



SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL<sup>TM</sup>  
EDUCATION AND TRAINING COLLEGE  
EDUCATION OF DISTINCTION

# PROSPECTUS

## 2020 /2021





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# About the College



## Vision

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

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## Mission

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

3

## Values

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

- The principles of Batho Pele with emphasis on Client Care and uBuntu
  - The principle of a better life for all
- The principle of upholding a culture of learning, teaching and service delivery
  - Professional conduct
  - Good governance
  - Mutual respect
- Environmental sustainability
- Non-racialism and non-sexism
  - Redress
- Honesty and Integrity
- To Inspire Students (wholly)

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# 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 N4 to N6 levels. At over 30 000 enrollments, 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!**  
*Enough Said!*



## Word From The Council Chairperson



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

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

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

Many who joined this college in previous years have come out as Administrators, Electrical and Mechanical Artisans, Human Resources Practitioners, IT Technicians, Police Officers, Accounting Assistants, Educare Practitioners – the list is endless. The possibilities and

programmes on offer have become even more varied, as is evident in the pages that follow.

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

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

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

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

Enjoy!

A handwritten signature in black ink, appearing to read 'Z Dlamini', written over a horizontal dotted line.

**Mr Z Dlamini**  
Chairperson of the Council



## 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.

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



## Word From The Principal - Continued



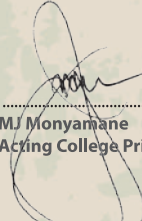
student are placed at the centre of everything we do.

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.

  
.....  
M.J. Monyamane  
Acting College Principal

# Word From The SRC President



## Dear prospective students

In the words of Denzel Washington: "You've invested in your education, and people have invested in you. And let me tell you the world needs your talents and does it ever? The world needs a lot and we need it from you. We really do. We need it from you, young people."

We cannot talk about the future of the current youth in South Africa, without talking about the cardinal issues that continue to threaten such a brighter future that we all yearn for. These issues include, amongst others, our Education system, unemployment, and poverty in South Africa. Nelson Mandela once said, 'A country that does not invest in its youth is doomed to fail'.

For South Africa to develop we need to invest in education, not just education but in technical and vocational education because the skills sector is highly needed to uplift the current economic crisis facing our country. So do trust me when I say that the struggle to empower the youth in this country is not a singular responsibility of one person but a collective effort for us all. Indeed, as the saying goes, WORKING TOGETHER WE CAN DO MORE. The TVET MUST RISE campaign is but one example to show that we need to work hand in hand (umuntu ngumuntu ngabantu) in promoting academic excellence as a shield, teaching, and learning as the weapon, persistence as armed, and perseverance in pursuit of our dream goal of creating a conducive and enabling teaching-and-learning environment within the TVET sector that prioritizes the interests of the youth and guarantees a brighter future.

Revolutionary Greetings to all the students in the name of South West Gauteng TVET College. My name is Nzizwenhle Robert Nyamane, your 2020 SRC President. I humble myself before you as I welcome you all to our college. I wish to welcome all the new and old, to the battle of education and not just education but life. I know that battle is a strong and sometimes intimidating word, however, as I have previously alluded that umuntu ngumuntu ngabantu, so fear not we are all linked at arms towards this, you are not alone.



# Section A: General Information



## 1. Application Procedure

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

## 2. Important information

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

## 3. Returning of the Application Forms:

### 3.1. NC (V), First Semester and First Trimester

- 3.1.1. Completed application forms to be sent to any of the College Sites, by hand, fax, email or post using the details or addresses below, **but must reach the College no later than 30 November**
- 3.1.2. Applicants will be notified of their acceptance / non-acceptance no later than **11 December**

### 3.2. Second Trimester

- 3.2.1. Completed application forms to be sent to any of the College Sites, by hand, fax, email or post using the details or addresses given below, **but must reach the College no later than 01 April**
- 3.2.2. Applicants will be notified of their acceptance / non-acceptance no later than **14 April**

### 3.3. Second Semester and third Trimester

- 3.3.1. Completed application forms to be sent to any of the College Sites, by hand, fax, email or post using the details or addresses given below, **but must reach the College no later than 30 June**
- 3.3.2. Applicants will be notified of their acceptance / non-acceptance no later than **10 July**. Please note: that your application will be regarded as preliminary Application until you have complied with all important rules mentioned on number 2.

