



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

PROSPECTUS 2026

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About the College

Vision

To be a premier provider of world class vocational education and training to produce competent, ethical citizens

1

2

Mission

To provide accessible, high-quality vocational and technical education and training that equips students with relevant skills, fosters innovation, and promotes lifelong learning in response to the needs of the industry and our community

Values

- Accountable Leadership
- Teamwork
- Responsiveness
- Agility
- Professionalism
- Inclusivity

3

Motto - Valued skills for life



College Profile

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 and Training Act, Act No.16 of 2006, as amended. The College is accredited by Umalusi and several Sector Education and Training Authorities (Seta's) to offer education and training, mostly in the FET band (NQF Level 2 to 4). Some programmes are offered in the Higher Education band i.e. the N5 to N6 levels. At over 30 000 enrolments, the college is one of the biggest colleges in the country

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 website, Student Support or Marketing Offices and in the College Prospectus.

The important thing is that if one wants to follow a vocational direction, either in Engineering Studies, Business Studies, or Utility Studies, one does not need to stay at school until one has passed Grade 12, since colleges are offering a three-year vocational qualification. To enrol for this qualification, one only needs to have passed the minimum of Grade 9, but the qualification is more suitable for learners with a higher school grade, e.g. Grade 11 or even Grade 12.

In 2018 the began offering 'fee-free' education to South Africa's poor and working class people, with and joint family annual income below the threshold of R 350 000, supported by government and the Department of Higher Education and Training....

Come join us!!!

SWGC, Period!TM
Enough Said!



Word from the Chairperson of the College Council - Ms. Nomthandazo Lamula



As Chairperson of the College Council, I am honoured to present this message for the 2026 College Prospectus.

This document not only outlines our academic programmes but also embodies our collective commitment to empowering students, uplifting communities, and contributing to the socioeconomic development of our nation.

The Council remains steadfast in its dedication to sound governance, rigorous oversight, and full accountability in furthering the mission and vision of SWGC.

In an era characterized by continuous change and emerging opportunities, we assert our strategic stewardship to ensure that our programs remain pertinent, future-oriented, and grounded in excellence.

We take immense pride in the progress achieved by SWGC in fortifying industry partnerships, modernizing learning environments, and enhancing access for students from various backgrounds.

These accomplishments are a testament to the exceptional leadership of our Principal and management team, the dedication of our lecturers, and the resilience of our students, all bolstered by the Council's unwavering commitment to ethical governance and judicious decision-making.

To all prospective students, parents, and partners, we extend an invitation to embark on a journey of growth, innovation, and opportunity with us. This institution is a nurturing ground for aspirations, a place where skills are refined, and futures are crafted. Your journey can commence here, and we eagerly anticipate partnering with you as you unlock your full potential.

“Valued skills for life”

Enjoy!





Word From The Principal



Dear Prospective Student South West Gauteng TVET College is a Public Technical and Vocational Education and Training (formerly FET) College operating under the auspices of the Department of Higher Education and Training in terms of the Continuing Education and Training Act of 2006, as amended. The College is one of the biggest TVET Colleges in the country, based on student's enrolment numbers.

The College 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 Gauteng Province and Sterkfontein where the College 'houses' its 'Land is Wealth Farm' for Primary Agriculture Training. These facilities are being continually improved every year for the benefit of the students of the College.

Our mission and vision defined in narrow terms indicate that we are a 'College which inspires students, espouses Integrity, offers fulfilment to personnel, propels them to perform and achieve ... and repels non- performers and character lapses". We endeavour to offer quality service to our students in all areas of the College.

Your conduct in and out of class will be a catalytic agent on how other fellow students, your lecturers and staff members of the College will treat you and no amount of anger can lead you to attack or assault any person at the College and/or damage the College property. We settle our dispute through engagement and dialogue. As the College Management, we are confident that the people who will be put in front of you, in your lecture rooms and in the administration offices, pride themselves, as educators, programme facilitators and/or other support personnel. They love their work and will treat you with utmost respect and dignity. They are themselves learners who are trying to keep abreast with the demands of the new and ever-changing curriculum they will be helping you with by stretching rather than stifling 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 practising education and training as practitioners. After all, the College exists for the sole purpose of providing education and training to students. [Continues...>](#)





Word From The Principal - Continued

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.

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. Some of the programmes are also available on e-learning / distance delivery mode, whilst many of the College campuses offer programmes both on 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 ten 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.

A handwritten signature in black ink, appearing to read 'M J Monyamane', written over a light blue circular stamp.

Mr. M J Monyamane

Principal/CEO



Word From The SRC President



Dear Students,

"Our mandate as student leaders is clear: to ensure that every learner's voice is not only heard, but acted upon."

As SRC President, I am honoured to represent the collective will of the student body at South West Gauteng TVET College.

The Prospectus for 2026 is more than a guide — it is a declaration of our shared vision for education, inclusion, and transformation.

We stand firm on the principle that education is a democratic right, and that every student deserves access to resources, fairness in academic processes, and representation in governance. The SRC's role is not ceremonial; it is a commitment to accountability, transparency, and progress.

To prospective students and parents: by choosing South West Gauteng TVET College, you are joining a community where student leadership is active, principled, and engaged. Here, we do not simply adapt to change — we drive it. We believe in building a College that reflects the aspirations of its people and prepares them to lead in society.

Together, we are shaping a future where education is not only about qualifications, but about empowerment, justice, and collective advancement.

Extracurricular Activities: Engage in the various extracurricular activities and clubs that SWGC offers. These activities provide a platform for you to explore your interests, develop new skills, and build lasting friendships. Participation in these activities will enhance your college experience and contribute to your personal growth.

Support Services: SWGC offers a variety of support services to help you succeed. Whether you need academic advising, counselling, or career guidance, there are resources available to assist you. Remember, asking for help is a sign of strength, not weakness.

Community Involvement: Get involved in the college community. The SRC organizes numerous events and initiatives aimed at enhancing student life and fostering a sense of belonging. Your active participation will not only enrich your college experience but also contribute to the betterment of our community. We encourage you to embrace this opportunity with enthusiasm and determination. Education is a powerful tool that can transform your life and open doors to countless possibilities. Stay focused, work hard, and never lose sight of your goals. The SRC is here to support you, advocate for you, and ensure that your voice is heard. Together, we can make this academic year a successful and memorable one.

Best wishes for a successful and fulfilling journey at SWGC.

MDUDUZI MHLONGO

SRC President



Section A:

General Information



ONLINE APPLICATION

1. Application Procedure

1.1. 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 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.

2.2. Application with matric / Grade 12 qualify to apply for ONLY Report 191 and some of the Occupational Programmes

2.3. Applicants with passed grade 9/ 10/ 11 qualify to apply for only NC(V) programme.

Please note that you must first complete the learner profile before you apply. 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. Continuation with a programme depends on sufficient numbers being enrolled. Meeting the minimum admission requirements for a specific programme does not necessarily guarantee admission to that particular programme.

2.5. Online application related enquiries may be sent via email to headoffice@swgc.co.za or you may contact the College on 010 1411000.

2.6. To verify or update your email address and / or mobile number, please contact the campus that you applied at : (Molapo Campus 010 141 8000 - Dobsonville Campus 010 141 4000 - Roodeport Campus 010141 2000 - Roodeport West Campus 010 141 3000 - George Tabor Campus 010 141 5000 - Technisa Campus 010 141 1200 – Land is Wealth Farm 010 599 2483) NB: PROSPECTIVE STUDENTS THAT HAVE GRADE 12 WILL NOT BE FUNDED FOR NC(V) PROGRAMMES

2.7. All students must upload the following documents on date of application.

Certified copy of latest school report/ senior certificate or certifications of results.

Certified copy of the identity document/ affidavit and a photograph for in case their identity document or birth certificates are lost.

All students should be accompanied by a parent/ guardian.

3. Foreign Certificates

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

3.1 Self-funded students

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. The college does not accept cash. Payments must be deposited into the college account: Banking details are available at campuses.

3.2 Fraud Alert

Attention All Prospective Students, The college has become aware of fraudulent activities targeting prospective students. Individuals are misusing the college's letterhead and online platforms to deceive applicants into believing that the Second Semester applications are open and for a fee of R250, they can help with the college application process.

It is important to note that the College would not require any student or applicant to pay a fee for application nor for registration. All applications are to be completed online, followed by the submission of necessary documents. Applicants will then receive communication via SMS or email on how to proceed with the registration process and this process does not require any money from the prospective students.

General Information - Continued

We strongly advise against seeking assistance from social media platforms and encourage applicants to visit their nearest SWGC Campus for authentic support. For further details on applications and registration, please feel free to contact us by e-mail at headoffice@swgc.co.za, by Tel on 010 141 1000 or visit the website on www.swgc.co.za

Yours Sincerely



Mr. Joey Monyamane
Principal

4. South West Gauteng TVET College Statement on Fake Social Media Pages

South West Gauteng TVET College notes with great concern the continued existence of fraudulent and deceptive social media pages impersonating the College. The operators of these pages mislead the public into believing that they are affiliated with the College by requesting money from prospective students under the pretext of assisting with applications or registrations. They have also been circulating false information that has not been authorized by the College. The College condemns these acts in the strongest possible terms and is in the process of working with Facebook and other platforms to identify and shut down these fraudulent pages.

South West Gauteng TVET College wishes to state unequivocally that the following are the only legitimate and verified social media profiles officially authorized by the College:

- X (formerly Twitter): <https://x.com/swgcollege> — @SWGCollege
- Facebook: <https://www.facebook.com/SouthWestGautengTVETCollege/> - @SouthWestGautengTVETCollege
- LinkedIn: <https://www.linkedin.com/company/south-west-gauteng-college/>
- YouTube: <https://www.youtube.com/channel/UcK9c-UhExN4v85T5sd1ahJg> — South West Gauteng TVET College

All other social media pages or accounts using the College's name are fake and unauthorized. The College urges the public and prospective students to avoid engaging with or sharing information from these fraudulent sources.

