

2. Report 191/ NATED N5 - N6

The Department of Higher Education and Training has announced the phase-out of all NATED Report 191 programmes as part of the transition to new occupational qualifications.

What does this mean for you ? :

Last enrolments for NATED programmes will be phased out **between 2025 and 2027**, depending on your N-Level. Last date to achieve a **National N Diploma: 30 June 2029**. Students who complete before **30 June 2026** will receive a **QCTO-accredited certificate**. Students completing after **30 June 2026** will receive a statement of results, which remains valid for the National N Diploma.

N - OPPORTUNITY LEVEL	LAST DATE OF NATIONAL EXAMINATION
N 4	SEMESTER 2 2025
N 5	SEMESTER 2 2026
N 6	SEMESTER 2 2027

Entry Requirements:

- National Senior Certificate (NSC) / N3 or
- Grade 12 Certificate or equivalent and
- National Certificate (Vocational) [NC(V)] Level 4

Registration: Students enroll twice a year as these are Semester programmes, i.e., in January and July

Duration: Three-year
18 months (N5 - N6) Theory

18 Months of Practical Experience

Qualification: Diploma

Course Structure:

Full-time:

Part-time: 6 months per semester

Open Distance eLearning (ODEL): at your own pace – offered through Technisa Campus.

Career Opportunities

- Personal Assistance
- Public Relations Officers
- Human Resource Practitioners
- Marketing Officers
- Financial Officers etc.

2. Campus Spread:

PROGRAMME OFFERED	LEVEL	DOBSONVILLE CAMPUS	ROODEPOORT CAMPUS	TECHNISA CAMPUS (Open Distance eLearning) [ODEL]
Business Management	N5 - N6	✓	✓	✓
Financial Management	N5 - N6		✓	✓
Human Resource Management	N5 – N6	✓		✓
Management Assistant	N5 – N6		✓	✓
Marketing Management	N5 – N6	✓		✓
Public Management	N5 – N6	✓		✓

2.1 BUSINESS MANAGEMENT N5 - N6

NB: An accounting background is essential if you want to register for this module

N5	N6
<ul style="list-style-type: none"> Computer Practice Entrepreneurship and Business Management Sales Management 	<ul style="list-style-type: none"> Computer Practice Entrepreneurship and Business Management Sales Management
And one of the following	And one of the following
<ul style="list-style-type: none"> Financial Accounting N4 Financial Accounting N5 Public Relations 	<ul style="list-style-type: none"> Financial Accounting N5 Financial Accounting N6 Public Relations

2.2 FINANCIAL MANAGEMENT N5 - N6

(A Grade 12 Accounting pass with a minimum of 50% is mandatory)

N5	N6
<ul style="list-style-type: none"> Computerised Financial System Cost and Management Accounting Entrepreneurship and Business Management Financial Accounting 	<ul style="list-style-type: none"> Computerised Financial System Cost and Management Accounting Entrepreneurship and Business Management/ Income Tax N6 Financial Accounting

2.3 HUMAN RESOURCE MANAGEMENT N5 - N6

N5	N6
<ul style="list-style-type: none"> Computer Practice Labour Relations Personnel Management Personnel Training 	<ul style="list-style-type: none"> Computer Practice Labour Relations Personnel Management Personnel Training

2.4 MANAGEMENT ASSISTANT N5 - N6

N5	N6
<ul style="list-style-type: none"> Communication Computer Practice Office Practice Information Processing 	<ul style="list-style-type: none"> Communication Computer Practice Office Practice Information Processing

2.5 MARKETING MANAGEMENT N5 - N6

N5	N6
<ul style="list-style-type: none"> Entrepreneurship and Business Management Marketing Management Computer Practice Sales Management 	<ul style="list-style-type: none"> Marketing Research Marketing Management Sales Management Marketing Communication

2.6 PUBLIC MANAGEMENT N5 - N6

N5	N6
<ul style="list-style-type: none"> Computer Practice Municipal Administration Public Administration Public Finance 	<ul style="list-style-type: none"> Computer Practice Municipal Administration Public Administration Public Law



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**SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL™
EDUCATION AND TRAINING COLLEGE**
EDUCATION OF DISTINCTION

BUSINESS STUDIES NATIONAL CERTIFICATE (VOCATIONAL) [NC(V)] AND REPORT 191 NATED



higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

1. National Certificate Vocational [NC(V)] Level 2 - 4

These vocational programmes introduced to the College are of high skills and high quality. They are intended to directly respond to the priority skills demand of the modern economy.