### 3.4. Distance Learning

- 3.4.1. Applications are opened throughout the year.
- 3.4.2. You may also apply online for Distance Learning using the following address: <http://swgc.openeronline.co.za/enrolment>

# General Information - Continued



## ONLINE APPLICATION

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

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

4. NSFAS Bursary Applications

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

## 2. Registration procedure

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

### Foreign Certificates

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





## General Information - Continued

### 1. How to apply for NSFAS Bursary?

- 1.1. Prospective Students who wish to study at the College through NSFAS Bursary must APPLY ONLINE at [www.swgc.co.za](http://www.swgc.co.za) and click on the NSFAS icon on the top of the home page OR <http://www.nsfas.org.za/content/>
- 1.2. Returning students who were supported by NSFAS who have passed will not need to reapply for NSFAS, as the bursary will automatically continue in the New Year.
- 1.3. All students who have applied and have been awarded a bursary will be allowed to enroll.
- 1.4. Students who the Means Test indicates that they are not financially needy, or those who choose not to apply for a bursary, will be required to pay the minimum registration fee of 20% of their programme, as per the indicated price list on the college's website; [www.swgc.co.za](http://www.swgc.co.za) and make a financial agreement with the college for the payment of the balance of their fees.

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

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

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

- Identity Document/Birth Certificate
- Latest Academic Results
- Proof of parents income (If parent/s employed)
- Death Certificate/s (If parent/s deceased)
- Doctor's Certificate (If permanently disabled)



TM  
**SWGC, Period!**  
*Enough Said!*

# General Information - Continued



## 3. Refunds

- 3.1 Please Note: Refund of class fees due to cancellation can only be considered if the de-registration/ cancellation and request forms are handed in to the Head of Division within the following time schedule:
- 3.1.1 **Trimester Programmes:** 10 working days of official commencement of classes
  - 3.1.2 **Semester Programmes:** 20 working days of official commencement of classes
  - 3.1.3 **Year Programmes:** 30 working days of official commencement of classes
  - 3.1.4 All cancellations will be subjected to a non-refundable administration fee as per the College Financial Policy.

## 3.2 Refund of class fees

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

## 4. Cancellation of Programmes

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

## 5. Examinations

- 5.1 Only students who have registered for full time, part time, distance learning and E-learning and who have complied with the administration requirements will be allowed to enter the examinations.
- 5.2 Examination Enrolments: Contact the campuses for the exact dates of enrolments.
- 5.3 Business Studies Report 191
- A. First Semester: March
  - B. Second Semester: August
- 5.4 Engineering Studies Report 191
- A. First Trimester: February
  - B. Second Trimester: June
  - C. Third Trimester: September
- 5.5 TAKE NOTE THAT IT IS COMPULSORY FOR STUDENTS TO ATTEND 80% OF THEIR LECTURES AND TO ACHIEVE ASUB-MINIMUM OF 40% IN ALL THEIR INTERNAL ASSESSMENTS TO BE ALLOWED TO SIT FOR THE EXAMINATIONS! IF THEIR ATTENDANCE IS LESS THAN 80%, OR THEY HAVE FAILED TO OBTAIN A SUB- MINIMUM OF 40% IN THEIR ASSESSMENTS, THEY WILL NOT BE ALLOWED TO WRITE THE EXAMINATION IN THAT SUBJECT!