Furthermore, the college website page that should be regarded as authentic is www.swgc.co.za as it will always contain the latest updated information

Yours Sincerely



Mr. Joey Monyamane
Principal

NSFAS Bursary

5. How to apply for NSFAS Bursary?
 - 5.1.1. Prospective Students who wish to study at the College through NSFAS Bursary must APPLY ONLINE on www.nsfas.org.za.
 - 5.1.2. Where students do not have access to internet, they can come and apply on campus.
- 5.2. **Steps to Apply:**
 - Create an Account: Visit www.nsfas.org.za and create your "myNSFAS" account.
 - Log In and Apply: Log in, click the APPLY tab, and fill in your details.
 - Upload Documents: Upload your supporting documents and click SUBMIT.
 - Confirmation: A reference number will appear confirming your application. If you don't receive a reference number, your application was not successful.
- 5.3. **Criteria for Bursary Applications:**
 - Citizenship: Only South African citizens.
 - Income: Combined household income must not exceed R350,000 per annum (R600,000 for persons with disabilities).
- 5.4. Students must be registered or intending to register for an NC(V) or Report 191 programme.
- 5.5. **Benefits for Qualifying Students:**
 - Tuition Fees
 - Personal Care Allowance
 - Living Allowance
 - Transport/Accommodation Allowance
- 5.6. **Conditions:**

Subject Enrolment: Minimum of 3 subjects for Report 191 or 5 subjects for NC(V).
 Progression: Only students who progress will be considered for the next cycle.



General Information - Continued

- **Programme Switching:** Students are not allowed to switch programmes or courses within the duration of studies.

5.7. Documentation for Allowances:

- For allowances, please visit campus student support office for allowance check list.
- Please ensure that all documents for Transport and accommodation allowances are certified copies.

5.8. Important Notes:

- Provide a cell phone number and email address for communication.
- Must have own valid bank account.
- Ensure all documents are complete to avoid delays.
- More information from Student Support Services Department at Campuses / Financial Aid at Head Office. 2024.

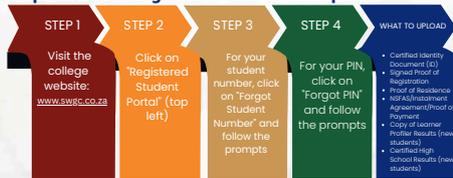
6. Application Cycles

- 6.1. NC(V), Semester and Trimester.
- 6.1.1. Online Applications to be open from 1 September No later than 30 October
- 6.2. **Second Trimester:** Opening from **01 February – 28 February.**
- 6.3. **Second Semester:** Opening from **01 March – 31 March.**
- 6.4. **Third Trimester:** Opening from **01 June - 30 June.**

7. Distance Learning

- 7.1.1. Applications are opened according to the Application Cycles on Number 6.
- 7.1.2. You may also apply online for Distance Learning using the following address: <http://swgc.openeronline.co.za/enrolment>.

8. Steps on Retrieving student number and pin



Note: The information will be sent to the email address recorded in the system. If you have changed any biographical information (e.g., passport number, citizenship, surname) or your contact details (email address/cellphone number), please visit your campus MIS/Registration Office to update your information.

9. Registration process: Campuses can be contacted for registration dates, fees and commencement of classes.

9.1. Visit the College website: www.swgc.co.za.

9.2. After receiving an sms / email

You login using your student number and pin (student portal)

Click on 'REGISTRATION'

Click on 'I ACCEPT RULES AND REGULATIONS' before you can continue

Click 'SUBMIT REGISTRATION'

Subject selection (CLICK ON SAVE)

Choice of study (FULL - TIME OR PART- TIME) remember to 'SAVE/ ACCEPT'

Summary of cost and subject selection 'SAVE/ACCEPT'

Print a proof of registration (PDF), sign and submit at the campus

PLEASE NOTE: RETURNING STUDENTS CAN ONLY PROCEED TO THE REGISTRATION STEP AFTER THE RESULTS FOR THE PREVIOUS BLOCK HAVE BEEN RELEASED AND AVAILABLE ON THE SYSTEM.

10. REFUNDS

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:

- 10.1.1 **Trimester Programmes:** 10 working days of official commencement of classes
- Semester Programmes:** 20 working days of official commencement of classes

General Information - Continued



10.1.2 **Year Programmes:** 30 working days of official commencement of classes
10.1.3 All cancellations will be subjected to a non-refundable administration fee as per the College Financial Policy.

10.2 **Refund of class fees**

10.2.1 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

10.2.2 Should a student be expelled from the College, all claims to refunds, reduction or remission of class fees shall be forfeited.

11. **Cancellation of Programmes**

11.1 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.

12. **Examinations**

12.1 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.

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

12.3 Business Studies Report 191

A. First Semester: May/ June

B. Second Semester: November/ December

12.4 Engineering Studies Report 191

A. First Trimester: March/ April

B. Second Trimester: July/August

C. Third Trimester: November/ December

12.5 TAKE NOTE THAT IT IS COMPULSORY FOR STUDENTS TO ATTEND 80% OF THEIR

LECTURES AND TO ACHIEVE A SUB-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-MINIMUM OF 50% FOR VOCATIONAL SUBJECTS IN THEIR ASSESSMENTS, THEY WILL NOT BE ALLOWED TO WRITE THE EXAMINATION IN THOSE SUBJECTS!

13. **Supplementary Examinations**

13.1 **NC(V): February-March**

13.1.1 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.

13.1.2 Closing date for remarking and rechecking:

Two weeks after issuing/publishing of results

14. **College Working Hours** - Subject to internal adjustments per individual campuses

14.1 **Office Hours**

Monday to Thursday: 7h30 – 16h00 Fridays: 7h30-13h30

14.2 **Lecturing Hours** (Full - Time)

14.2.1 Monday to Friday: 07h45 – 14h30

14.2.2 Report 191 Part - Time Classes are also offered from 14h30 - 17h00

14.3

14.3 **Part-time Programmes:**

14.3.1 Programmes are offered on a part time basis at specific campuses. Please contact campuses for more details.

14.3.2 Monday to Friday: 07h30 – 14h30

14.4

Occupational Programmes: Please contact the specific campuses where they are offered.





General Information - Continued

15. DIPLOMA APPLICATION PROCEDURE

15.1 **The National N diploma**- this qualification is aimed primarily at giving the students 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 N5-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 N5+N5+N6, for Business and Utility Studies, N2-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.

15.2 **Applying for evaluation:** 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.

15.3 **Submission of the Application:**

15.3.1 It is the responsibility of the College to submit your application to the Department of Higher Education and Training

15.3.2 Examination Centres will be notified of the registration via mail from the

DHET acknowledging receipt of your application,

15.4 **What happens next?**

15.4.1 DHET records your application

15.4.2 We capture your details onto our system and create a paper file

15.4.3 A reference number is allocated to you application

15.5 **DHET Process your Application**

15.5.1 Your Application is then evaluated and screened for completeness.

15.5.2 The DHET /Indlela verifies all the information.

15.5.3 If further action or information is needed from you or another source, your application will be suspended and the College will be contacted.

15.5.4 A letter will be forwarded to the College explaining the reason for the suspension.

15.5.5 If your application is successful your National N Diploma gets printed and posted

to the College Institution via courier services

15.6 **Collecting of your National N Diploma**

15.6.1 You will be notified by the College when your National N Diploma is ready for collection.

15.6.2 The College institution will need your ID DOCUMENT, passport or drivers licence when you Collect your National N Diploma

15.6.3 Duration: the entire process will not take more than three months.

15.6.4 Fees: This is a free service from the DHET.

OCCUPATIONAL PROGRAMMES:

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

- Short Skills Programmes • Occupational Qualification
- Centre Of Specialisation • Learnerships

Department of Higher Education and Training

Directorate: Resulting and Certification (IT Systems)

222 Struben Street

Pretoria

001

"Education is the most powerful weapon which you can use to change the world" - Nelson Mandela -



Section B:

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

1. 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, 10 or Grade 11
- An NQF Level 1 Qualification, or
- ABET Level 4

DURATION:

- Three years [NC(V) Level 2 – 4]

COURSE STRUCTURE:

- One year per NQF level

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	✔		✔



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

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:

- English First additional language
- Mathematics or Mathematical Literacy
- Life Skills and Computer Literacy

VOCATIONAL SUBJECTS

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

CAREER OPPORTUNITIES

- Accounting - (Private and Public)
- Banking
- Financial Services
- Investment Services
- Insurance Services



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

*Students that are hoping to pursue their studies to do a degree (e.g. BCom/pt) are advised to enrol for pure maths.



1.2 Management NC(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.

FUNDAMENTAL COMPULSORY SUBJECTS:

- English First additional language
- Mathematical Literacy
- Life Skills and Computer Literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Management Practice • Operations Management • Financial Management 	<ul style="list-style-type: none"> • Management Practice • Operations Management • Financial Management 	<ul style="list-style-type: none"> • Management Practice • Operations Management • Financial Management
and one of the following	and one of the following	and one of the following
<ul style="list-style-type: none"> • Entrepreneurship • New Venture Creation 	<ul style="list-style-type: none"> • Entrepreneurship • New Venture Creation 	<ul style="list-style-type: none"> • Entrepreneurship • New Venture Creation

CAREER OPPORTUNITIES

- Human Resource Officer
- Marketing
- Financial Management
- Public Relations Officer
- Office Administration Officer



CAREER PATHS

- Assist with communication Management in organisations
- Participate in human resources structures in organisations
- Manage productivity within an organisation
- Contribute to change management and transformation in an Organisation



1.3 Marketing NC(V) Level 2 - 4

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:

- English First additional language
- Life Skills and Computer Literacy
- Mathematical Literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Marketing • Advertising and Promotions • Marketing Communication <p>Optional:</p> <ul style="list-style-type: none"> • Contact Centre Operations • Graphic Design • Consumer Behaviour 	<ul style="list-style-type: none"> • Marketing • Advertising and Promotions • Marketing Communication <p>Optional:</p> <ul style="list-style-type: none"> • Contact Centre Operations • Graphic Design • Consumer Behaviour 	<ul style="list-style-type: none"> • Marketing • Advertising and Promotions • Marketing Communication <p>Optional:</p> <ul style="list-style-type: none"> • Contact Centre Operations • Graphic Design • Consumer Behaviour

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 and services

CAREER OPPORTUNITIES

- Marketing
- Business Management
- Promotions and Advertising
- Market Research
- Product Development
- Public Relations
- Purchasing Management
- Customer Relations



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.