Entry Requirements:

- A year-end report for a passed Grade 9, Grade 10, and Grade 11;
- An NQF Level 1 qualification; or
- ABET Level 4

Fundamental Compulsory subjects in all programmes:

- English First Additional Language
- Mathematical Literacy
- Life Skills and Computer Literacy

Programmes Offered

PROGRAMME OFFERED	LEVEL	DOBSONVILLE CAMPUS	ROODEPOORT CAMPUS	TECHNISA CAMPUS
Finance, Economics and Accounting	2 - 4	√		
Management	2 - 4			√
Marketing	2 - 4	√		√
Office Administration	2 - 4	√		√

Duration: Three years (NQF) LEVEL 2 – 4)

Course Structure: One year per NQF Level

1.1 Finance, Economics and Accounting NQ(V) Level 2 - 4

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

Vocational Subjects:

Level 2	Level 3	Level 4
<ul style="list-style-type: none"> • Applied Accounting • Financial Management • Economic Environment • New Venture Creation 	<ul style="list-style-type: none"> • Applied Accounting • Financial Management • Economic Environment • New Venture Creation 	<ul style="list-style-type: none"> • Applied Accounting • Financial Management • Economic Environment • New Venture Creation

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 Broking
- Insurance Services

1.2 Management NQ(V) Level 2 - 4

- 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.

Vocational Subjects:

Level 2	Level 3	Level 4
<ul style="list-style-type: none"> • Financial Management • Management Practices • Operations Management 	<ul style="list-style-type: none"> • Financial Management • Management Practices • Operations Management 	<ul style="list-style-type: none"> • Financial Management • Management Practices • Operations Management
OPTIONAL	OPTIONAL	OPTIONAL
<ul style="list-style-type: none"> • Entrepreneurship • New Venture Creation 	<ul style="list-style-type: none"> • New Venture Creation • Project Management 	<ul style="list-style-type: none"> • New Venture Creation • Project Management

Career Paths

- Manage communications in organisations
- Manage human resources structures in organisations
- Manage productivity within an organisation
- Manage change management and transformation in an organization

Career Opportunities

- Human Resource Officer
- Marketing
- Financial Officer
- Public Relations Officer
- Production and Administration Officer

1.3 Marketing NQ(V) Level 2 - 4

- The purpose of this programme is to assist with marketing-related activities in the marketing field such as conducting marketing research, identifying markets, creating promotional material, and presenting marketing proposals.
- These students can continue with further studies or find full-time employment. This programme integrates theoretical learning with practical skills.

Vocational Subjects:

Level 2	Level 3	Level 4
<ul style="list-style-type: none"> • Advertising & Promotions • Marketing • Marketing Communication 	<ul style="list-style-type: none"> • Advertising & Promotions • Marketing • Marketing Communication 	<ul style="list-style-type: none"> • Advertising & Promotions • Marketing • Marketing Communication
OPTIONAL	OPTIONAL	OPTIONAL
<ul style="list-style-type: none"> • Consumer Behavior • Contact Centre Operations • Graphic Design 	<ul style="list-style-type: none"> • Consumer Behavior • Contact Centre Operations • Graphic Design 	<ul style="list-style-type: none"> • Consumer Behavior • Contact Centre Operations • Graphic Design

Career Paths

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

Career Opportunities

- Marketing
- Market Research
- Product Development
- Public Relations Practitioner
- Purchasing Management
- Customer Relations
- Sales Management
- Brand Management

1.4 Office Administration NC(V) Level 2 - 4

- 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.

Vocational Subjects:

Level 2	Level 3	Level 4
<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • New Venture Creation 	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • New Venture Creation 	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • New Venture Creation

Career Paths

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

Career Opportunities

- Accounts Officer
- Bookkeeper
- Administrative Officer
- Company Secretary
- Freight Forwarder
- Hospital Administrator
- Human Resource Manager
- Legal Secretary
- Personal Assistant