## 6. Supplementary Examinations

### 6.1 NC (V): February-March

## 7. Certificate Of Competency:

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



# General Information - Continued

## 8. College Working Hours

- 8.1 Subject to internal adjustments per individual campuses
- 8.2 Office Hours
  - 8.2.1 Monday to Thursday: 7h30 – 16h00
  - 8.2.2 Fridays: 7h30-13h30
- 8.3 Lecturing Hours (Full Time)
  - 8.3.1 Monday to Friday: 07h45 – 14h30
  - 8.3.2 Report 191 Part Time Classes are also offered from 14h00 - 18h30
- 8.4 Part-time Programmes:
  - 8.4.1 Programmes are offered on a part time basis at specific campuses. Please contact campuses for more details.  
Monday to Friday: 14h40 – 21h00

## 9. DIPLOMA APPLICATION PROCEDURE

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

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

- 9.2 **Applying for evaluation** 9.2.1 You have to complete a paper application from (annexure A), supported by the Academic board of the institution where you have obtained your theoretical qualifications.
- 9.3 **Submit the Application** 9.3.1 It is the responsibility of the College to submit your application (annexure A) to the DHET BY MAKING USE OF A COURIER SERVICE TO:

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

### 9.4 What happens next?

- 9.4.1 DHET records your application
- 9.4.2 We capture your details onto our system and create a paper life
- 9.4.3 A reference number is allocated to you application

### 9.5 DHET Process your Application

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

### 9.6 Collecting of your National N Diploma

- 9.6.1 You will be notified by the College when your National N Diploma is ready for collection.
- 9.6.2 The College institution will need your ID DOCUMENT, passport or drivers licence when you Collect your National N Diploma
- 9.6.3 Duration: the entire process will not take more than three months.
- 9.6.4 Fees: This is a free service from the DHET.

### PROGRAMMES:

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

**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. School of Business Studies



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

#### ENTRY REQUIREMENTS:

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

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

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

Course structure: One year per NQF level

\* Registering online for the free Google Digital Skills for Africa is compulsory for all students registering for Level 3 and N5.

URL: <https://learndigital.withgoogle.com/digitalskills/> or simply write: **Good Digital Skills for Africa** - on your browser.

\* Students who are registering for Marketing NC (V) Level 3 and N5 are further encouraged to enrol for the Digital Marketing course.

URL: <https://learndigital.withgoogle.com/digitalskills/course/digital-marketing>



# 1.1 Finance, Economics and Accounting NC (V)



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

### Career Opportunities

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

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematics or Mathematical Literacy and
- Life Skills and Computer Literacy

### Vocational Subjects

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

### 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. Bcomm/pt) are advised to enroll for pure maths.





## 1.3 Marketing NC (V)

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

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Life Skills and Computer Literacy

### Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Advertising and Promotions</li> <li>• Marketing Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Advertising and Promotions</li> <li>• Marketing Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Advertising and Promotions</li> <li>• Marketing Communication</li> </ul>
<b>and one of the following</b>	<b>and one of the following</b>	<b>and one of the following</b>
<ul style="list-style-type: none"> <li>• Contact Centre Operations</li> <li>• Graphic Design</li> </ul>	<ul style="list-style-type: none"> <li>• Consumer Behaviour</li> <li>• Contact Centre Operations</li> <li>• Graphic Design</li> </ul>	<ul style="list-style-type: none"> <li>• Consumer Behaviour</li> <li>• Contact Centre Operations</li> <li>• Graphic Design</li> </ul>

### Career Paths

- Market new products
- Sell goods and services
- Determine pricing, packaging, sales, promotions and distribution

- Research needs of customers and develop products
- Guide consumers on products and brands
- Advertise and promote new products & services

### Career Opportunities

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



# 1.4 Office Administration NC (V)

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

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Skills and Computer Literacy

### Vocational Subjects

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

### 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 Assisat





## 2. School of Engineering Studies NC (V)

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



### ENTRY REQUIREMENTS:

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

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	☑	

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

**Course structure:** One year per NQF level

\* Registering online for the free Google Digital Skills for Africa is compulsory for all students registering for Level 3 and N5.