FUNDAMENTAL COMPULSORY SUBJECTS:

- English First additional language
- Mathematical Literacy
- Life Skills and Computer Literacy

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
- Operate office equipment

CAREER OPPORTUNITIES

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



2. Engineering Studies NC(V) Level 2 - 4

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 REQUIREMENT

- A year-end school report for Grade 9, 10 or Grade 11
- An NQF Level 1 Qualification, or
- ABET Level 4
- Pre - Vocational Learning Programme (PLP)

DURATION:

Three years [NC(V) Level 2 – 4]

COURSE STRUCTURE:

One year per NQF level

PROGRAMME OFFERED	LEVEL	MOLAPO CAMPUS	ROODEPOORT WEST CAMPUS
Civil Engineering and Building Construction	2 - 4	☑	
Electrical Infrastructure Construction	2 - 4		☑
Engineering and Related Design	2 - 4	☑	
Pre - Vocational Programme (PLP)	2 - 4	☑	☑



2.1 Civil Engineering and Building Construction NC(V) Level 2 - 4

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:

- English First additional language
- Mathematics
- Life Skills and Computer Literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Construction Planning • Plant and Equipment • Materials 	<ul style="list-style-type: none"> • Construction Planning • Plant and Equipment • Materials 	<ul style="list-style-type: none"> • Construction Planning • Plant and Equipment • Materials
and one of the following	and one of the following	and one of the following
<ul style="list-style-type: none"> • Carpentry and Roof Work • Masonry • Plumbing 	<ul style="list-style-type: none"> • Carpentry and Roof Work • Masonry • Plumbing 	<ul style="list-style-type: none"> • Carpentry and 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



2.2 Electrical Infrastructure Construction NC(V) Level 2 - 4

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:

- English First additional language
- Mathematics
- Life Skills and Computer Literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Electrical Principles and Practice • Electronic Control and Digital Electronics • Workshop Practice • Electrical Systems and Construction 	<ul style="list-style-type: none"> • Electrical Principles and Practice • Electronic Control and Digital Electronics • Workshop Practice • Electrical Systems and Construction 	<ul style="list-style-type: none"> • Electrical Principles and Practice • Electronic Control and Digital Electronics • Workshop Practice • Electrical Systems and Construction

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 comp
- 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) Level 2 - 4

The National Certificate (Vocational) (Engineering and Related Design) is a new Mechanical Qualification at each level 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of mechanical. 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:

- English First additional language
- Mathematics
- Life Skills and Computer Literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Engineering Fundamentals • Engineering Technology • Engineering Systems <p>Optional:</p> <ul style="list-style-type: none"> • Welding • Fitting and Turning • Automotive Repair and Maintenance 	<ul style="list-style-type: none"> • Engineering Practice and Maintenance • Material Technology • Engineering Graphic and Design <p>Optional:</p> <ul style="list-style-type: none"> • Welding • Fitting and Turning • Automotive Repair and Maintenance 	<ul style="list-style-type: none"> • Engineering Processes • Professional Engineering • Practice Applied Engineering Technology <p>Optional:</p> <ul style="list-style-type: none"> • Welding • Fitting and 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 an 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





2.4 Pre - Vocational Programme (PLP)

Pre-Vocational Programme is offered to students who do not meet the minimum requirements to study a particular course.

One-year foundational course to prepare students for further study at a TVET College.

This applies to learners who left school at Grades 9, 10, and 11 who did not meet the entry criteria for a specific course.

- The programme prepares the students for entry into vocational or occupational studies.
- It is a non-credit qualification based on Foundation English, Foundation Mathematics, Foundation Science, and Foundation Life Skills.
- However it is not a repeat programme, but it aims to provide access to TVET Programmes.

SUBJECTS

- Foundational Mathematics
- Foundational Science
- Foundational English
- Foundational Life Orientation

PROGRAMME OUTCOME

It is a beneficial one-year course as it covers the most basic knowledge needed for a certain course. More than half of the students enrolling for the Pre-Vocational Programme make it through to the rat level. Therefore, giving a guarantee that the course has a more positive outcome for students.

EXAMINATIONS

Internal Examinations

3. Utility Studies NC(V) Level 2 - 4

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.

PROGRAMME OFFERED	LEVEL	GEORGE TABOR CAMPUS	ROODEPOORT CAMPUS	TECHNISA CAMPUS	"LAND IS WEALTH" FARM
Education and Development	2 - 4		✓		
Hospitality	2 - 4		✓		
Information Technology and Computer Science (ITC)	2 - 4	✓			
Primary Agriculture	2 - 4				✓
Primary Health	2 - 4		✓		
Safety in Society	2 - 4	✓			
Tourism	2 - 4	✓		✓	
Transport and Logistics	2 - 4	✓			

ENTRY REQUIREMENTS

- A year-end school report for Grade 9, 10 or 11
- An NQF Level 1 Qualification; or ABET Level 4

DURATION:

Three years [NC(V) Level 2 – 4]

COURSE STRUCTURE:

One year per NQF level



3.1 Education and Development NC(V) Level 2 - 4

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:

- English First additional language
- Mathematical Literacy
- Life Skills and Computer Literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Art and Science of Teaching • Human and Social Development • Learning Psychology • Early Childhood Development 	<ul style="list-style-type: none"> • Art and Science of Teaching • Human and Social Development • Learning Psychology • Early Childhood Development 	<ul style="list-style-type: none"> • Art and Science of Teaching • Human and Social Development • Learning Psychology • Early Childhood Development

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



CAREER PATHS

- Work in the education sector e.g. schools and early childhood centres development centres, creches etc.
- Work in hospitals, nursing homes, hospice and community centres
- Provide services in private homes; e.g. child minding, etc.



3.2 Hospitality NC(V) Level 2 - 4

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:

- English First additional language
- Mathematical Literacy
- Life Skills and Computer Literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Hospitality Generics • Food Preparation • Client Services and Human Relations • Hospitality Services 	<ul style="list-style-type: none"> • Hospitality Generics • Food Preparation • Client Services and Human Relations • Hospitality Services 	<ul style="list-style-type: none"> • Hospitality Generics • Food Preparation • Client Services and Human Relations • Hospitality Services



CAREER OPPORTUNITIES

- House Keeping
- Food and Beverage Management
- Hotel Management
- Assistant Chef
- Accommodation Services
- Events Management

CAREER PATHS

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



3.3 Information Technology and Computer Science (ITC) NC(V) Level 2 - 4



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.

ENTRY REQUIREMENTS

- Mathematics grade 9 with 50% pass
- English grade 9 with 50% pass

FUNDAMENTAL COMPULSORY SUBJECTS:

- English First additional language
- Mathematics
- Life Skills and Computer Literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Introduction to Information System • Electronics • Introduction to Systems Development <p>Optional:</p> <ul style="list-style-type: none"> • Multimedia Basics • Electronic Control and Digital Electronics 	<ul style="list-style-type: none"> • Systems Analysis and Design • Computer Hardware and Software • Principles of Computer Programming <p>Optional:</p> <ul style="list-style-type: none"> • Multimedia Content • Project Management 	<ul style="list-style-type: none"> • Systems Analysis and Design • Computer Communication and Networking • Computer Programming <p>Optional:</p> <ul style="list-style-type: none"> • Multimedia Service • Project Management

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) Level 2 - 4

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.

ENTRY REQUIREMENTS

- Mathematics grade 9 with 50% pass
- English grade 9 with 50% pass

FUNDAMENTAL COMPULSORY SUBJECTS:

- English First additional language
- Mathematics
- Life Skills and Computer Literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Soil Science • Plant Production • Animal Production • Agribusiness 	<ul style="list-style-type: none"> • Soil Science • Plant Production • Animal Production • Agribusiness 	<ul style="list-style-type: none"> • Farm Planning and Mechanisation • Advanced Plant Production • Animal Production • Agribusiness

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
- Work as a production planner for crops and animal enterprises
- Plant and animal production.

CAREER OPPORTUNITIES

- Agricultural Economics
- Agricultural Food Science
- Agricultural Science
- Agricultural Bookkeeper
- Farm Management
- Forester
- Botanist
- Horticulturist
- Viticulture



3.5 Primary Health NC(V) Level 2 - 4

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:

- English First additional language
- Mathematical Literacy or Mathematics
- Life Skills and Computer Literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • The South African Health Care System • Public Health • The Human Body and Mind • Community Oriented Primary Care 	<ul style="list-style-type: none"> • The South African Health Care System • Public Health • The Human Body and Mind • Community Oriented Primary Care 	<ul style="list-style-type: none"> • The South African Health Care System • Public Health • The Human Body and Mind • Community Oriented Primary Care

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 level 5 mid-level 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) Level 2 - 4

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
- No Tattoos

FUNDAMENTAL COMPULSORY SUBJECTS:

- English First additional language
- Mathematical Literacy
- Life Skills and Computer Literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Introduction to governance • Introduction to law • Principles of criminal justice • Introduction to policing practices <p>Optional</p> <ul style="list-style-type: none"> • Criminology 	<ul style="list-style-type: none"> • Governance • Criminal law • Criminal justice structure and mandates • Theory of policing practices <p>Optional</p> <ul style="list-style-type: none"> • Criminology 	<ul style="list-style-type: none"> • Governance • Law procedures and evidence • Criminal justice process • Applied policing <p>Optional</p> <ul style="list-style-type: none"> • Criminology

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) Level 2 - 4

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.

