computer user requirements

Career Opportunities
- Computer Programming
- Information Technology Management
- Computer Systems Engineering
- Data Processing
- Electronics
- Contact Centre Operator
3.4 Primary Agriculture NC (V)

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&lt;br&gt;• Plant Production&lt;br&gt;• Animal Production&lt;br&gt;• Agribusiness</td>
<td>• Soil Science&lt;br&gt;• Plant Production&lt;br&gt;• Animal Production&lt;br&gt;• Agribusiness</td>
<td>• Farm Planning and Mechanisation&lt;br&gt;• Advanced Plant Production&lt;br&gt;• Animal Production&lt;br&gt;• Agribusiness</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
3.5 Primary Health NC (V)

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>• The Human Body and Mind</td>
<td>• The Human Body and Mind</td>
<td>• The Human Body and Mind</td>
</tr>
<tr>
<td>• Community Oriented Primary Care</td>
<td>• Community Oriented Primary Care</td>
<td>• Community Oriented Primary Care</td>
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</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
3.6 Safety in Society NC (V)

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.

**Entry 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
- 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>- Introduction to Governance</td>
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<tr>
<td>- Introduction to Law</td>
<td></td>
<td></td>
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<tr>
<td>- Principles of Criminal Justice</td>
<td></td>
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<tr>
<td>any of the following</td>
<td></td>
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</tr>
<tr>
<td>- Criminology</td>
<td></td>
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<tr>
<td>- Introduction to Policing Practices</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Governance</td>
<td></td>
</tr>
<tr>
<td>- Criminal Law</td>
<td></td>
</tr>
<tr>
<td>- Criminal Justice Structure and Mandates</td>
<td></td>
</tr>
<tr>
<td>any of the following</td>
<td></td>
</tr>
<tr>
<td>- Criminology</td>
<td></td>
</tr>
<tr>
<td>- Theory of Policing Practices</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Governance</td>
</tr>
<tr>
<td>- Law Procedures and Evidence</td>
</tr>
<tr>
<td>- Criminal Justice Process</td>
</tr>
<tr>
<td>any of the following</td>
</tr>
<tr>
<td>- Criminology</td>
</tr>
<tr>
<td>- Applied Policing</td>
</tr>
</tbody>
</table>

**Career Paths**
- 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 Opportunities**
- 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
3.7 Tourism NC (V)

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
• 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  
• Tourism Operations | • Science of Tourism  
• Client Services and Human Relations  
• Sustainable Tourism in SA and Regional Travel  
• Tourism Operations | • Science of Tourism  
• Client Services and Human Relations  
• Sustainable Tourism in SA and International Travel  
• Tourism Operations |

Career Opportunities
• Work at a casino
• Provide an opportunity to Market South Africa
• Work at a game reserve etc.

Career Paths
• Work as a tour guide
• Own a tourism business
• Drive Tourists around
• Work at a hotel
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
- 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>• 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>• Project Management</td>
<td>• Project Management</td>
</tr>
</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 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.

<table>
<thead>
<tr>
<th>PROGRAMME OFFERED</th>
<th>LEVEL</th>
<th>DOBSONVILLE CAMPUS</th>
<th>ROODEPOORT CAMPUS</th>
<th>TECHNISA CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management</td>
<td>N4 - N6</td>
<td>✓</td>
<td>✓</td>
<td>(On Distance Learning)</td>
</tr>
<tr>
<td>Financial Management</td>
<td>N4 - N6</td>
<td>✓</td>
<td>✓</td>
<td>(On Distance Learning)</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>N4 - N6</td>
<td>✓</td>
<td>✓</td>
<td>(On Distance Learning)</td>
</tr>
<tr>
<td>Management Assistant</td>
<td>N4 - N6</td>
<td>✓</td>
<td>✓</td>
<td>(On Distance Learning)</td>
</tr>
<tr>
<td>Marketing</td>
<td>N4 - N6</td>
<td>✓</td>
<td>✓</td>
<td>(On Distance Learning)</td>
</tr>
<tr>
<td>Public Management</td>
<td>N4 - N6</td>
<td>✓</td>
<td>✓</td>
<td>(On Distance Learning)</td>
</tr>
</tbody>
</table>

“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

### 1.1 BUSINESS MANAGEMENT N4 – N6

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
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</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 Communications</td>
<td>• Management Communications</td>
<td>• Management Communications</td>
</tr>
<tr>
<td>• Computer Practice</td>
<td>• Computer Practice</td>
<td>• Computer Practice</td>
</tr>
<tr>
<td>one of the following</td>
<td>one of the following</td>
<td>one of the following</td>
</tr>
<tr>
<td>• Financial Accounting N4</td>
<td>• Financial Accounting N4</td>
<td>• Financial Accounting N4</td>
</tr>
<tr>
<td>• Introductory Accounting N4</td>
<td>• Introductory Accounting N4</td>
<td>• Introductory Accounting N4</td>
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## 1.2 Financial Management N4 - N6

### 1.2 FINANCIAL MANAGEMENT N4 – N6

<table>
<thead>
<tr>
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<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Financial Accounting</td>
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<td>• Entrepreneurship and Business Management</td>
<td>• Entrepreneurship and Business Management</td>
<td>• Entrepreneurship and Business Management</td>
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<td>• Management Communication</td>
<td>• Management Communication</td>
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<td>• Financial Accounting N4</td>
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<tr>
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<td>• Public Relations</td>
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<tr>
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<td>• Financial Accounting N5</td>
<td>• Financial Accounting N5</td>
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<tr>
<td>• Cost and Management Accounting</td>
<td>• Cost and Management Accounting</td>
<td>• Cost and Management Accounting</td>
</tr>
<tr>
<td>1.3 HUMAN RESOURCE MANAGEMENT N4 – N6</td>
<td>1.4 MANAGEMENT ASSISTANT N4 – N6</td>
<td>1.5 MARKETING MANAGEMENT N4 – N6</td>
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<td><strong>N4</strong></td>
<td><strong>N5</strong></td>
<td><strong>N6</strong></td>
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<tr>
<td>• Entrepreneurship and Business Management</td>
<td>• Personnel Management</td>
<td>• Personnel Management</td>
</tr>
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<td>• Management Communication</td>
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</tbody>
</table>

**1.3 HUMAN RESOURCE MANAGEMENT N4 – N6**

- Entrepreneurship and Business Management
- Management Communication
- Personnel Management
- Computer Practice

**1.4 MANAGEMENT ASSISTANT N4 – N6**

- Communication
- Office Practice
- Computer Practice
- Introductory Information Processing
- Information Processing

**1.5 MARKETING MANAGEMENT N4 – N6**

- Entrepreneurship and Business Management
- Marketing Management
- Management Communication
- Computer Practice

**1.6 PUBLIC MANAGEMENT N4 – N6**

- Public Administration
- Computer Practice
- Entrepreneurship and Business Management
- Management Communication
- Sales Management
- Marketing Management
- Marketing Research
- Computer Practice
- Public Law
- Municipal Administration
- Information Processing

*one of the following*
2. Engineering Studies Report 191 / Nated N1 - N6 - Campus Spread

**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
- Mechanic
- Electrician
- Artisan
- Electronic
- Electrical
- Engineer
- Engineering Technician and Technologist

<table>
<thead>
<tr>
<th>PROGRAMME OFFERED</th>
<th>LEVEL</th>
<th>MOLAPO CAMPUS</th>
<th>ROODEPOORT WEST CAMPUS</th>
<th>TECHNISA CAMPUS</th>
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<tbody>
<tr>
<td>Civil Engineering</td>
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</tr>
<tr>
<td>Electrical Engineering</td>
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<td>✓</td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>N1 - N6</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water and Waste - Water Treatment Practice</td>
<td>N1 - N3</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Multi-Disciplinary Drawing Office Practice</td>
<td>N4 - N5</td>
<td>✓</td>
<td></td>
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</tr>
</tbody>
</table>