URL: <https://learndigital.withgoogle.com/digitalskills/> or simply write: **Good Digital Skills for Africa** - on your browser.

\* Students who are registering for Marketing NC (V) Level 3 and N5 are further encouraged to enrol for the Digital Marketing course.

URL: <https://learndigital.withgoogle.com/digitalskills/course/digital-marketing>

## 2.1 Civil Engineering and Building Construction NC(V)

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

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematics
- Life Skills and Computer Literacy

### Vocational Subjects

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

### 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)

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

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematics
- Life Skills and Computer Literacy

### Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> <li>• Electrical Principles and Practice</li> <li>• Electronic Control and Digital Electronics</li> <li>• Workshop Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical Principles and Practice</li> <li>• Electronic Control and Digital Electronics</li> <li>• Electrical Workmanship</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical Principles and Practice</li> <li>• Electronic Control and Digital Electronics</li> <li>• Electrical Workmanship</li> </ul>
<p>and one of the following</p> <ul style="list-style-type: none"> <li>• Physical Science</li> <li>• Electrical Systems and Construction</li> </ul>	<p>and one of the following</p> <ul style="list-style-type: none"> <li>• Physical Science</li> <li>• Electrical Systems and Construction</li> </ul>	<p>and one of the following</p> <ul style="list-style-type: none"> <li>• Physical Science</li> <li>• Electrical Systems and Construction</li> </ul>



### Career Paths

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

### Career Opportunities

- Electrical Engineering
- Electrician
- Industrial Engineering
- Sound Technology
- Theatre Technology
- Process Level Control
- Digital Electronics
- Instrumentation

## 2.3 Engineering and Related Design (Mechanical) NC (V)

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

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematics
- Life Skills and Computer Literacy

### Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> <li>• Engineering Fundamentals</li> <li>• Engineering Technology</li> <li>• Engineering Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Engineering Practice &amp; Maintenance</li> <li>• Material Technology</li> <li>• Engineering Graphic and Design</li> </ul>	<ul style="list-style-type: none"> <li>• Engineering Processes</li> <li>• Professional Engineering Practice</li> <li>• Applied Engineering Technology</li> </ul>
and one of the following	and one of the following	and one of the following
<ul style="list-style-type: none"> <li>• Welding</li> <li>• Fitting &amp; Turning</li> <li>• Automotive Repair and Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Welding</li> <li>• Fitting &amp; Turning</li> <li>• Automotive Repair and Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Welding</li> <li>• Fitting &amp; Turning</li> <li>• Automotive Repair and Maintenance</li> </ul>



### 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



### 3. School of Utility studies NC (V)



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

#### ENTRY REQUIREMENTS

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

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 (ICT)	2 - 4	☑			
Primary Agriculture	2 - 4				☑
Primary Health	2 - 4		☑	☑	
Safety in Society	2 - 4	☑			
Tourism	2 - 4	☑		☑	
Transport and Logistics	2 - 4	☑			

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

Course structure: One year per NQF level

\* Registering online for the free Google Digital Skills for Africa is compulsory for all students registering for Level 3 and N5.  
 URL: <https://learndigital.withgoogle.com/digitalskills?> or simply write: **Good Digital Skills for Africa** - on your browser.