ENTRY REQUIREMENTS

- English grade 9 with 40% pass
- Life Orientation grade 9 with 40% pass

FUNDAMENTAL COMPULSORY SUBJECTS:

- English First additional language
- Mathematical Literacy
- Life Skills and Computer literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Science of Tourism • Client Services and Human Relations • Sustainable Tourism in SA • Tourism Operations 	<ul style="list-style-type: none"> • Science of Tourism • Client Services and Human Relations • Sustainable Tourism in SA and Regional Travel • Tourism Operations 	<ul style="list-style-type: none"> • Science of Tourism • Client Services and Human Relations • Sustainable Tourism in SA and International Travel • Tourism Operations

CAREER PATHS

- Work as a tour guide
- Own a tourism business
- Drive Tourists around
- Work at a hotel
- Work at a casino
- Provide an opportunity to Market South Africa
- Work at a game reserve etc.

CAREER OPPORTUNITIES

- Conference and Events Planner
- Tourism Development Officer
- Transportation Manager
- Travel Counsellor
- Game Ranger
- Adventure Guide
- Safari Operator



3.8 Transport and Logistics NC(V) Level 2 - 4

The purpose of the programme is to provide qualifiers with necessary knowledge, skills and applied competency to manage logistics in an enterprise and in 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.

ENTRY REQUIREMENTS

- English grade 9 with 50% pass
- Mathematics literacy – 30%
- Life Orientation grade 9 with 40% pass

FUNDAMENTAL COMPULSORY SUBJECTS:

- English First additional language
- Mathematics literacy
- Life Skills and Computer literacy

VOCATIONAL SUBJECTS

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Freight Logistics • Transport Economics • Transport Operations • Entrepreneurship 	<ul style="list-style-type: none"> • Freight Logistics • Transport Economics • Transport Operations • Project Management 	<ul style="list-style-type: none"> • Freight Logistics • Transport Economics • Transport Operations • Project Management

CAREER PATHS

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

CAREER OPPORTUNITIES

- Career opportunities in transport industry
- Career in the transport passenger industry
- Maritime brokers in agents
- A variety of careers in airlines and rail transport
- Career possibilities in banking and finance
- A career opportunity in logistics planning and Analysis
- Career opportunities in information systems and control
- Career opportunities in supply chain management
- Career opportunities in Manufacturing Enterprise, Wholesalers and Distributors.



Section C: Report 191/ Nated N5 - N6

1. Business Studies - Campus Spread



ENTRY REQUIREMENTS:

National Senior Certificate(NSC)/ N4
Grade 12 Certificate or equivalent
National Certificate (Vocational) NC(V)
Level 4

REGISTRATION

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

DURATION:

- Three year diploma course
- 18 Months (N5 – N6) Theory
- 18 Months Practical Experience

CAREER OPPORTUNITIES

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

PROGRAMME OFFERED	LEVEL	DOBSONVILLE CAMPUS	ROODEPOORT CAMPUS	TECHNISA CAMPUS
Business Management	N5 - N6	✓	✓	✓ (On Distance Learning)
Financial Management	N5 - N6		✓	✓ (On Distance Learning)
Human Resource Management	N5 - N6	✓		✓ (On Distance Learning)
Management Assistant	N5 - N6		✓	✓ (On Distance Learning)
Marketing Management	N5 - N6	✓		✓ (On Distance Learning)
Public Management	N5 - N6	✓		✓ (On Distance Learning)



Report 191 / Nated N5 - N6

1. Business Studies Report 191 / Nated N5 - N6

1.1 Business Management N5 - N6

1.2 Financial Management N5 - N6

1.3 Human Resource Management N5 - N6

1.4 Management Assistance N5 - N6

1.5 Marketing Management N5 - N6

1.6 Public Management N5 - N6

1.1 Business Management N5 - N6

1.2 Financial Management N5 - N6

1.1 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"> • Entrepreneurship and Business Management • Computer Practice • Sales Management <p>Optional:</p> <ul style="list-style-type: none"> • Financial Accounting N5 • Public Relations • Financial Accounting N5 	<ul style="list-style-type: none"> • Entrepreneurship and Business Management • Computer Practice • Sales Management <p>Optional:</p> <ul style="list-style-type: none"> • Financial Accounting N5 • Public Relations • Financial Accounting N6



1.2 FINANCIAL MANAGEMENT N5 – N6

NB: A Grade12 accounting pass with a minimum of 50% is mandatory.

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



1.3 Human Resource Management N5 - N6 | 1.4 Management Assistance N5 - N6 | 1.5 Marketing Management N5 - N6 | 1.6 Public Management N5 - N6

1.3 HUMAN RESOURCE MANAGEMENT N5 – N6

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

1.6 PUBLIC MANAGEMENT N5 – N6

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

1.4 MANAGEMENT ASSISTANT N5 – N6

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

* For the student to qualify for a Diploma, they must pass Information Processing N6.

1.5 MARKETING MANAGEMENT N5 – N6

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





Report 191 / Nated N5 - N6

2. Engineering Studies Report 191 / Nated N5 - N6

2.1 Civil Engineering N5 - N6

2.2 Electrical Engineering N5 - N6

2.3 Mechanical Engineering N5 - N6

2.4 Chemical Engineering N5 - N6

2.5 Multi-Disciplinary Drawing Office Practice N5 - N5

2.6 Supervisory Management N5 - N6

2. Engineering Studies Report 191 / Nated N5 - N6 Campus Spread



2 Engineering Studies Report 191/Nated N5 - N6

ENTRY REQUIREMENTS:

- Grade 12 passed
- Mathematics and Science 40%
- Technical Mathematics and Science 40%

DURATION:

- Three year diploma course 15 Months (N5 - N6)
- Theory 18 Months Practical Experience

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.

CAREER OPPORTUNITIES:

- Apprentice
- Artisan in the Trade offered at the Campus
- Engineer
- Engineering Technician and Technologist

PROGRAMME OFFERED	LEVEL	MOLAPO CAMPUS	ROODEPOORT WEST CAMPUS	TECHNISA CAMPUS
Civil Engineering	N5 - N6	✓		✓ (On Distance Learning)
Electrical Engineering	N5 - N6		(On Full-Time and Part-Time Learning) ✓	✓ (On Distance Learning)
Mechanical Engineering	N5 - N6	✓		✓ (On Distance Learning)
Chemical Engineering	N5 - N6		✓	
Multi-Disciplinary Drawing Office Practice	N5 - N5	✓		✓

2.1 Civil Engineering N5 - N6

2.2 Electrical Engineering N5 - N6

2.1 CIVIL ENGINEERING N5 – N6

N5	N6
<ul style="list-style-type: none"> • Building and Structural Surveying • Building and Structural Construction • Quantity Surveying optional: • Building Administration • Mathematics 	<ul style="list-style-type: none"> • Building and Structural Surveying • Building and Structural Construction • Quantity Surveying optional: • Building Administration • Mathematics



2.2 ELECTRICAL ENGINEERING N5 – N6

N5	N6
<ul style="list-style-type: none"> • Electrotechnics plus any three of the following: • Mathematics • Industrial Electronics • Fault Finding and Protective Devices • Supervisory Management • Engineering Physics 	<ul style="list-style-type: none"> • Electrotechnics plus any three of the following: • Mathematics • Industrial Electronics • Fault Finding and Protective Devices • Supervisory Management • Engineering Physics

2.3 Mechanical Engineering N5 - N6

2.4 Chemical Engineering N5 - N6

2.5 Multi-Disciplinary Drawing Office Practice N5 - N5

2.6 Supervisory Management N5 – N6

2.3. MECHANICAL ENGINEERING N5 - N6

N5	N6
<ul style="list-style-type: none"> Mathematics Mechanotechnics Power Machines Strength of Materials and Structures 	<ul style="list-style-type: none"> Mathematics Mechanotechnics Power Machines Strength of Materials and Structures

2.4 CHEMICAL ENGINEERING N5 - N6

N5	N6
<ul style="list-style-type: none"> Engineering Physics Chemical Plant Operations Chemistry Mathematics 	<ul style="list-style-type: none"> Chemical Plant Operation Chemical Technology Engineering Physics Mathematics

2.5 MULTI-DISCIPLINARY DRAWING OFFICE PRACTICE N5

N5
<ul style="list-style-type: none"> Building Draughting Structural Steel Detailing Electrical Draughting Technical Illustration Computer - Aided Draughting

ENTRY REQUIREMENTS:

- An Appropriate National Certificate: N4 With Engineering Drawing or Building Drawing or A Senior Certificate With Technical Drawing.

DURATION:

- Full-time: Two trimesters

2.6 SUPERVISORY MANAGEMENT N5 – N6

- Offered on part time bases
- Supervisory Management is meant for technicians and Artisans who are on the managerial level, and those who are intending to occupy posts on the managerial level. Those who take up this subject will acquire the following skills: Risk management, conflict resolution, Personnel care, Problem solving skills, grievance Procedure, Industrial legislation, Production costs, Report writing, Time Management, Human Resource and Performance Appraisal.