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

#### N1
- Building Science
- Building Drawing
- Mathematics
- Bricklaying and Plastering Theory
  
  **(OR)**
- Plumbing Theory

#### N2
- Building Science
- Building Drawing
- Mathematics
- Bricklaying and Plastering Theory
  
  **(OR)**
- Plumbing Theory

#### N3
- Building Science
- Building Drawing
- Mathematics
- Building and Civil Technology

### 2.2 Electrical Engineering N1 - N6

#### N1
- Electrical Trade Theory
- Mathematics
- Industrial Electronics
- Engineering Science

#### N2
- Electrical Trade Theory
- Mathematics
- Industrial Electronics
- Engineering Science

#### N3
- Electrotechnology
- Mathematics
- Industrial Electronics
- Engineering Science

#### N4
- Electrotechnics
  
  **plus any three of the following**
- Mathematics
- Industrial Electronics
- Fault Finding and Protective Devices
- Supervisory Management
- Engineering Science
  
  **(only N4)**

#### N5
- Electrotechnics
  
  **plus any three of the following**
- Mathematics
- Industrial Electronics
- Power Machines
- Fault Finding and Protective Devices
- Supervisory Management
- Engineering Physics

#### N6
- Electrotechnics
  
  **plus any three of the following**
- Mathematics
- Industrial Electronics
- Power Machines
- Fault Finding and Protective Devices
- Supervisory Management
- Engineering Physics
### 2.3 Mechanical Engineering N1 - N6

<table>
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<tr>
<th></th>
<th>N1</th>
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<td>• Mathematics</td>
<td>• Mathematics</td>
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<td>• Engineering Science</td>
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<td>(OR) Engineering Drawing</td>
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<td>(OR) Engineering Drawing</td>
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<td>(OR) Motor Trade Theory</td>
<td>(OR) Motor Trade Theory</td>
<td>(OR) Fitting and Machining</td>
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<td>(OR) Fitting and Machining Theory</td>
<td>(OR) Mechanics</td>
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<td>• Engineering Science</td>
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<td>• Fitting and Machining</td>
<td>• Fitting and Machining</td>
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</tbody>
</table>

### 2.4 Water and Waste - Water Treatment Practice N1 - N3

<table>
<thead>
<tr>
<th></th>
<th>N1</th>
<th>N2</th>
<th>N3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Water and Waste-Water</td>
<td>• Water and Waste-Water</td>
<td>• Water and Waste-Water</td>
</tr>
<tr>
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<td>Treatment Practice</td>
<td>Treatment Practice</td>
<td>Treatment Practice</td>
</tr>
<tr>
<td></td>
<td>• Plant Operation Theory</td>
<td>• Plant Operation Theory</td>
<td>• Plant Operation Theory</td>
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<td>• Mathematics</td>
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<td>• Engineering Science</td>
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<td>• Engineering Science</td>
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</tr>
</tbody>
</table>

### 2.5 Multy-Disciplinary Drawing Office Practice N4 & N5

<table>
<thead>
<tr>
<th></th>
<th>N4</th>
<th>N5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Mechanical and Drawing</td>
<td>• Building Draughting</td>
</tr>
<tr>
<td></td>
<td>• Office Orientation</td>
<td>• Structural Steel Detailing</td>
</tr>
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<td>• General Draughting</td>
<td>• Electrical Draughting</td>
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<td>• Mechanical Draughting</td>
<td>• Technical Illustration</td>
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<td>• Pictorial Draughting</td>
<td>• Computer - Aided Draughting</td>
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<td></td>
<td>• Mechanics</td>
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<td>• Mechanical Drawing and</td>
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<td>• Power Machines</td>
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<td>(OR) Strength of Materials</td>
<td>(OR) Strength of Materials</td>
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<tr>
<td></td>
<td>and Structures</td>
<td>and Structures</td>
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</tbody>
</table>

### Entrance Requirements:

### Duration:
- Full- time: Two trimesters
3. Utility Studies N4 - N6
3.1 Educare N4 - N6 | 3.2 Hospitality & Catering Service 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>LEVEL</th>
<th>PROGRAMME OFFERED</th>
<th>ROODEPOORT CAMPUS</th>
<th>TECHNISA CAMPUS</th>
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<tbody>
<tr>
<td>N4 - N6</td>
<td>Educare</td>
<td>[ ]</td>
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<tr>
<td></td>
<td>Hospitality &amp; Catering Services</td>
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</tr>
</tbody>
</table>

**3.1 EDUCARE N4 – N6**

- • Day Care Personnel Development
- • Education
- • Educare Didactics: Theory and Practical
- • Child Health
- • Day Care Communication
- • Educational Psychology
- • Educare Didactics: Theory and Practical
- • Entrepreneurship and Business Management N4
- • Day Care Management
- • Education Psychology
- • Educare Didactics: Theory and Practical
- • Computer Practice

### 3.2 HOSPITALITY & CATERING SERVICES N4 – N6

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>PROGRAMME OFFERED</th>
<th>ROODEPOORT CAMPUS</th>
<th>TECHNISA CAMPUS</th>
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<tbody>
<tr>
<td>N4 - N6</td>
<td>Sanitation &amp; Safety</td>
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<tr>
<td></td>
<td>Applied Management</td>
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<tr>
<td></td>
<td>Catering Theory &amp; Practical</td>
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<td></td>
<td>Nutrition &amp; Menu Planning</td>
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<tr>
<td>N5</td>
<td>Applied Management</td>
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<td></td>
<td>Catering Theory &amp; Practical</td>
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<tr>
<td></td>
<td>Food &amp; Beverage Service</td>
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<tr>
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<td>Entrepreneurship and Business Management N4</td>
<td>[ ]</td>
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<tr>
<td>N6</td>
<td>Applied Management</td>
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</tr>
<tr>
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<td>Catering Theory &amp; Practical</td>
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</tr>
<tr>
<td></td>
<td>Communications &amp; Human Relations</td>
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<tr>
<td></td>
<td>Computer Practice N4</td>
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</table>
### 3.3 Popular Music N4 - N6

#### 3.3 POPULAR MUSIC (Composition, Performance and Studio Work) N4 – N6

<table>
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<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>• Arranging and Production</td>
<td>• Arranging and Production</td>
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</tr>
<tr>
<td>• Electronic Music and Keyboard Technique</td>
<td>• Electronic Music and Keyboard Technique</td>
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<tr>
<td>• Harmony and Composition</td>
<td>• Harmony and Composition</td>
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</tbody>
</table>

#### 3.3.1 POPULAR MUSIC: COMPOSITION N4 – N6

- Music Business and Styles
- Arranging and Production
- Electronic Music and Keyboard Technique
- Harmony and Composition

#### 3.3.2 POPULAR MUSIC: PERFORMANCE N4-N6

- Practical Instrument on one of the following:
  - vocal, guitar, piano/keyboard, bass guitar, drums/percussion, woodwind, brass

#### 3.3.3 POPULAR MUSIC: STUDIO WORK

- • Music Business and Styles
- • Arranging and Production
- • Electronic Music and Keyboard Technique
- • Sound Engineering

- Practical Instrument on one of the following:
  - vocal, guitar, piano/keyboard, bass guitar, drums/percussion, woodwind, brass
3.4 Clothing Production N4 - N6

3.4 CLOTHING PRODUCTION N4 – N6

3.4.1 INTRODUCTORY CLOTHING PRODUCTION N4

INTRODUCTION

- Introductory Fashion Drawing
- Introductory Clothing Construction
- Introductory Pattern Construction
- Introductory Factory Organisation

3.4.2 CLOTHING PRODUCTION N4 – N6

<table>
<thead>
<tr>
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<th>N4</th>
<th>N5</th>
<th>N6</th>
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<tr>
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<td>Fashion Drawing</td>
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<td>Pattern Construction</td>
<td>Pattern Construction</td>
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<td>Clothing Construction</td>
<td>Clothing Construction</td>
<td>Clothing Construction</td>
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<td>Into Computer Practice N4</td>
<td>Computer Practice N4</td>
<td>Computer Practice N4 - N5</td>
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</table>
The role of the unit is to create mutual beneficial relations between the college and ALL its stakeholders for the purpose of delivering occupationally directed training programs and other initiatives. This is done through:

- Learnerships are offered on demand and also on the availability of funding. The college is accredited across many SETAs. The list of accreditations is supplied here-below:
  - Learnerships are offered on demand and also on the availability of funding. The college is accredited across many SETAs. The list of accreditations is supplied here-below:

- The list of accreditations is supplied here-below:
  - Each campus houses a smme center that acts like a business incubator hub.
  - Learners receive support through training, workshops, seminars as well as linkages to organizations such as NYDA, Financing Houses, CIPSA etc.