\* Students who are registering for Marketing NC (V) Level 3 and N5 are further encouraged to enrol for the Digital Marketing course. URL: <https://learndigital.withgoogle.com/digitalskills/course/digital-marketing>

## 3.1 Education and Development NC (V)

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

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Skills and Computer Literacy

### Vocational Subjects

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

### 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.

### Career Opportunities

- Teacher Aide assisting professional educators
- Community education aide assisting professional in the field
- Early childhood care and Development Aide in community institutions and private homes
- Corporate care centres
- (In-house)
- Special needs learning centres





## 3.2 Hospitality NC (V)

Hospitality studies provide the students with theoretical and practical skills to operate as a cook, waitron or accommodation assistant in various hospitality establishments. This programme will also include some client service and human relations skills. This programme integrates academic knowledge and theory with practical skills and values

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of tea learning
- Mathematical Literacy
- Life Skills and Computer Literacy

### Vocational Subjects

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

### 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

### Career Opportunities

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



## 3.3 Information Technology and Computer Science (ICT) NC (V)

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

- Pass pure Mathematics Grade 9
- English

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematics
- Life Skills and Computer Literacy

### Vocational Subjects

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

### Career Paths

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

### Career Opportunities

- Computer Programming
- Information Technology Management
- Computer Systems Engineering
- Data Processing
- Electronics
- Contact Centre Operator





## 3.4 Primary Agriculture NC (V)

This programme is designed to provide both the theory and practical of primary agriculture. The practical component of study may be offered in a real workplace or in a simulated workplace environment. It will provide students with an opportunity to experience workplace situations during the period of study.

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematics
- Life Skills and Computer Literacy

### Vocational Subjects

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

### 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
- Forrester
- Botanist
- Horticulturist
- Viticulture



## 3.5 Primary Health NC (V)

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

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematics
- Life Skills and Computer Literacy

### Vocational Subjects

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

### 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 midlevel and other professional programmes in nursing, medicine, physiotherapy, forensic and radiology
- Matriculants with inadequate results in life science and Physical Science get an opportunity to enter into a health programme.
- Access to other health support careers



**Please Note: This is not a nursing qualification**

## 3.6 Safety in Society NC (V)

Safety in Society NC (V) is designed to provide both the theory and practice of safety in society. The practical component of the study may be offered in real workspace environment or simulated workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

### Entry Requirements

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

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Skills and Computer Literacy

### Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> <li>• Introduction to Governance</li> <li>• Introduction to Law</li> <li>• Principles of Criminal Justice</li> <li>• Introduction to Policing Practices</li> </ul>	<ul style="list-style-type: none"> <li>• Governance</li> <li>• Criminal Law</li> <li>• Criminal Justice Structure and Mandates</li> <li>• Theory of Policing Practices</li> </ul>	<ul style="list-style-type: none"> <li>• Governance</li> <li>• Law Procedures and Evidence</li> <li>• Criminal Justice Process</li> <li>• Applied Policing</li> </ul>



### Career Paths

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

### Career Opportunities

- South African Police Services
- Security and Surveillance
- Private Security
- Community Policing
- National Intelligence
- Legal Assistance
- Work in community structures
- Correctional Services
- South African National Defence Force
- Criminal Justice Environment and matters related to advocacy of the South African Constitution



## 3.7 Tourism NC (V)

This certificate will provide access to the following employment opportunities: Conference and Events Planner, Tourism Development Officer, Transportation Manager, Travel Counsellor, Game Ranger, Adventure Guide, Safari Operator.

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Skills and Computer Literacy

### Vocational Subjects

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

### 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)

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.

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Skills and Computer Literacy

### Vocational Subjects

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

### Career Paths

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

### Career Opportunities

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



# Section C:

## Report 191/ Nated N4-N6

### 1. Business Studies - Campus Spread



#### Entrance Requirements:

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

#### Recognition of Prior Learning (RPL)

The College acknowledges the value of prior learning

#### Registration

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

#### Duration: three year diploma course

18 Months (N4 – N6) Theory

18 Months Practical Experience

#### Career opportunities

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

\* Registering online for the free Google Digital Skills for Africa is compulsory for all students registering for Level 3 and N5.

URL: <https://learndigital.withgoogle.com/digitalskills?> or simply write: **Good Digital Skills for Africa** - on your browser.