Report 191 / Nated N5 - N6

3. Utility Studies N5 - N6

3.1 Clothing Production N5 - N6

3.2 Hospitality and Catering Service N5 - N6

3.3 Popular Music N5 - N6

3.4 Tourism N5 - N6

3. Utility Studies N5 - N6

3.1 Clothing Production N5 - N6

3.2 Hospitality and Catering Service N5 - N6

3. UTILITY STUDIES N5 - N6

ENTRY REQUIREMENTS:

- National Senior Certificate (NSC)/ N4 or
- a Grade 12 Certificate or equivalent

REGISTRATION

- Students register two times in the year (semesters); January and July

DURATION:

- Three year diploma course
- 18 Months (N5 – N6) Theory
- 18 Months Practical Experience

PROGRAMME OFFERED	LEVEL	DOBSONVILLE CAMPUS	GEORGE TABOR CAMPUS	ROODEPOORT CAMPUS	TECHNISA CAMPUS
Clothing Production	N5 - N6		☑		
Hospitality and Catering Services	N5 - N6			☑	
Popular Music	N5 - N6	☑			
Tourism	N5 - N6		☑		FULL TIME and (ON DISTANCE) ☑

3.1 CLOTHING PRODUCTION N5 – N6

N5	N6
<ul style="list-style-type: none"> • Fashion Drawing • Pattern Construction • Clothing Construction • Computer Practice N5 	<ul style="list-style-type: none"> • Fashion Drawing • Pattern Construction • Clothing Construction • Computer Practice N5

3.2 HOSPITALITY AND CATERING SERVICES N5 – N6

N5	N6
<ul style="list-style-type: none"> • Applied Management • Catering Theory and Practical • Food and Beverage Service • Entrepreneurship and Business Management N5 	<ul style="list-style-type: none"> • Applied Management • Catering Theory and Practical • Communications and Human Relations • Computer Practice N5



3.3 Popular Music N5 - N6

3.3 POPULAR MUSIC (Composition, Performance and Studio Work) N5 – N6

NB: All prospective students who wish to register for popular music will be subjected to an interview process (knowledge testing or background)

3.3.3 POPULAR MUSIC: STUDIO WORK

N5	N6
<ul style="list-style-type: none"> • Music Business and Styles • Arranging and Production • Electronic Music and Keyboard Technique • Harmony and Composition 	<ul style="list-style-type: none"> • Music Business and Styles • Arranging and Production • Electronic Music and Keyboard Technique • Harmony and Composition

N5	N6
<ul style="list-style-type: none"> • Music Business and Styles • Arranging and Production • Electronic Music and Keyboard Technique • Sound Engineering 	<ul style="list-style-type: none"> • Music Business and Styles • Arranging and Production • Electronic Music and Keyboard Technique • Sound Engineering

3.3.2 POPULAR MUSIC: PERFORMANCE N5 - N6

N5	N6
<ul style="list-style-type: none"> • Music Business and Styles • Aural and Ensemble • Improvisation <p>Practical Instrument on one of the following:</p> <p>vocal, guitar, piano/ keyboard, bass guitar, drums /percussion, woodwind, brass</p>	<ul style="list-style-type: none"> • Music Business and Styles • Aural and Ensemble • Improvisation <p>Practical Instrument on one of the following:</p> <p>vocal, guitar, piano/ keyboard, bass guitar, drums /percussion, woodwind, brass</p>



3.4 Tourism N5 - N6



3.4 TOURISM N5 – N6

N5	N6
<ul style="list-style-type: none">• Travel Office Procedures• Tourism Communication• Travel Services• Tourist Destination	<ul style="list-style-type: none">• Travel Office Procedures• Hotel Reception• Travel Services• Tourist Destination

An NQF level 4 qualification i.e Tourism N5 – N6 Programme offered at:

- George Tabor Campus
- Technisa Campus

ENTRY REQUIREMENTS:

- An NQF level 4 qualification i.e. National Senior Certificate/ N4
- Pass NC(V) level 4 Tourism
- An equivalent qualification

Examinations are written in June and November of each year.

Tourist Destinations and Tourist Communication are both open-book examinations.

PASS REQUIREMENTS

A pass mark of 50% must be obtained in each subject except in Travel Services where a pass mark of 60% on N5 and N5 level is required. The pass mark for Travel Services at N6 is 70%.

- National Senior Certificate/ N4
- Pass NC(V) level 4 Tourism
- An equivalent qualification

NB: All Five subjects on N5 are compulsory.



SECTION D: OCCUPATIONAL PROGRAMMES



What are occupational Programmes ?

01

Occupational Programmes include Apprenticeships, Learnerships and Skills Programmes. The focus of these programmes is geared towards preparing students for specific skills within a specific working environment related to a specific trade



Structure:

Based on legally binding agreements among employers, students, and training providers.

Ensures quality training and protects the interests of all parties involved.



Programme offerings:

05

Learnerships: Combine theoretical learning at the College or Training Centre with practical on-the-job experience.

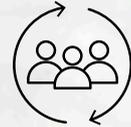
Skills Programmes: Demand-driven, unit-standard-based programmes tailored to community needs, derived from formal qualifications approved by relevant SETAs or Accredited Bodies



02

Purpose:

These programmes prepare students for specific skills in a particular trade and working environment



Qualification process:

Students must be assessed against unit standards registered with SAQA to become qualified.



Important note

Some programmes are offered on a project basis, requiring signed MoUs with businesses or government entities. While the College has programme approval, these may not be available to the public at all times.



Additional skills programmes may be offered if there is sufficient demand.

1.1 Early Childhood Development Practitioner NQF Level 4 (Credits 131)

1.1 Early Childhood Development Practitioner NQF Level 4 (Credits 131)

ENTRY REQUIREMENTS:

- NQF Level 1 qualification (Grade 9 or equivalent)
- Learners will therefore exit at NQF Level 4.

CAMPUS:

- Roodepoort Campus

DURATION:

approximately 18 months, including classroom training, workplace experience, and assessments. The programme is offered in two intakes per year — first and second semester. Orientation sessions are usually held 1–2 weeks after intake closure, covering programme structure and expectations, play-based learning, and child development principles.

FUNDAMENTAL COMPULSORY SUBJECTS:

- Communication and Literacy for ECD Practitioners
- Mathematical Literacy for Early Learning
- Life Skills and Personal Development



VOCATIONAL SUBJECTS:

- Child Development and Learning Theories
- Facilitating Play-Based Learning Activities
- Early Learning Programme Planning and Implementation
- Health, Safety, and Nutrition for Young Children
- Observation, Assessment, and Record Keeping
- Professional Practice and Ethics
- Workplace Experience in ECD Settings

CAREER OPPORTUNITIES:

- Early Childhood Development Practitioners (0–5 years)
- Teacher Assistants or Classroom Aides
- Daycare Centre or Crèche Practitioners
- Community Playgroup Facilitators
- Childcare Centre Owners or Supervisors

1.2 CHEF NQF Level 5 (Credits 558)

1.2 CHEF NQF Level 5 (Credits 558)

ENTRY REQUIREMENTS:

- NQF Level 4 qualification

DURATION:

approximately 36 months, including classroom training, workplace experience, and assessments. The programme is offered in two intakes per year — first and second semester. Orientation sessions are usually held 1–2 weeks after intake closure, covering curriculum structure, kitchen safety, learning platforms, and assessment expectations.

CAMPUS:

- Roodepoort Campus

FUNDAMENTAL COMPULSORY SUBJECTS:

- Food Preparation Theory
- Hospitality Communication and Customer Service
- Health, Safety and Sanitation
- Kitchen Operations and Equipment Use

VOCATIONAL SUBJECTS:

- Menu Planning and Costing
- Preparation and Cooking Methods (Meat, Poultry, Fish, Pastry, Vegetables)
- Supervisory Skills and Kitchen Management
- Recipe Development and Food Presentation
- Workplace Experience (Culinary Practice)

CAREER OPPORTUNITIES:

- Hotels, Restaurants, and Lodges
- Cruise Ships and Catering Companies
- Institutional Kitchens (Hospitals, Schools, etc.)
- Self-employment as a Private Chef or Caterer
- Food Product Development and Culinary Training



Occupational Programmes - Continued



Occupational Qualification	Occupational Qualification Title	Credits ID / OFO Code	NQF Level	Entry Requirements	Duration	Campus
OC	Bookkeeper	364	5	NQF Level 4 / Grade 12	18 months	Dobsonville
OC	Electrician	360	4	Grade 9 or N2	36 months	Roodepoort West
EOC	Garden Worker	120	2	NQF Level 1	12 months	George Tabor
OC	Internet-of-Things Developer	141	4	NQF Level 3 / Grade 11	12 months	George Tabor
OC	Marketing Coordinator	175	5	NQF Level 4 / Grade 12	18 months	Dobsonville
OC	Office Administrator	445	5	NQF Level 4 / Grade 12	24 months	Technisa
OC	Poultry Farmer	226	5	NQF Level 4 / Grade 12	18 months	George Tabor
OC	Tourist Information Officer	280	5	NQF Level 4 / Grade 12	18 months	Technisa

Occupational Programmes - Continued



Occupational Qualification	Occupational Qualification Title	Credits ID / OFO Code	NQF Level	Entry Requirements	Duration	Campus
OC	Transport Clerk	121	4	NQF Level 4 / Grade 12	12 months	George Tabor
OC	Cloud Administrator	149	4	NQF Level 3 / Grade 11	12 months	George Tabor
OC	Software Developer	220	5	NQF Level 4 / Grade 12	18 months	George Tabor
OC	Artificial Intelligence Software Developer	209	5	NQF Level 4 / Grade 12	24 months	George Tabor
OC	Cybersecurity Analyst	173	5	NQF Level 4 / Grade 12	12 months	George Tabor
OC	Design Thinking Innovation Lead	160	4	NQF Level 3 / Grade 11	12 months	George Tabor

Occupational Programmes - Continued



Occupational Qualification	Occupational Qualification Title	Credits ID / OFO Code	NQF Level	Entry Requirements	Duration	Campus
OC	Software Tester	70	5	NQF Level 4 / Grade 12	12 months	George Tabor
OC	Computer Technician	282	5	NQF Level 4 / Grade 12	24 months	George Tabor
OC	Security Officer	86	3	NQF Level 2 / Grade 10	6–12 months	George Tabor
HOC	Landscape Designer	240	5	NQF Level 4 / Grade 12	18 months	George Tabor
OC	Chef	558	5	NQF Level 4 / Grade 12	36 months	Roodepoort
OC	Child and Youth Care Worker	190	5	NQF Level 3 / Grade 9	18 months	Roodepoort
OC	Management Assistant	316	5	NQF Level 4 / Grade 12	18–24 months	Roodepoort
OC	Cook	144	4	NQF Level 1 / Grade 9	12 months	Roodepoort