- Partnerships with various host employer organizations and SETAs affords the college to place learners for:
  - Internships
  - Apprenticeships
  - Real Jobs

### LEARNERSHIP PROGRAMS
- Learnerships are offered on demand and also on the availability of funding. The college is accredited across many SETAs. The list of accreditations is supplied here-below:

### SHORT SKILLS TRAINING
- Various SETA Unit Standard-based short skills are offered on demand.

### ENTERPRISE DEVELOPMENT
- Each campus houses a smme center that acts like a business incubator hub.
- Learners receive support through training, workshops, seminars as well as linkages to organizations such as NYDA, Financing Houses, CIPSA etc.

### WORK INTEGRATED LEARNING
- Partnerships with various host employer organizations and SETAs affords the college to place learners for:
  - Internships
  - Apprenticeships
  - Real Jobs

Contact New Business Development Unit on 086 176 8849 for more information partaking to Skills Programme
SOUTH WEST GAUTENG TVET COLLEGE is SETA accredited to offer the following FULL Qualifications (Learnerships):

<table>
<thead>
<tr>
<th>Qualification Title</th>
<th>Qualification ID</th>
<th>NQF Level</th>
<th>SETA</th>
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<tbody>
<tr>
<td>FETC: Municipal Finance and Administration</td>
<td>50372</td>
<td>4</td>
<td>LGSETA</td>
</tr>
<tr>
<td>NC: Local Government Councillor Practices</td>
<td>58578</td>
<td>3</td>
<td>LGSETA</td>
</tr>
<tr>
<td>FETC: Leadership Development</td>
<td>50081</td>
<td>4</td>
<td>LGSETA</td>
</tr>
<tr>
<td>NC: Ward Committee Governance</td>
<td>57823</td>
<td>2</td>
<td>LGSETA</td>
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<td>NC: Local Economic Development</td>
<td>36436</td>
<td>4</td>
<td>LGSETA</td>
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<tr>
<td>NC: Local Economic Development</td>
<td>36438</td>
<td>5</td>
<td>LGSETA</td>
</tr>
<tr>
<td>NC: Contact Centre Support</td>
<td>71490</td>
<td>2</td>
<td>SERVICESSETA</td>
</tr>
<tr>
<td>NC: Contact Centre and Business Process Outsourcing Support</td>
<td>80566</td>
<td>3</td>
<td>SERVICESSETA</td>
</tr>
<tr>
<td>NC: Community Health Work</td>
<td>64749</td>
<td>2</td>
<td>HWSETA</td>
</tr>
<tr>
<td>NC: Community House Building</td>
<td>24273</td>
<td>2</td>
<td>CETA</td>
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<td>NC: Building and Civil Construction</td>
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<td>NC: Welding Application and Practice: Manufacturing and Engineering</td>
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<td>NC: Welding Application and Practice: Manufacturing and Engineering</td>
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<td>MERSETA</td>
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<td>NC: Furniture Making: Wood</td>
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<td>FP&amp;MSETA</td>
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<tr>
<td>GETC: Clothing Manufacturing Processes</td>
<td>50584</td>
<td>1</td>
<td>FP&amp;MSETA</td>
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<tr>
<td>NC: Clothing, Textile, Footwear and Leather Manufacturing Processes</td>
<td>58227</td>
<td>2</td>
<td>FP&amp;MSETA</td>
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</tbody>
</table>

Contact New Business Development Unit on 086 176 8849 for more information partaking to Skills Programme
Section E:
Distance Learning
1. General Information

GENERAL INFORMATION
Do you want to study any programme at your own terms? Do you want to study anywhere you are any time you want? Do you want to study without following the rigid class timetables or requirement to go to campus daily? Then distance learning is for you. Distance learning at SWGC allows you to study anywhere, anytime. You could even be a worker and earn while you learn! Distance education allows you to fit learning into your life unlike contact classes where you have to fit your life into the school curriculum! Learn anywhere, anytime. Take control of your life and register for distance learning today.

Programmes Available
All Nated programmes are available in the distance learning mode. They include:
- Business Studies
- Engineering Studies and
- General Studies (Utility Studies)

Entrance Requirements

<table>
<thead>
<tr>
<th>Levels</th>
<th>Engineering Studies</th>
<th>Business Studies</th>
<th>General Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1</td>
<td>Grade 9 (with passes in Mathematics and Natural Science)</td>
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<tr>
<td>N2</td>
<td>Pass in N1</td>
<td></td>
<td></td>
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<tr>
<td>N3</td>
<td>Pass in N2</td>
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<tr>
<td>N4</td>
<td>Pass in N3, a Technical Matric, or NCV L4</td>
<td>Matric, grade 12 or NCV L4</td>
<td>Matric, grade 12 or NCV L4</td>
</tr>
<tr>
<td>N5</td>
<td>Pass in N4</td>
<td>Pass in N4</td>
<td>Pass in N4</td>
</tr>
<tr>
<td>N6</td>
<td>Pass in N5</td>
<td>Pass in N5</td>
<td>Pass in N5</td>
</tr>
</tbody>
</table>

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.
1. General Information - Continued

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:
  - 13 March for June examination
  - 08 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>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
</table>
| **Compulsory:**
| 1. Information Processing N4 (E) or Introductory Information Processing N4 ~
| 2. Office Practice N4
| 3. Communication N4 |
| **One of the following Subjects:**
| • Entrepreneurship and Business Management N4 (E+A)
| • Computer Practice N4 or N5
| • Introductory Accounting N4
| • Financial Accounting N4 or N5
| • Public Administration N4 or N5
| • Municipal Administration N5 |

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

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**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**

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2.2 LEGAL SECRETARY

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
</table>
| **Compulsory:**
| 1. Information Processing N4 (E) or N5 (E)
| 2. Office Practice N4
| 3. Communication N4 |
| **One of the following Subjects:**
| • Entrepreneurship and Business Management N4 (E+A) or N5 or N6
| • Computer Practice N4 or N5 or N6
| • Financial Accounting N4 or N5 or N6
| • Public Relations N5
| • Legal Practice N5
| • Public Administration N4 or N5 or N6
| • Municipal Administration N5 or N6

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<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
</table>
| **Compulsory:**
| 1. Information Processing N5 ~
| 2. Legal Practice N6
| **Two of the following Subjects:**
| • Office Practice N6
| • Public Relations N5
| • Entrepreneurship and Business Management N4 (E+A) or N5
| • Financial Accounting N4 or N5
| • Computer Practice N4 or N5
| • Public Administration N4 or N5
| • Mercantile Law N4
| • Business Relations N5
| • Labour Relations N5 |

---

**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. Business Studies Report 191 / Nated N4 - N6 - Continued

2.3 BUSINESS MANAGEMENT

<table>
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<tr>
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<tbody>
<tr>
<td><strong>Compulsory:</strong></td>
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<td></td>
</tr>
<tr>
<td>1. Entrepreneurship and Business Management N4 (E+A)</td>
<td></td>
<td></td>
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<tr>
<td>2. Introductory Accounting N4 or Financial Accounting N4</td>
<td></td>
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<tr>
<td>3. Management Communication N4</td>
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<tr>
<td><strong>One of the following Subjects:</strong></td>
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<tr>
<td>• Computer Practice N4 or Introductory Computer Practice N4</td>
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<td>• Computerised Financial Systems N4</td>
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<td>• Economics N4</td>
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<tr>
<td>• Mercantile Law N4</td>
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<th>N5</th>
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</tr>
<tr>
<td>1. Entrepreneurship and Business Management N5</td>
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<td>2. Sales Management N5</td>
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<td><strong>Two of the following Subjects:</strong></td>
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<td>• Computer Practice N4 or N5</td>
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<td>• Computerised Financial Systems N4 or N5</td>
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<td>• Financial Accounting N4 or N5</td>
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<td>• Cost and Management Accounting N5</td>
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<td>• Mercantile Law N4 or N5</td>
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<td><strong>Three of the following Subjects:</strong></td>
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<td>• Economics N5</td>
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Explanation of symbols used above:

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

2.4 PUBLIC RELATIONS

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<td>1. Office Practice</td>
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<td>• Entrepreneurship and Business Management N4 (E+A)</td>
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<tbody>
<tr>
<td><strong>Compulsory:</strong></td>
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</tr>
<tr>
<td>1. Information Processing N5 (E) or N6(E)</td>
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<td>2. Office Practice N5</td>
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<td>3. Public Relations N5</td>
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<td>4. Communication N5</td>
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<td>• Entrepreneurship and Business Management N4 (E+A) or N5</td>
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Explanation of symbols used above:

~ These subjects are not offered by TECHNISA.
E English
A Afrikaans
# 2. Business Studies Report 191 / Nated N4 - N6 - Continued

## 2.5 MARKETING MANAGEMENT

<table>
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<tr>
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<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>
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<td>3. Management Communication N4</td>
<td>Two of the following Subjects:</td>
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<td>• Entrepreneurship and Business Management N5</td>
<td>4. Marketing Research N6</td>
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<td>• Computer Practice N4 or Introductory Computer Practice N4 ~</td>
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<td>• Introductory Accounting N4 or Financial Accounting N4</td>
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<td>• Economics N4</td>
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</tr>
<tr>
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</tr>
</tbody>
</table>

**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>
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<th></th>
<th>N4</th>
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<td>2. Cost and Management Accounting N5</td>
<td>2. Cost and Management Accounting N6</td>
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<td></td>
<td>• Entrepreneurship and Business Management N5]</td>
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</tr>
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<td></td>
<td>• Economics N4 or N5</td>
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<td>• Mercantile Law N4 or N5</td>
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<td>• Mercantile Law N5 or N6</td>
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**Explanation of symbols used above:**

~ These subjects are not offered by TECHNISA.

E English
A Afrikaans
### 2.7 HUMAN RESOURCES MANAGEMENT

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<td>One of the following Subjects:</td>
<td>One of the following Subjects:</td>
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<td>• Computer Practice N4 or N5 or N6</td>
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<td>• Entrepreneurship and Business Management N4 (E+A)</td>
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<td>• Financial Accounting N4 or N5</td>
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<td>• Public Relations N5</td>
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<td>• Computerised Financial Systems N4 or N5</td>
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<td>• Mercantile Law N4</td>
<td>• Economics N4 or N5</td>
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<td>• Economics N4 or N5</td>
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</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 PUBLIC MANAGEMENT

<table>
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<td>2. Computer Practice N4 or Introductory Computer Practice N4</td>
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<td>One of the following Subjects:</td>
<td>One of the following Subjects:</td>
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<td>• Entrepreneurship and Business Management N4 (E+A)</td>
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<td>• Financial Accounting N4 or Introductory Accounting N4</td>
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<td>• Mercantile Law N4</td>
<td>• Public Relations N5</td>
<td>• Computerised Financial Systems N4</td>
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<td>• Economics N4</td>
<td>• Economics N4 or N5</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

**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
3. Engineering Studies Report

Nated N1 - N6

General Information

- All N certificates and diplomas are issued by the National Department of Education and are all recognized by commerce and industry. The minimum entrance requirement for N courses is Grade 9 or an equivalent qualification.
- N courses in the technical field range from N1 to N6. The N1 certificate in Engineering is equivalent to Grade 10; N3 to Grade 12 and N6, the highest level offered by TVET colleges, is a post-matric qualification.
- Technical Matric: Learners can obtain a National Senior Certificate by passing four N3 subjects plus two languages at N3 level.
- A learner will qualify for a National Diploma in Engineering Studies on completion of 12 subjects, ranging from N4 to N6 together with a minimum of two years in-service training in a related field.
- By taking certain prescribed subjects up to the N6 level, a learner can also qualify to be examined for the Certificate of Competency (Government Ticket) in either an Electrical or Mechanical Engineering field.
- Learners, who have already passed equivalent courses at any University of Technology in South Africa, may apply for possible exemption from certain N subjects.

Field of Study

- Electrical/Electronic Studies
- Building Studies
- Textile Manufacturing/Technology (Only for students who are employed in the textile industry)
- Mechanical Studies
- Certificate of Competency (Only Electrical and Mechanical fields)
- Laboratory Assistance
- Water and Waste Water
- Power Station Operator

Certificate of Competency

Types of Certificate

- Certificate of Competency as Mechanical Engineering for Mines and Works
- Certificate of Competency as Electrical Engineering for Mines and Works
- Certificate of Competency as Mechanical Engineering for Factories
- Certificate of Competency as Electrical Engineering for Factories

Qualifying Examination

- Before the final examination may be written, the candidates must have obtained the necessary theoretical and practical qualification. Furthermore, each candidate must have been accepted as a candidate by the Commission of Examination.

Various theoretical qualifications are accepted by the Commission.

- The practical qualifications are accepted on merit. It is therefore advisable to contact the Commission of Examination before commencing further studies. Correspondence in this regard must be addressed to

FOR FACTORIES:

The Secretary
Commission of Examiners
Private Bag X117
PRETORIA 0001
Tel: (012)309-4378

FOR MINES AND WORKS:

The Secretary
Commission of Examiners
Private Bag X59
PRETORIA 0001
Tel: (012) 309-4682

After the entrance qualification has been obtained, the following subjects must be passed by means of a three-hour closed book examination:

- Mines & Works and Factories
  - Installation Engineering (Mining)
  - Mines and Works Act and Regulation
  - Installation Engineering (Factories)
  - Machinery and Occupation Safety Act and Regulation

Electrical Installation Rules Course (Wireman’s License): SANS 10142
It is advisable to do the complete course over two trimesters due to the large workload involved.
3. Engineering Studies Report 191 / Nated N1 - N6 - Continued

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. Two three-hour examination papers will be set comprising of 100 marks each. The pass mark for each individual paper is 50%. Both examination papers may be written during the same examination period. However, candidates need not 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 must re-written. Candidates who pass any paper with 75% or better will be permanently exempted from re-writing that paper.

Note
For accreditation purposes (i.e. to obtain a wireman’s licence) all candidates must also have proof of 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 subject.

No condonation will be considered.
Contact Technisa Campus for more information

ENGINEERING STUDIES N1 – N6
Entrance Requirements:
NATIONAL N1 CERTIFICATE
The candidate must have obtained a grade 9 (STD 7) Certificate, with passes in both Mathematics and Physical Science, preferably be working in a relevant industry.

NATIONAL N2 CERTIFICATE
The candidate must have obtained an N1, or must have passed Grade 10 completely, with at least three appropriate subjects on the higher or standard grade. The theory subject must be specifically related to the studies for which the candidate is about to enter.

NATIONAL N3 CERTIFICATE
The candidate must have obtained an N2, or must have passed Grade 11 completely, with at least three relevant subjects on the higher or standard grade.

NATIONAL N4 CERTIFICATE
The candidate must have passed an N3 completely with Mathematics and Physical Science where applicable. A matriculation or senior certificate (HG/SG) with Mathematics and physical Science will also be regarded as a qualification for admission. Candidates will receive credit for all applicable subjects passed.

NATIONAL N5 and N6 CERTIFICATE
Subjects on the N5 level must first be completed on N4 level. Subjects on the N6 level must first be completed on N5 level.

REGISTRATION DATES FOR EXAMINATIONS
Register before the following dates:
02 February for April Examinations
25 May for August Examinations
21 September for November Examinations

Pass requirements
The marks you receive for your assignment, will determine your term mark, which will contribute to your final mark according to the specifications for the Department of Higher Education and Training.