Occupational Programmes - Continued



Occupational Qualification	Occupational Qualification Title	Credits ID / OFO Code	NQF Level	Entry Requirements	Duration	Campus
OC	Food Handler	32	2	NQF Level 1 / Grade 9	6 months	Roodepoort
OC	Community Development Worker	150	4	NQF Level 4 / Grade 12	12 months	Roodepoort
OC	Community Development Practitioner	212	5	NQF Level 4 / Grade 12	18 months	Roodepoort
OC	Training and Development Practitioner	190	5	NQF Level 4 / Grade 12	18 months	Roodepoort
OC	Adult Literacy Teacher	198	5	NQF Level 4 / Grade 12	18 months	Roodepoort
OC	School Principal (School Manager)	240	6	NQF Level 5 in Education	18 months	Roodepoort
OC	Trade Unionist	190	5	NQF Level 4 / Grade 12	18 months	Roodepoort
OC	Learning and Development Advisor	190	5	NQF Level 4 / Grade 12	18 months	Roodepoort
OC	Early Childhood Development Practitioner	131	4	NQF Level 1 / Grade 9	18 months	Roodepoort

1.3 Learnership and Apprenticeship Programmes



1.3.1 LEARNERSHIP PROGRAMMES

Qualification Name	Training Provider/Workplace	Campus Status
FETC Environmental Practice	Roodepoort campus	
FETC Environmental Practice	Roodepoort campus	
FETC Environmental Practice	Dobsonville campus	Available at Campus
NC Local Economic Development	Dobsonville campus	Available at Campus
NC Information Technology: End User Computing	George tabor campus	
NC Community Development	Dobsonville campus	Available at Campus
NC Hygiene and Cleaning Supervision	George tabor campus	
FETC Project Management	Dobsonville campus	Available at Campus
NC New Venture Creation (SMME)	Technisa campus	
FETC New Venture Creation	Technisa campus	
NC Water and Wastewater Reticulation Services	Technisa campus	
NC Water and Wastewater Reticulation Services	Roodepoort west campus	

Qualification Name	Training Provider/Workplace	Campus Status
NC Community Water, Health and Sanitation Monitoring	Roodepoort west campus	
NC Community House Building	Molapo campus	
NC Horticulture	George tabor campus	
Generic Management	Roodepoort campus	

1.3 Learnership and Apprenticeship Programmes - Continued



1.3.2 APPRENTICESHIP PROGRAMMES

Qualification Name	Training Provider/Workplace	Campus Status
Occupational Certificate Electrician	Roodepoort west campus	Available at Campus
Occupational Certificate Welder	Molapo campus	Available at Campus
Occupational Certificate Bricklayer	Molapo campus	Available at Campus
Occupational Certificate Mechanical Fitter	Molapo campus	Available at Campus





Section E:

Distance eLearning | 1. General Information

eLearning: Embrace The Freedom of SWGC Distance Learning

In an era where digitalization reigns supreme, the landscape of education has been profoundly enriched by the advent of distance learning. This modality of education stands as a testament to the boundless opportunities that arise when we harness the power of modern technology. SWGC Distance Learning is at the forefront of this educational renaissance, offering a seamless blend of flexibility and quality instruction. It empowers you to steer the helm of your educational journey while navigating the waves of daily life.

The Essence of Distance Learning:

Distance learning transcends the traditional confines of a classroom, offering a virtual educational arena that is accessible anytime, anywhere. This digital form of education eradicates geographical and temporal barriers, facilitating a learning paradigm where knowledge is just a click away.

Unfettered Learning, Unbridled Potential:

With SWGC Distance, the adage “earn while you learn” is not merely a slogan but a lived reality.

This mode of learning is a boon for individuals whose circumstances require a balance between employment and education. It represents a progressive step towards a more inclusive educational sphere.

Learning Without Boundaries:

The world is your classroom. Whether you find yourself amidst the morning calm, on a bustling train, or in the quiet corners of a café, eLearning becomes your companion. The possibilities are as vast as your imagination, with every locale serving as a potential haven of knowledge.

Autonomy and Personalization:

eLearning bestows upon you the power of choice. You are the architect of your own learning environment, selecting the conditions that best foster your academic growth. This personalized learning experience ensures that you are not merely a passive recipient but an active participant in your educational journey.

Transitioning From Brick to Click:

As you move from the tangible halls of traditional education to the expansive digital corridors of SWGC Distance Learning, you are not simply embracing a new mode of study. You are embarking on a journey of self-directed growth and boundless opportunities.

Embarking on a Journey of Choice:

The essence of eLearning encompasses more than just academic flexibility. It is about taking control of your destiny and crafting an educational experience that aligns with your life, your goals, and your aspirations.

SWGC Distance Learning is not merely a pathway to academic accomplishment. It is a journey toward a self-curated, empowering, and enriching educational experience.

Your voyage into a realm of limitless learning beckons. Are you ready to answer the call?

For more insights into embarking on this illuminating journey, reach out to distance@swgc.co.za and take the first step toward reshaping your educational narrative.



1. General Information - Continued

Programmes Available

All Nated programmes are available in the distance learning mode. They include:

Levels	Engineering Studies	Business Studies	General Studies
N5	Pass in N5	Pass in N5	Pass in N5
N6		Pass in N5	Pass in N5

BUSINESS STUDIES

- In order to qualify for a diploma in Business Studies, one must pass at least one computer component, e.g. Computerised Financial Systems, Computer Practice and Information Processing on any level (N5, 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 N5, N5 or N6 are chosen, Financial Accounting N5, 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.

REQUIREMENTS FOR THEORETICAL AND PRACTICAL WORK

Theoretical assignments: (N5 - N6)

- All assignments are done online In order to obtain examination entry aggregate of 40% is required for assessments (Tourism subjects' requirements are higher)



1. General Information - Continued

- By completing assessments , you gain a better understanding of the work and automatically improve your chances of completing your studies successfully.
- Remember: All assessments are done online

PRACTICAL ASSIGNMENTS (N5 - N6)

- Compulsory practical assignments are to be submitted online in respect of some N5 - N6 subjects.
- The theoretical and practical assignments are of utmost importance to N5 - 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. (Tourism has different pass marks)
- The marks you receive for your assignments, will determine your semester or year mark, which will contribute to your final mark
- Also refer to the study letter issued with your study material regarding pass requirements as well as the compilation of a term mark.

EXAMINATIONS

- N5 – N6 examinations are written on a semester basis during June or November. Please report at the examination room 45 minutes before the commencement of all exams.

Examination registration and results

- 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.





1. General Information - Continued

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 bursaries for students that register for three or more subjects on the same level even for distance learning students





Distance eLearning

Report 191 / Nated N5 - N6

2. Business Studies Report 191 / Nated N5 - N6

2.1 Management Assistant | 2.2 Legal Secretary

2.3 Business Management

2.4 Public Relations

2.5 Marketing Management

2.6 Financial Management

2.7 Human Resources Management

2.8 Public Management

2. Business Studies Report 191 / Nated N5 - N6

2.1 Management Assistant | 2.2 Legal Secretary

2.1 MANAGEMENT ASSISTANT

N5	N6
<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Information Processing N5 2. Office Practice N5 3. Communication N5 4. Computer Practice N5 or N5 	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Information Processing N6 2. Office Practice N6 3. Communication N6 4. Computer Practice N5 or N5 or N6

2.2 LEGAL SECRETARY

N5	N6
<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Information Processing N5 2. Office Practice N5 3. Computer Practice N5 or N5 4. Communication N5 	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Information Processing N6 2. Legal Practice N6 3. Communications N6 4. Computer Practice N5 or N5 or N6

NB: Public Administration N5 is a prerequisite for Municipal Administration N6



2.3 Business Management

2.4 Public Relations

2.5 Marketing Management

2.6 Financial Management



2.3 BUSINESS MANAGEMENT

N5	N6
<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Entrepreneurship and Business Management N5 2. Sales Management N5 3. Computer Practice N5 4. Cost Management Accounting N5 	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Entrepreneurship and Business Management N6 2. Sales Management N6 3. Computer Practice N6 4. Cost Management Accounting N5

2.5 MARKETING MANAGEMENT

N5	N6
<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Marketing Management N5 2. Sales Management N5 3. Entrepreneurship and Business Management N5 4. Computer Practice N5 	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Marketing Management N6 2. Marketing Communication N6 3. Sales Management N6 4. Marketing Research N6

2.4 PUBLIC RELATIONS

N5	N6
<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Information Processing N5 2. Office Practice N5 3. Public Relations N5 4. Communication N5 	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Information Processing N6 2. Office Practice N6 3. Public Relations N6 4. Communication N6

2.6 FINANCIAL MANAGEMENT

N5	N6
<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Financial Accounting N5 2. Cost and Management Accounting N5 3. Computerised Financial Systems N5 4. Entrepreneurship and Business Management N5 	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Financial Accounting N6 2. Cost and Management Accounting N6 3. Computerised Financial Systems N6 4. Entrepreneurship and Business Management N5 or N6

2.7 Human Resources Management

2.8 Public Management

2.7 HUMAN RESOURCES MANAGEMENT

N5	N6
<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Personnel Management 2. Personnel Training 3. Labour Relations 4. Computer Practice 	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Personnel Management 2. Personnel Training 3. Labour Relations 4. Computer Practice

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

2.8 PUBLIC MANAGEMENT

N5	N6
<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Public Administration 2. Public Finance 3. Municipal Administration 4. Public Relations 	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Public Administration 2. Public Finance 3. Municipal Administration 4. Public Relations 5. Public Finance 6. Mercantile Law N5 or N5 7. Computer Practice N5, N5 or N6





Distance eLearning

Report 191 / Nated N5 - N6

3. Engineering Studies Report 191 / Nated N5 - N6

3.1 Paint Trades

3.2 Building Trades

3.3 Furniture trades

3.4 Draughting building

3.5 Foundry trades

3.5.1 Pattern maker

3.5.2 Moulder

3.6 Machining trades

3.6.1 Fitter and turner

3.6.2 Toolmaker

3.7 Metal trades

3.8 Motor trades

3.8.1 Motor Machinist

3.9 Electrical/Electronic study fields

3.9.1 Electrician

3.9.2 Armature Winder

3.9.3 Instrument Mechanic

3.9.4 Motor Vehicle Electrician

3.9.5 Refrigeration mechanic



3. Engineering Studies Report 191 / Nated N5 - N6

GENERAL INFORMATION

- All N certificate 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 N2 to N6. The N1 certificate in Engineering is equivalent to Grade 10; N4 to Grade 12 and N6, the highest level offered by TVET colleges, is a post-matric qualification.
- A learner will qualify for a National Diploma in Engineering Studies on completion of 12 subjects, ranging from N5 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.