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 N1 – N6 courses and have completed 2 years relevant practical (in a work situation), you may apply through Technisa Campus to the Department of Education for a National N Diploma. Proof of practical work must accompany your request for a diploma!
3. Engineering Studies Report 191 / Nated N1 - N6 - Continued

1 COURSE STRUCTURE FOR BUILDING STUDY FIELDS

1.1 Paint Trades

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

Painter and Decorator

Optional

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
<th>N3</th>
</tr>
</thead>
<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>
<thead>
<tr>
<th>N4</th>
<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>• Surveying (only available in N4 and N5)</td>
<td>• Surveying (only available in N4 and N5)</td>
<td>• Surveying (only available in N4 and N5)</td>
</tr>
<tr>
<td>• Quantity Surveying</td>
<td>• Quantity Surveying</td>
<td>• Quantity Surveying</td>
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Alternative Choices

<table>
<thead>
<tr>
<th>N3</th>
<th>N4</th>
<th>N5</th>
<th>N6</th>
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<tbody>
<tr>
<td>A Trade Theory plus two of the above mentioned compulsory subjects with one of the following:</td>
<td>Supervisory Management Industrial Affairs Building Administration Any of the remaining N4 subjects AND OR Communication (Technology)(N4 only)</td>
<td>Supervisory Management Industrial Affairs Building Administration Any of the subjects remaining N4</td>
<td>Supervisory Management Industrial Affairs Building Administration Any of the subjects remaining N4</td>
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<tr>
<td>• Supervision in the Industry</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Industrial Organisation and Planning</td>
<td></td>
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</table>
### 2.2 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

**Optional**

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
<th>N3</th>
</tr>
</thead>
</table>
| • Bricklaying and Plastering Theory  
  • Plumbing Theory  
  • Woodworker’s Theory | • Bricklaying and Plastering Theory  
  • Plumbing Theory  
  • Carpentry and Roofing Theory | • Building and Civil Technology |

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
</table>
| • Building Administration  
  • Building and Structural Construction  
  • Building and Structural Surveying (only available in N4 and N5)  
  • Quantity Surveying | • Building Administration  
  • Building and Structural Construction  
  • Building and Structural Surveying (only available in N4 and N5)  
  • Quantity Surveying | • Supervisory Management  
  • Industrial Affairs  
  • Building Administration  
  • Communication (Technology) (N4 only)  
  • Any of the remaining N4 subjects passed |

### Alternative Choices

<table>
<thead>
<tr>
<th>N3</th>
<th>N4</th>
<th>N5</th>
<th>N6</th>
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</thead>
</table>
| • Building and Civil Technology  
  Plus two of the above mentioned subjects  
  • Supervisory in the Industry  
  • Industrial Organisation and Planning | • Supervisory Management  
  • Industrial Affairs  
  • Building Administration  
  • Communication (Technology) (N4 only)  
  • Any of the remaining N4 subjects passed | • Supervisory Management  
  • Industrial Affairs  
  • Building Administration  
  • Any of the remaining N4 subjects passed | • Supervisory Management  
  • Industrial Affairs  
  • Building Administration  
  • Any of the remaining N4 subjects passed |
3. Engineering Studies Report 191 / Nated N1 - N6 - Continued

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

1.3 Furniture Trades
- Compulsory Subjects N1-N3
  - Trade Theory or
  - Engineering Science (Furniture Maker)
  - Building Drawing or Engineering Drawing (Furniture Maker)
  - Mathematics

<table>
<thead>
<tr>
<th>N1</th>
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<th>N3</th>
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<tr>
<td>• Furniture Maker’s Theory</td>
<td>• Furniture Maker’s Theory</td>
<td>• Furniture Maker’s Theory</td>
</tr>
<tr>
<td>• Woodworker’s Theory</td>
<td>• Wood Machinery/Joinery Shop Fitting Theory*</td>
<td>• Building and Civil Technology</td>
</tr>
<tr>
<td>• Upholstery and Trimming Theory</td>
<td>• Upholstery and Trimming Theory</td>
<td>• Upholstery and Trimming Theory</td>
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Alternative choice

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<td>• Supervisory Management</td>
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<td>• Supervisory Management</td>
<td>• Industrial Affairs Building Administration</td>
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<tr>
<td>• Industrial Affairs</td>
<td></td>
<td>• Communication (Technology) N4</td>
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<tr>
<td>• Building Administration</td>
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<td>• Supervisory Management</td>
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N4
- Mathematics
- Supervisory Management
- Industrial Affairs
- Communication (Technology) (N4 only)
- Building Administration

N5
- Mathematics
- Supervisory Management
- Industrial Affairs
- Building Administration

N6
- Mathematics
- Supervisory Management
- Industrial Affairs
- Building Administration
3. Engineering Studies Report 191 / Nated N1 - N6 - Continued

### 1.4 Draughting

**Building**

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<th>N5 and N6</th>
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<td>• Building Drawing  OR</td>
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<tr>
<td>• Plating and Structural Steel Drawing</td>
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<tr>
<td>• Building Science</td>
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<tr>
<td>• Bricklaying and Plastering Theory</td>
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<td>• Mathematics</td>
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</tr>
<tr>
<td>• Building Drawing  OR</td>
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<tr>
<td>• Plating and Structural Steel Drawing</td>
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</tr>
<tr>
<td>• Building Science</td>
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<td></td>
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<tr>
<td>• Building and Civil Technology</td>
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<td></td>
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<tr>
<td>• Mathematics</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Building and Structural Construction</td>
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<td></td>
<td></td>
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<tr>
<td>• Building Administration  OR</td>
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<td></td>
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<tr>
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<td>• Mathematics</td>
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<tr>
<td>• Building and Structural Construction</td>
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</tr>
<tr>
<td>• Building Administration or Building and Structural Surveying (only available in N4 and N5)  OR</td>
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**Optional**

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<table>
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</thead>
<tbody>
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<td></td>
<td></td>
</tr>
<tr>
<td>• Aircraft Technology</td>
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<tr>
<td>• Mechanical Draughting</td>
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</tr>
<tr>
<td>• Engineering Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Mathematics</td>
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<tr>
<td>• Strength of Material and Structures</td>
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<td></td>
</tr>
<tr>
<td>• Fluid Mechanic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Mechanical Drawing and Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Engineering Physics</td>
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</tr>
<tr>
<td>• Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Strength of Material and Structures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Fluid Mechanic</td>
<td></td>
<td></td>
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<tr>
<td>• Mechanical Drawing and Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Engineering Physics</td>
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</tbody>
</table>

### 1.5 Aircraft Trades: Aircraft Maintenance Mechanic

**Compulsory Subjects N1-N3**

- Trade Theory (see below)
- Engineering Drawing
- Engineering Science
- Mathematics
3. Engineering Studies Report 191 / Nated N1 - N6 - Continued

COURSES FOR FOREMAN OR SUPERVISOR

<table>
<thead>
<tr>
<th>N3</th>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
</table>
| Choose 4 or 5  
  • Aircraft Maintenance Theory  
  • Mathematics  
  • Engineering Science  
  • Engineering Drawing (OR)  
  • Industrial Organisation and Planning  
  • Supervision in Industry | • Engineering Science  
  • Industrial Affairs  
  • Communication (Technology) (N4 only)  
  • Aircraft Technology  
  • Supervisory Management  
  • Mathematics | • Strength of Material and Structures  
  • Supervisory Management  
  • Fluid Mechanics  
  • Industrial Affairs  
  • Power Machines  
  • Mathematics | • Strength of Material and Structures  
  • Supervisory Management  
  • Fluid Mechanics  
  • Industrial Affairs  
  • Power Machines  
  • Mathematics |

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

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

1.6 Foundry Trades

COMPULSORY SUBJECTS N1-N3

Trade Theory (see below)  
Engineering Drawing  
Engineering Science  
Mathematics

PATTERN MAKER

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Foundry Theory</td>
<td>Patternmakers’ Theory</td>
<td>Patternmakers’ Theory</td>
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<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
</table>
| Mathematics  
  Mechanotechnics  
  Machines and Properties of Metals (N4 only)  
  Engineering Science (N4 only)  
  Mechanical Draughting (N4 only) | Mechanotechnics  
  Strength of Material and Structures  
  Mechanical Drawing and Design  
  Power Machines  
  Fluid Mechanics  
  Engineering Physics | Mechanotechnics  
  Strength of Material and Structures  
  Mechanical Drawing and Design  
  Power Machines  
  Fluid Mechanics  
  Engineering Physics |
## 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued

### MOULDER

<table>
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<th>N6</th>
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<td>Mechanotechnics</td>
</tr>
<tr>
<td>Mechanotechnics</td>
<td>Strength of Material and Structures</td>
<td>Strength of Material and Structures</td>
</tr>
<tr>
<td>Machines and Properties of Metals (N4 only)</td>
<td>Mechanical Drawing and Design</td>
<td>Mechanical Drawing and Design</td>
</tr>
<tr>
<td>Engineering Science (N4 only)</td>
<td>Power Machines</td>
<td>Power Machines</td>
</tr>
<tr>
<td>Mechanical Draughting (N4 only)</td>
<td>Fluid Mechanics</td>
<td>Fluid Mechanics</td>
</tr>
<tr>
<td>Engineering Physics</td>
<td>Engineering Physics</td>
<td>Engineering Physics</td>
</tr>
</tbody>
</table>

### 1.7 Machining Trades

#### COMPULSORY SUBJECTS N1-N3)

- Trade Theory (see below)
- Engineering Drawing
- Engineering Science
- Mathematics

#### FITTER AND TURNER

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
<th>N3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitting and Machining Theory</td>
<td>Fitting and Machining Theory</td>
<td>Mechatronics Technology</td>
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</table>

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<thead>
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<th>N6</th>
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<td>• Strength of Materials and Structures</td>
<td>• Strength of Materials and Structures</td>
</tr>
<tr>
<td>• Machines and Properties of Metals (N4 only)</td>
<td>• Mechatronics</td>
<td>• Mechatronics</td>
</tr>
<tr>
<td>• Engineering Science (N4 only)</td>
<td>• Power Machines</td>
<td>• Power Machines</td>
</tr>
<tr>
<td>• Mechatronics</td>
<td>• Engineering Physics</td>
<td>• Engineering Physics</td>
</tr>
<tr>
<td>• Mechanical Draughting (N4 only)</td>
<td></td>
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</tr>
</tbody>
</table>

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

Engineering Science N4 is a prerequisite if Strength of Materials and Structures N5 are taken.
3. Engineering Studies Report 191 / Nated N1 - N6 - Continued

### TOOLMAKER

<table>
<thead>
<tr>
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<th>N3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitting and Machining Theory</td>
<td>Toolmakers’ Theory/ Fitting and Machining Theory</td>
<td>Mechanotechnology</td>
</tr>
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</table>

<table>
<thead>
<tr>
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<th>N5</th>
<th>N6</th>
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<td>• Strength of Materials and Structures</td>
<td>• Strength of Materials and Structures</td>
</tr>
<tr>
<td>• Machines and Properties of Metals (N4 only)</td>
<td>• Mechanotechnics</td>
<td>• Mechanotechnics</td>
</tr>
<tr>
<td>• Engineering Science (N4 only)</td>
<td>• Power Machines</td>
<td>• Power Machines</td>
</tr>
<tr>
<td>• Mechanotechnics</td>
<td>• Engineering Physics</td>
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### COURSES FOR FOREMAN OR SUPERVISOR

<table>
<thead>
<tr>
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<th>N4</th>
<th>N5–N6</th>
</tr>
</thead>
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<tr>
<td>• Mathematics</td>
<td>• Industrial Affairs</td>
<td>• Industrial Affairs</td>
</tr>
<tr>
<td>• Engineering Science</td>
<td>• Supervisory Management</td>
<td>• Supervisory Management</td>
</tr>
<tr>
<td>• Mechanotechnology</td>
<td>• Communication Technology</td>
<td>• Mechanotechnics</td>
</tr>
<tr>
<td>• Supervision in Industry</td>
<td></td>
<td>• Mechanotechnics</td>
</tr>
<tr>
<td>or Engineering Drawing</td>
<td></td>
<td>(N6)</td>
</tr>
<tr>
<td>• Any of the technical subjects on N4 level</td>
<td></td>
<td>• Mechanical Drawing and Design</td>
</tr>
<tr>
<td>• (Mechanotechnics recommended)</td>
<td></td>
<td>• Mathematics</td>
</tr>
</tbody>
</table>

### 1.8 Metal Trades

**COMPULSORY SUBJECTS N1-N3**

- Trade Theory (see below)
- Mathematics
- Engineering Science
- Engineering Drawing or Plating and Structural Steel Drawing (N3)
  (Choice of Boilermaker and Sheet metal worker)

**BOILERMAKER**

<table>
<thead>
<tr>
<th>N1</th>
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<th>N3</th>
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<td>Platers’ Theory</td>
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**WELDER**

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**RIGGER**

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<td>Mechanotechnology</td>
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Subjects may be chosen from both selections (N4 – N6). Engineering Science N4 is a prerequisite if Strength of Materials and Structures N5 are taken.
### COURSES FOR FOREMAN OR SUPERVISOR

<table>
<thead>
<tr>
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<th>N5 and N6</th>
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<td>• Mathematics</td>
</tr>
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<td>• Engineering Science</td>
<td>• Engineering Science</td>
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<tr>
<td>• Mechanotechnology</td>
<td>• Mechanotechnics</td>
<td>• Supervisory Management</td>
</tr>
<tr>
<td>• Engineering Drawing</td>
<td>• Mechanotechnics</td>
<td>• Industrial Affairs</td>
</tr>
<tr>
<td>• Supervision in Industry</td>
<td>• Communication (Technology) (N4 only)</td>
<td>• Mechanotechnics</td>
</tr>
<tr>
<td></td>
<td>• Engineering Science (N4 only)</td>
<td>• Strength of Materials and Structures</td>
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<tr>
<td></td>
<td></td>
<td>• Fluid Mechanics</td>
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<table>
<thead>
<tr>
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<th>N5</th>
<th>N6</th>
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<td>• Mechanotechnics</td>
<td>• Mechanotechnics</td>
</tr>
<tr>
<td>• Mechanotechnics</td>
<td>• Strength of Materials and Structures</td>
<td>• Strength of Materials and Structures</td>
</tr>
<tr>
<td>• Machines and Properties of Metals (N4 only)</td>
<td>• Mechanical Drawing and Design</td>
<td>• Mechanical Drawing and Design</td>
</tr>
<tr>
<td>• Engineering Science (N4 only)</td>
<td>• Power Machines</td>
<td>• Power Machines</td>
</tr>
<tr>
<td>• Mechanical Draughting (N4 only) or Plating and Structural Steel Drawing</td>
<td>• Engineering Physics</td>
<td>• Engineering Physics</td>
</tr>
</tbody>
</table>

### 1.9 Motor Trades

**COMPULSORY SUBJECTS (N1-N3)**

- Trade Theory (see below)
- Mathematics
- Engineering Science
- Engineering Drawing

**MOTOR MECHANIC**

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

**PANELBEATER AND SPRAY PAINTER**

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

**DIESEL MECHANIC**

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<th>N3</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Diesel Trade Theory</td>
<td>Diesel Trade Theory</td>
</tr>
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</table>
3. Engineering Studies Report 191 / Nated N1 - N6 - Continued

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

### MOTOR MACHINIST

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

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

MOTOR MACHINIST

<table>
<thead>
<tr>
<th></th>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Choose 4 or 5 subjects</td>
<td>Choose 4 or 5 subjects</td>
<td>Choose 4 or 5 subjects</td>
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<tr>
<td></td>
<td>• Mathematics</td>
<td>• Mechanotechnics</td>
<td>• Mechanotechnics</td>
</tr>
<tr>
<td></td>
<td>• Motor Vehicle Science</td>
<td>• Power Machines</td>
<td>• Power Machines</td>
</tr>
<tr>
<td></td>
<td>(N4 only)</td>
<td>• Mechanical Drawing and</td>
<td>• Mechanical Drawing and</td>
</tr>
<tr>
<td></td>
<td>• Mechanotechnics</td>
<td>Design</td>
<td>Design</td>
</tr>
<tr>
<td></td>
<td>• Machines and Properties</td>
<td>• Strength of Material and</td>
<td>• Strength of Material and</td>
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<tr>
<td></td>
<td>of Metals (N4 only)</td>
<td>Structures</td>
<td>Structures</td>
</tr>
<tr>
<td></td>
<td>• Engineering Science</td>
<td>• Fluid Machines</td>
<td>• Fluid Machines</td>
</tr>
<tr>
<td></td>
<td>(N4 only)</td>
<td>• Engineering Physics</td>
<td>• Engineering Physics</td>
</tr>
<tr>
<td></td>
<td>• Mechanical Draughting</td>
<td>• (Note: The same subjects</td>
<td>• (Note: The same subjects</td>
</tr>
<tr>
<td></td>
<td>(N4 only)</td>
<td>taken on N5 level must be</td>
<td>taken on N5 level must be</td>
</tr>
<tr>
<td></td>
<td>• Communication (Technology)</td>
<td>taken on the N6 level)</td>
<td>taken on the N6 level)</td>
</tr>
<tr>
<td></td>
<td>(N4 only)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>• Supervisory Management</td>
<td></td>
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### COURSES FOR FOREMAN OR SUPERVISOR

<table>
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<th>N5 and N6</th>
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<tr>
<td>Engineering Science</td>
<td>Mathematics</td>
<td>Industrial affairs</td>
</tr>
<tr>
<td>Trade Theory or</td>
<td>Motor Vehicle Science</td>
<td>Power Machines</td>
</tr>
<tr>
<td>Mechanotechnology</td>
<td>Mechanotechnics</td>
<td>Strength of Material and Structures</td>
</tr>
<tr>
<td>Engineering Drawing</td>
<td>Machines and Properties of Metals</td>
<td>Mathematics</td>
</tr>
<tr>
<td>or Supervision in</td>
<td>Engineering Sciences</td>
<td>Mechanotechnics</td>
</tr>
<tr>
<td>Industry or</td>
<td>Mechanical Draughting</td>
<td>Mechanical Drawing and Design</td>
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<tr>
<td>Industrial</td>
<td>Communication</td>
<td>Supervisory Management</td>
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<tr>
<td>Organisation and</td>
<td>(Technology)</td>
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<tr>
<td>Planning</td>
<td>Supervisory Management</td>
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</table>

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.

### 1.10 Draughting

<table>
<thead>
<tr>
<th>N1</th>
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<td>Engineering Science</td>
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<tr>
<td>Engineering Drawing</td>
<td>Engineering Drawing</td>
<td>Engineering Drawing</td>
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<tr>
<td>Fitting and</td>
<td>Fitting and Machining</td>
<td>Fitting and Machining</td>
</tr>
<tr>
<td>Machining Theory</td>
<td>Theory (N1 only)</td>
<td>Theory (N1 only)</td>
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<tr>
<td>Plating and</td>
<td>Plating and Structural Steel Drawing</td>
<td>Plating and Structural Steel Drawing</td>
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<td>Structural Steel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drawing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NB only one</td>
<td>NB only one Draughting subject is accepted in a a three subject selection on all levels.</td>
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<tr>
<td>Draughting subject</td>
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<td>is accepted in a</td>
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<td>three subject</td>
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<td>selection on all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>levels.</td>
<td></td>
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</table>

Subjects from both alternatives (N4-N6) are exchangeable. Candidates who choose five subjects on N4 need to take only three subjects on N6 to comply with required total of 12 subjects. A minimum of two subjects must be job related and
3. Engineering Studies Report 191 / Nated N1 - N6 - Continued

### 1.11 ELECTRICAL/ ELECTRONIC STUDY FIELDS

**MINIMUM ENTRANCE REQUIREMENTS: GRADE 9 (STD 7)/N COURSES STRUCTURE**

#### 2.11.1 Electrician

<table>
<thead>
<tr>
<th>N1</th>
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</thead>
<tbody>
<tr>
<td>Electrical Trade Theory</td>
<td>Electrical Trade Theory</td>
<td>Electrotechnology</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
</tr>
<tr>
<td>Plus, any one of the following:</td>
<td>Plus, any one of the following:</td>
<td>Plus, any one of the following:</td>
</tr>
<tr>
<td>Engineering Science</td>
<td>Engineering Science</td>
<td>Engineering Science</td>
</tr>
<tr>
<td>Industrial Orientation</td>
<td>Industrial Orientation</td>
<td>Industrial Orientation</td>
</tr>
<tr>
<td>Engineering Drawing</td>
<td>Engineering Drawing</td>
<td>Engineering Drawing</td>
</tr>
<tr>
<td>Logic System</td>
<td>Logic System</td>
<td>Supervision in Industry</td>
</tr>
</tbody>
</table>

#### 2.11.2 Armature Winder

<table>
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<td>Armature Winding Theory</td>
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<td>Armature Winding Theory</td>
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<td>Mathematics</td>
<td>Mathematics</td>
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<tr>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
</tr>
<tr>
<td>Plus, any one of the following:</td>
<td>Plus, any one of the following:</td>
<td>Plus, any one of the following:</td>
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<td>Engineering Science</td>
<td>Engineering Science</td>
<td>Engineering Science</td>
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<tr>
<td>Industrial Orientation</td>
<td>Industrial Orientation</td>
<td>Industrial Orientation</td>
</tr>
<tr>
<td>Engineering Drawing</td>
<td>Engineering Drawing</td>
<td>Engineering Drawing</td>
</tr>
<tr>
<td>Logic System</td>
<td>Logic System</td>
<td>Logic System</td>
</tr>
<tr>
<td>Supervision in Industry</td>
<td>Supervision in Industry</td>
<td>Supervision in Industry</td>
</tr>
</tbody>
</table>

**Any three of the following:**

- Mathematics
- Industrial Electronics
- Engineering Science
- Industrial Instruments (only N4)
- Supervisory Management

**Any three of the following:**

- Mathematics (N5 + N6)
- Industrial Electronics
- Industrial Instruments
- Supervisory Management
- *Logic Systems
- Supervisory Management
- Control System
### 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued

#### 1.11.3 Instrument Mechanism

<table>
<thead>
<tr>
<th>N1</th>
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</thead>
<tbody>
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<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
</tr>
<tr>
<td>Plus, any one of the following:</td>
<td>Plus, any one of the following:</td>
<td>Plus, any one of the following:</td>
</tr>
<tr>
<td>Engineering Science</td>
<td>Engineering Science</td>
<td>Engineering Science</td>
</tr>
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<td>Industrial Orientation</td>
<td>Industrial Orientation</td>
<td>Industrial Orientation</td>
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<tr>
<td>Engineering Drawing</td>
<td>Engineering Drawing</td>
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<tr>
<td>Logic system</td>
<td>Logic system</td>
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<table>
<thead>
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<td>Industrial Instrument</td>
<td>Industrial Instrument</td>
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<tr>
<td>Any Three of the following:</td>
<td>Any Three of the following:</td>
<td>Any Three of the following:</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
</tr>
<tr>
<td>Electrotechnics</td>
<td>Electrotechnics</td>
<td>Electrotechnics</td>
</tr>
<tr>
<td>Industrial instruments (only N4)</td>
<td>Industrial instruments (N5, N6)</td>
<td>Industrial instruments (N5, N6)</td>
</tr>
<tr>
<td>Supervisory Management</td>
<td>Supervisory Management</td>
<td>Supervisory Management</td>
</tr>
<tr>
<td>Logic system</td>
<td>Logic system</td>
<td>Logic system</td>
</tr>
<tr>
<td>Control Systems (only N6)</td>
<td>Control Systems (only N6)</td>
<td>Control Systems (only N6)</td>
</tr>
</tbody>
</table>