FIELDS OF STUDY

- Electrical/Electronic Studies
- Building Studies
- Mechanical Studies
- Certificate of Competency (Only Electrical and Mechanical fields)
- Civil Certificate of Competency

TYPES OF CERTIFICATE

The following certificates of competency are issued by the Department of Minerals and Energy, and the Department of Labour

- 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 AND 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 N5 - 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 N5 Electrical Trade Theory N5 Mathematics, N5 Engineering Science and either N5 Industrial Electronics or another N5 subject.

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

ENGINEERING STUDIES N5 – N6

Entrance Requirements:

NATIONAL N5 CERTIFICATE

The candidate must have passed an N4 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 be completed on N5 level. Subjects on the N6 level must first be completed on N5 level.

REGISTRATION DATES FOR EXAMINATIONS

Register before the following dates: Refer to our website.

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** N5 - N6 certificates will be issued by DHET once a student has completed the four prescribed subjects on each of the levels. **N Diploma** Once you have passed the N2 – N6 courses and have completed 2 years relevant practical (in a work situation), you may apply at the Department of Education for a National N Diploma.



3.1 Paint Trades

3.2 Building Trades

3.1 PAINT TRADES

N5

- Building Administration
- Building and Structural Construction
- Building and Structural Surveying (only available in N5)
- Quantity Surveying



3.2 BUILDING TRADES

N5

- Building Administration
- Building and Structural Construction
- Building and Structural Surveying (only available in N5)
- Quantity Surveying
- Building and Structural Surveying

N6

- Building Administration
- Building and Structural Construction
- Building and Structural Surveying (only available in N5)
- Quantity Surveying
- Building and Structural Surveying





3.3 Furniture trades 3.4 Draughting building

3.3 FURNITURE TRADES

1. Trade Theory (see below)
2. Building Drawing
3. Building Science
4. Mathematics

Optional

N5

- Mathematics
- Supervisory Management
- Industrial Affairs
- Building Administration

Optional

N5	N6
<ul style="list-style-type: none"> • Supervisory Management • Industrial Affairs Building Administration • Communication Technology N5 	<ul style="list-style-type: none"> • Supervisory Management

3.4 DRAUGHTING BUILDING

N5

- Mathematics or Supervisory Management
- Building and Structural Construction
- Building Administration
- Building and Structural Surveying

OR

- Strength of Materials and Structures
- Quantity Surveying

Optional

N5	N6
<ul style="list-style-type: none"> • Mathematics • Strength of Material and structures • Fluid Mechanics • Mechanical Drawing and Design • Engineering Physics 	<ul style="list-style-type: none"> • Mathematics • Strength of Material and Structures • Fluid Mechanics • Mechanical Drawing and Design • Engineering Physics



3.5 Foundry trades

3.5.1 Pattern maker

3.5.2 Moulder

3.5 FOUNDRY TRADES

3.5.1 PATTERN MAKER

N5	N6
<ul style="list-style-type: none"> • Mechanotechnics • Strength of Material and Structures • Mechanical Drawing and Design • Power Machines • Fluid Mechanics • Engineering Physics 	<ul style="list-style-type: none"> • Mechanotechnics • Strength of Material and Structures • Mechanical Drawing and Design • Power Machines • Fluid Mechanics • Engineering Physics

3.5.2 MOULDER

N5	N6
<ul style="list-style-type: none"> • Mechanotechnics • Strength of Material and Structures • Mechanical Drawing and Design • Power Machines • Fluid Mechanics • Engineering Physics 	<ul style="list-style-type: none"> • Mechanotechnics • Strength of Material and Structures • Mechanical Drawing and Design • Power Machines • Fluid Mechanics • Engineering Physics

Subjects may be chosen from both selections (N5 - N6). Engineering Science N5 is a prerequisite if Strength of Materials and Structures N5 are taken.



3.6 Machining trades

3.6.1 Fitter and turner

3.6.2 Toolmaker

3.6 MACHINING TRADES

FITTER AND TURNER

N5	N6
<ul style="list-style-type: none"> • Strength of Materials and Structures • Mechanotechnics • Power Machines • Engineering Physics 	<ul style="list-style-type: none"> • Strength of Materials and structures • Mechanotechnics • Power Machines • Engineering Physics

TOOLMAKER

N5	N6
<ul style="list-style-type: none"> • Strength of Materials and Structures • Mechanotechnics • Power Machines • Engineering Physics 	<ul style="list-style-type: none"> • Strength of Materials and structures • Mechanotechnics • Power Machines • Engineering Physics



3.7 Metal trades

3.7 METAL TRADES

BOILERMAKER

N5	
' Mechanotechnology	

WELDER

N5	
' Mechanotechnology	

RIGGER

N5	
Mechanotechnology	

Optional

N5	N6
<ul style="list-style-type: none"> • Mechanotechnics • Strength of Materials and structures • Mechanical Drawing and Design • Power Machines • Engineering Physics 	<ul style="list-style-type: none"> • Mechanotechnics • Strength of Materials and structures • Mechanical Drawing and Design • Power Machines • Engineering Physics



Subjects may be chosen from both selections (N5 – N6). Engineering Science N5 is a prerequisite if Strength of Materials and Structures N5 are taken.



3.8 Motor trades

3.8.1 Motor Machinist

3.8 MOTOR TRADES

Trade Theory (see below)

- Mathematics
- Engineering Science
- Engineering Drawing

MOTOR MECHANIC

N5

Motor Trade Theory

PANEL BEATER AND SPRAY PAINTER

N5

Motor Bodywork Theory

DIESEL MECHANIC

N5

Diesel Trade Theory

3.8.1 MOTOR MACHINIST

N5	N6
<ul style="list-style-type: none"> • Mechanotechnics • Power Machines • Mechanical Drawing and Design • Strength of Material and structures • Fluid Machines • Engineering Physics • (Note: The same subjects taken on N5 level must be taken on the N6 level) 	<ul style="list-style-type: none"> • Mechanotechnics • Power Machines • Mechanical Drawing and Design • Strength of Material and structures • Fluid Machines • Engineering Physics • (Note: The same subjects taken on N5 level must be taken on the N6 level)



3.9 Electrical/Electronic study fields

3.9.1 Electrician

3.9.2 Armature Winder

3.9.3 Instrument Mechanic

3.9 ELECTRICAL/ ELECTRONIC STUDY FIELDS

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

3.9.1 ELECTRICIAN

3.9.2 ARMATURE WINDER

3.9.3 INSTRUMENT MECHANIC

N5
<ul style="list-style-type: none"> • Electrotechnology • Mathematics • Industrial Electronics <p><i>Optional:</i></p> <ul style="list-style-type: none"> • Engineering Science • Industrial Orientation • Engineering Drawing • Logic System • Supervision in Industry

N5	N6
<ul style="list-style-type: none"> • Electrotechnics <p><i>Any three of the following:</i></p> <ul style="list-style-type: none"> • Mathematics (N5 + N6) • Industrial Electronics • Industrial instruments • Supervisory Management 	<ul style="list-style-type: none"> • Electrotechnics <p><i>Any three of the following:</i></p> <ul style="list-style-type: none"> • Mathematics • Industrial Electronics • Industrial instruments • Logic Systems • Supervisory Management • Control System

N5	N6
<ul style="list-style-type: none"> • Industrial Instrument <p><i>Any Three of the following:</i></p> <ul style="list-style-type: none"> • Mathematics • Industrial Electronics • Electrotechnics • Supervisory Management • Logic system 	<ul style="list-style-type: none"> • Industrial Instrument <p><i>Any Three of the following:</i></p> <ul style="list-style-type: none"> • Mathematics • Industrial Electronics • Electrotechnics • Industrial instruments (N5, N6) • Supervisory Management • Control Systems (only N6)

Subjects from both alternatives (N5-N6) are exchangeable Candidates who choose subjects on N5 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 followed through N6. Engineering science N5 is prerequisite if strength of Materials and Structures N5 are taken.

3.9 Electrical/Electronic study fields

3.9.4 Motor Vehicle Electrician

3.9.5 Refrigeration mechanic

3.9.4 MOTOR VEHICLE ELECTRICIAN

N5	N6
<p>Any four of the following:</p> <ul style="list-style-type: none"> • Mathematics • Industrial Electronics • Electrotechnics • Industrial instruments (N5, N6) • Logic Systems • Supervisory Management 	<p>Any four of the following:</p> <ul style="list-style-type: none"> • Mathematics • Industrial Electronics • Electrotechnics • Supervisory Management • Control Systems (only N6)

3.9.5. REFRIGERATION MECHANIC

N5	N6
<p>Choose Any four of the following:</p> <ul style="list-style-type: none"> • Refrigeration, Air – Conditioning and Ventilation • Mechanotechnics • Electrotechnics • Mathematics • Mechanical Drawing and Design (only N5 and N6) • Industrial Electronics 	<p>Choose Any four of the following:</p> <ul style="list-style-type: none"> • Mechanotechnics • Electrotechnics • Mathematics • Mechanical Drawing and Design (only N5 and N6) • Industrial Electronics

NOTE: FOR ANY ASSISTANCE IN SELECTING SUBJECTS, PLEASE CONTACT THE ENGINEERING DEPARTMENT



3. Engineering Studies Report 191 / Nated N5 - N6 - Continued



3.10 Electrical/Electronic study fields

3.10.6 Alternative choice

3.10.7 Radio and Television Mechanics

3.10.6. ALTERNATIVE CHOICE

N5	N6
<p>Choose Any four of the following:</p> <ul style="list-style-type: none">Supervisory ManagementIndustrial AffairsMathematicsMechanotechnicsElectrotechnics	<p>Choose Any four of the following:</p> <ul style="list-style-type: none">Supervisory ManagementIndustrial AffairsMathematicsMechanotechnicsElectrotechnics

B: Government Certificate of Competency (Red Ticket)

- Types of Certificate The following certificates of competency are issued by the Department of Minerals and Energy, and the Department of Labour
- 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.

3.10.7 RADIO AND TELEVISION MECHANICS

N5	N6
<ul style="list-style-type: none">Radio and TV TheoryMathematicsIndustrial ElectronicsLogic systemsIndustrial Orientation	<ul style="list-style-type: none">Radio and TV TheoryMathematicsIndustrial ElectronicsLogic systemsIndustrial Orientation

N5	N6
<p>Choose Any four of the following:</p> <ul style="list-style-type: none">MathematicsIndustrial ElectronicsCommunicationsElectronicsComputer PrinciplesLogic SystemsSupervisory Management	<p>Choose Any four of the following:</p> <ul style="list-style-type: none">MathematicsIndustrial ElectronicsCommunicationsElectronicsComputer PrinciplesLogic SystemsSupervisory Management

NB: N5 – N6 Subjects from both alternatives (N5 – N6) are exchangeable. Candidates who choose five subjects on N5 level, need to take three subjects on N6 level to comply with a total of 12 subjects N5 to N6



3. Engineering Studies Report 191 / Nated N5 - N6 - Continued

- The practical qualifications are accepted on merit. You need to be at least 23 years of age and must have obtained a minimum of 50% in all relevant subjects from N4 to N6
- There are three routes that may allow you to qualify as GCC factories candidate:
 - Route 1 is for applicants with a bachelor's degree in mechanical or electrical engineering obtained from a University
 - Route 2 is for applicants with a national diploma in mechanical or electrical engineering from a Higher Education and Training institution such as UNISA, UJ, VUT, etc.

applicants need to satisfy the Commission of Examiners that the educational institution's curriculum covers the plant engineering syllabus.

- Route 3 is for applicants with a national technical diploma in mechanical or electrical engineering from a TVET college (or the formerly FET colleges)

applicants need to satisfy the Commission of Examiners that the educational institution's curriculum covers the plant engineering syllabus. And, the curriculum needs to consist of the minimum subjects for mechanical or electrical applicants.

- 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 P
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 and Works and

Factories

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

C: Electrical Installation Rules Course (Wireman's License): SANS 10142

The following topics are covered by the Electrical Installations Rules course SANS 10142:
The Occupational Health and Safety Act (OSHACT, 85 of 1993)
Electrical Machinery Regulations (2011)
Electrical Installation Regulations (2009) installations

The various topics covered by the Wiring of Premises-Low voltage, as required by SANS 10142-1 are also included in the exams

The Wireman's License is obtained after the successful completion of two examinations termed Paper 1 and Paper 2

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



3. Engineering Studies Report 191 / Nated N5 - N6 - Continued

The examination is 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 N4 Electrical Trade Theory, N4 Mathematics, N4 Engineering Science and either N4 Industrial Electronics or another N4 subject. No condonation will be considered.

D: Foremen (Supervisor's Course)

The following subjects are recommended for Foremen or those who aspire to be Foremen in any trade

N5	N6
<ul style="list-style-type: none">• Supervisory Management• Industrial Affairs• Communication (Technology)	<ul style="list-style-type: none">• Supervisory Management• Industrial Affairs• Communication (Technology)
Plus a minimum of TWO trade specific subjects	Plus a minimum of TWO trade specific subjects





Distance eLearning

Report 191 / Nated N5 - N6

4. Utility/General Studies Report 191 /Nated N5 - N6

4.1 Tourism



4. Utility/General Studies Report 191 /Nated N5 - N6

4. UTILITY/GENERAL STUDIES

4.1 Tourism

CAREER OPPORTUNITIES

The following career paths may be pursued

- Travel Consultant
- Working at a tour operator/tour wholesaler
- Tourist Information Centres
- Transport sector (rail, shipping, air)
- Hotel Reception
- Car rental companies
- Guest house and lodges
- Holiday resorts

N5	N6
<ul style="list-style-type: none"> • Tourist Destination • Travel Services • Travel Office Procedures • Tourism Communication • Computer Practice 	<ul style="list-style-type: none"> • Tourist Destination • Travel Services • Travel Office Procedures • Hotel Reception

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

Requirements for Admission

Students must be in possession of an NSC/N5 or a grade 12 Certificate or equivalent qualification.

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

Pass Requirements

A pass mark of 50% must be obtained in each subject except in Travel Services where a pass mark of 60% on N5 level is required. The pass mark for Travel Services at N6 is 70%.

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.





Section F: E-Learning

E - Learning @SWGC

E-Learning may mean so many things to different people but at South West Gauteng TVET College, by eLearning we mean 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 que, 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





Business Centres

1.Contact Centre | 2.Dimonate Restaurant and Conference Centre

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

Some of the Services Rendered

Training students who intend to pursue Call Centre as a career.

The course consists of the following:

- Communication skills
- Telephone etiquette
- Computer training
- Call Centre training
- Customer service
- Call Centre soft skills
- Outbound and inbound Call Centre skills training.

Typical industries and career opportunities that need Contact

Centre skills:

- Banking
- Insurance
- Telecommunications
- Information Technology

Industries needing Contact Centre skills continued...

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

2. Dimonate Restaurant and Conference

Centre Conference Centre

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

The Restaurant

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





2. Dimonate Restaurant and Conference Centre - Continued | 3. SMME Centre Services

To book, or enquire, please call Roodepoort Campus
T: 086 176 8849
E: rdp@swgc.co.za
Address: No. 3 ebber 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:

Contact Centre

5604 Van Onselen Road
DOBSONVILLE
1863

TEL: 086 176 8849

George Tabor Campus

1440 Mncube Drive
Dube Village
1801

TEL: 010 141 5000

Dobsonville Campus

5604 Van Onselen Road
DOBSONVILLE
1863

TEL: 010 141 4000

Contact Centre

5604 Van Onselen Road
DOBSONVILLE
1863

TEL: 086 176 8849

Roodepoort Campus

No. 3 Webber Avenue
Horizon View
ROODEPOORT
17243

TEL: 010 141 2000

Youth and SMMEs

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

Services Rendered:

- Starting your own business
- Drafting business plans
- Referral to financial institutions
- Company registration
- Access to internet



4. SWGC Travel Centre

Introduction SWGC Travel Center was established in 2000, and has its main office in Randburg. We are a dynamic and professional one-stop agency specialising in Corporate Travel. With over 90% of our business generated emanating from the Corporate Sector, we understand the needs of business travel and constantly strive to exceed our Clients expectations.

Our Vision and Mission

- **Our Vision** is to be a premier provider of world class vocational education and training to produce competent, ethical citizens
- **Our Mission** is to provide accessible, high-quality vocational and technical education and training that equips students with relevant skills, fosters innovation, and promotes lifelong learning in response to the needs of the industry and our community

SWGC Travel Staff

Mr Christiaan Toerien: Christiaan, in his capacity as Tour Operations Manager heads 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** - Pro actively 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



Head Office

Private Bag X33, Tshiawelo, 1817
1822 A Molele Street, C/o Koma Road,
Molapo, Soweto Tel: 010 141 1000
Email: headoffice@swgc.co.za

Dobsonville Campus

Private Bag X33, Tshiawelo, 1817
5604 Van Onselen Road, Dobsonville, 1863
Tel: 010 141 4000
E-mail: dobson@swgc.co.za

Call Centre

Private Bag X33, Tshiawelo, 1817
5604 Van Onselen Road, Dobsonville, 1863
Tel: 086 176 8849
E-mail: callcentre@swgc.co.za

George Tabor Campus

Private Bag X33, Tshiawelo, 1817
440 Mncube Drive, Dube Village,
1801
Tel: 010 141 5000
E-mail: gtabor@swgc.co.za

“Land is Wealth” Farm Lodge

No 41 Upper Ridge Road, Swartkrans,
Maropeng,
Krugersdorp, 1739
Tel: 010 599 24 83

Molapo Campus

Private Bag X33, Tshiawelo, 1817
1822 B Molele Street,
C/o Koma Road, Molapo, Soweto, 1801
Tel: 010 141 8000
E-mail: molapo@swgc.co.za

Roodepoort Campus

Private Bag X33, Tshiawelo, 1817
No.3 Webber Street, Horizon View, Roodepoort, 1724
Tel: 010 141 2000 E-mail: rdp@swgc.co.za

Roodepoort West Campus

Private Bag X33, Tshiawelo, 1817
No.1 Hinda and Lawson Street,
Roodepoort, 1724 Tel: 010 141
3000 E-mail: rdpw@swgc.co.za

Technisa Campus

Private Bag X
07, Pinogowrie, 2123 Huguenot
Avenue and Main Street,
Bordeaux, Randburg, 2194 Tel:
010 141 1200/1 E-mail:
tech@swgc.co.za

Florida site; School of Science, Technology and Distance Learning

Private Bag X33, Tshiawelo, 1817
40/42 Goldman Street, Florida,
Roodepoort, 1709
Tel: 010 141 1000
Email: headoffice@swgc.co.za

383 Ontdekkers Rd, New Business

Private Bag X33, Tshiawelo, 1817
383 Ontdekkers Rd, Florida Park,
Roodepoort, 1709
Tel: 010 140 0491
E-mail: headoffice@swgc.co.za



086 176 8849

www.swgc.co.za