#### 1.11.4 Motor Vehicle Electrician

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
<th>N3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Electrical Theory</td>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
</tr>
<tr>
<td>Plus, any one of the following:</td>
<td>Plus, any one of the following:</td>
<td>Plus, any one of the following:</td>
</tr>
<tr>
<td>Engineering Science</td>
<td>Engineering Science</td>
<td>Engineering Science</td>
</tr>
<tr>
<td>Industrial Orientation</td>
<td>Industrial Orientation</td>
<td>Industrial Orientation</td>
</tr>
<tr>
<td>Engineering Drawing</td>
<td>Engineering Drawing</td>
<td>Engineering Drawing</td>
</tr>
<tr>
<td>Logic system</td>
<td>Logic system</td>
<td>Logic system</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any four of the following:</td>
<td>Any four of the following:</td>
<td>Any four of the following:</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
</tr>
<tr>
<td>Electrotechnics</td>
<td>Electrotechnics</td>
<td>Electrotechnics</td>
</tr>
<tr>
<td>Engineering Science (only N4)</td>
<td>Engineering Science (only N4)</td>
<td>Engineering Science (only N4)</td>
</tr>
<tr>
<td>Industrial instruments (N5, N6)</td>
<td>Industrial instruments (N5, N6)</td>
<td>Industrial instruments (N5, N6)</td>
</tr>
<tr>
<td>Logic Systems</td>
<td>Logic Systems</td>
<td>Logic Systems</td>
</tr>
<tr>
<td>Supervisory Management</td>
<td>Supervisory Management</td>
<td>Supervisory Management</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>N1</th>
<th>N2</th>
<th>N3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Subjects: Refrigerator Trade Theory</td>
<td>Refrigerator Trade Theory (only N2)</td>
<td>Refrigerator Trade Theory (only N2)</td>
</tr>
<tr>
<td>Refrigeration Mechanics</td>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Industrial Electronics (N2)</td>
<td>Industrial Electronics (N2)</td>
</tr>
<tr>
<td>Plus, any one of the following: Engineering Science</td>
<td>Plus, any one of the following: Refrigerator Technology (Strongly recommended) Engineering Science</td>
<td>Plus, any one of the following: Refrigerator Technology (Strongly recommended) Engineering Science</td>
</tr>
<tr>
<td>Engineering Drawing</td>
<td>Industrial Orientation</td>
<td>Industrial Orientation</td>
</tr>
<tr>
<td>Industrial Orientation</td>
<td>Engineering Drawing</td>
<td>Engineering Drawing</td>
</tr>
</tbody>
</table>

Choose Any four of the following:
- Refrigeration, Air – Conditioning and Ventilation
- Mechanotechnics
- Electrotechnics
- Mathematics
- Mechanical Draughting (only N4)
- Industrial Electronics

Alternative Choice

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose Any four of the following: Refrigeration, Air – Conditioning and Ventilation Mechanotechnics Electrotechnics Mathematics Mechanical Draughting (only N4) Industrial Electronics</td>
<td>Choose Any four of the following: Mechanotechnics Electrotechnics Mathematics Mechanical Drawing and Design (only N5 and N6) Industrial Electronics</td>
<td>Choose Any four of the following: Mechanotechnics Electrotechnics Mathematics Electrotechnics</td>
</tr>
</tbody>
</table>

Choose Any four of the following:
- Supervisory Management
- Communication Technology (N4 only)
- Refrigeration, Air – Conditioning and Ventilation (N4 only)
- Industrial Affairs
- Mathematics
- Mechanotechnics
- Electrotechnics

Choose Any four of the following:
- Supervisory Management
- Industrial Affairs
- Mathematics
- Mechanotechnics
- 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.
11.1.6 Radio and Television Mechanician

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio and TV Theory</td>
<td>Radio and TV Theory</td>
<td>Radio and TV Theory</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Engineering Science</td>
<td>Industrial Electronics</td>
<td>Industrial Electronics</td>
</tr>
<tr>
<td>or Industrial Orientation</td>
<td>Logic systems</td>
<td>Logic systems</td>
</tr>
<tr>
<td>Industrial Orientation</td>
<td>Industrial Orientation</td>
<td>Industrial Orientation</td>
</tr>
</tbody>
</table>

Choose Any four of the following:
- Mathematics
- Industrial Electronics
- Communications
- Electronics
- Computer Principles
- Logic Systems
- Supervisory Management

11.1.7 Water and Waste - Water Treatment Practice N1 - N3

<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>
<tr>
<td>Water and Waste-Water</td>
<td>Water and Waste-Water</td>
<td>Water Treatment Practice</td>
</tr>
<tr>
<td>Treatment Practice</td>
<td>Treatment Practice</td>
<td>and/or Waste-Water Treatment Practice</td>
</tr>
<tr>
<td>Plant Operation Theory</td>
<td>Plant Operation Theory</td>
<td>Plus, three of the following</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>Plant Operation Theory</td>
</tr>
<tr>
<td>Plus, one of the following</td>
<td>Plus, one of the following</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Engineering Drawing</td>
<td>Engineering Drawing</td>
<td>Engineering Science</td>
</tr>
<tr>
<td>Engineering Science</td>
<td>Engineering Science</td>
<td>Chemical Laboratory Technology</td>
</tr>
<tr>
<td>Chemical Laboratory</td>
<td>Technology</td>
<td>Technology</td>
</tr>
</tbody>
</table>

Choose Any four of the following:
- Mathematics
- Industrial Electronics
- Communications
- Electronics
- Computer Principles
- Logic Systems
- Supervisory Management

11.1.8 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 Technis 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
4. Utility/General Studies Report 191 /Nated
N4-N6 - Continued

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.

EDUCARE N4 – N6

<table>
<thead>
<tr>
<th>N4</th>
<th>N5</th>
<th>N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Day Care Personnel Development</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 Didactics: Theory and Practical</td>
<td>• Educare Didactics: Theory and Practical</td>
<td>• Education Psychology</td>
</tr>
<tr>
<td>• Child Health</td>
<td>• Entrepreneurship and Business Management N4</td>
<td>• Educare Didactics: Theory and Practical</td>
</tr>
</tbody>
</table>
4. 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, air)
- 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 to 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.

“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.

Requirements for admission
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.

Examination Registration
• It is student’s own responsibility to register for the examination at their nearest technical college registered under the Department of Education 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.

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
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, ect.)

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.
E-Learning @SWGC

E-Learning may mean so many things to different people but at South West Gauteng TVET College, eLearning means internet-based learning using electronic devices like a smartphone, laptop, or tablet.

These are all portable devices, meaning that you can learn anywhere anytime. It’s like you have your class with you wherever you go. With eLearning, there are no boundaries or barriers to learning: you can learn anywhere anytime you want. On the bus, in that long queue, on the train, at home, at work, in the park anywhere anytime. You choose when and where you want to learn!

Finally, your education is in your hands: you don’t have to travel distances to learn, be in a specific class at a particular time. Yes, you do not have to be with others to learn. You choose the conditions of your learning. You are in control of your destiny. eLearning gives you the full power of choice.

Choose your subjects and make a request today.

Get more information right now from distance@swgc.co.za
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
To book, or enquire, please call Roodepoort Campus
T: 086 176 8849
E: rdp@swgc.co.za
Address: No. 3 Webber Ave, Horizon View.

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 Avenue

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 is 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
4. SWGC Travel Centre - Continued

5. Ecodiva Coffee Shop

- 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
Campuses/Sites

**Contact Centre**
Private Bag X33, Tshiawelo, 1817
Office no. 9, 2nd Floor,
Walter Sisulu Square of Dedication, Corner Klip Valley and
Union Road, Kliptown, SOWETO
Tel: 0861768849
Fax: 022 945 01881
Email: callcentre@swgc.co.za

**Dobsonville Campus**
Private Bag X33, Tshiawelo, 1817
5604 Van Onselen Road, Dobsonville, 1863
Tel: 086 176 8849
Fax: 011 988 9212
Mobile: 071 520 8966
E-mail: dobson@swgc.co.za

**Molapo Campus**
Private Bag X33, Tshiawelo, 1817
1822 B Molele Street,
C/o Koma Road, Molapo, Soweto, 1801
Tel: 086 176 8849
Fax: 011 984 0136
E-mail: molapo@swgc.co.za

**Roodepoort West Campus**
Private Bag X33, Tshiawelo, 1817
No.1 Hinda & Lawson Street,
Roodepoort, 1724
Tel: 086 176 8849
Fax: 011 766 4214
E-mail: rdpw@swgc.co.za

**Head Office**
Private Bag X33, Tshiawelo, 1817
1822 A Molele Street, C/o Koma Road, Molapo, Soweto
Tel: 086 176 8849
Fax: 011 984 1262
Email: headoffice@swgc.co.za

**George Tabor Campus**
Private Bag X33, Tshiawelo, 1817
1440 Mncube Drive, Dube Village, 1801
Tel: 086 176 8849
Fax: 011 982-5543
E-mail: gtabor@swgc.co.za

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