\* Students who are registering for Marketing NC (V) Level 3 and N5 are further encouraged to enrol for the Digital Marketing course.

URL: <https://learndigital.withgoogle.com/digitalskills/course/digital-marketing>

PROGRAMME OFFERED	LEVEL	DOBSONVILLE CAMPUS	ROODEPOORT CAMPUS	TECHNISA CAMPUS
Business Management	N4 - N6	✓	✓	✓ (On Distance Learning)
Financial Management	N4 - N6		✓	✓ (On Distance Learning)
Human Resource Management	N4 - N6	✓		✓ (On Distance Learning)
Management Assistant	N4 - N6		✓	✓ (On Distance Learning)
Marketing	N4 - N6	✓		✓ (On Distance Learning)
Public Management	N4 - N6	✓		✓ (On Distance Learning)

*“Every risk is worth taking as long as it’s for a good cause, and contributes to a good life.”* **Richard Branson**



# 1.1 Business Management N4 - N6 | 1.2 Financial Management N4 - N6



## 1.1 BUSINESS MANAGEMENT N4 – N6

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

## 1.2 FINANCIAL MANAGEMENT N4 – N6

N4	N5	N6
<ul style="list-style-type: none"> <li>• Financial Accounting</li> <li>• Entrepreneurship and Business Management</li> <li>• Management Communication</li> <li>• Computerised Financial System</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Accounting</li> <li>• Entrepreneurship and Business Management</li> <li>• Computerised Financial System</li> <li>• Cost and Management Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Accounting</li> <li>• Entrepreneurship and Business Management/ Income Tax</li> <li>• Computerised Financial System</li> <li>• Cost and Management Accounting</li> </ul>



# 1.3 Human Resource Management N4 - N6 | 1.4 Management Assistance N4 - N6 | 1.5 Marketing Management N4 - N6 | 1.6 Public Management N4 - N6



## 1.3 HUMAN RESOURCE MANAGEMENT N4 – N6

N4	N5	N6
<ul style="list-style-type: none"> <li>• Entrepreneurship and Business Management</li> <li>• Management Communication</li> <li>• Personnel Management</li> <li>• Computer Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel Management</li> <li>• Personnel Training</li> <li>• Labour Relations</li> <li>• Computer Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel Management</li> <li>• Personnel Training</li> <li>• Labour Relations</li> <li>• Computer Practice</li> </ul>

## 1.6 PUBLIC MANAGEMENT N4 – N6

N4	N5	N6
<ul style="list-style-type: none"> <li>• Public Administration</li> <li>• Computer Practice</li> <li>• Entrepreneurship and Business Management</li> <li>• Management Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Public Administration</li> <li>• Computer Practice</li> <li>• Public Finance</li> <li>• Municipal Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Public Administration</li> <li>• Computer Practice</li> <li>• Public Law</li> <li>• Municipal Administration</li> </ul>

## 1.4 MANAGEMENT ASSISTANT N4 – N6

N4	N5	N6
<ul style="list-style-type: none"> <li>• Communication</li> <li>• Office Practice</li> <li>• Computer Practice</li> </ul> <p>one of the following</p> <ul style="list-style-type: none"> <li>• Introductory Information Processing</li> <li>• Information Processing</li> </ul>	<ul style="list-style-type: none"> <li>• Office Practice</li> <li>• Computer Practice</li> <li>• Communication</li> </ul> <p>one of the following</p> <ul style="list-style-type: none"> <li>• Information Processing N4</li> <li>• Information Processing N5</li> </ul>	<ul style="list-style-type: none"> <li>• Office Practice</li> <li>• Computer Practice</li> <li>• Communication</li> </ul> <p>one of the following</p> <ul style="list-style-type: none"> <li>• Information Processing N5</li> <li>• Information Processing N6</li> </ul>

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

## 1.5 MARKETING MANAGEMENT N4 – N6

N4	N5	N6
<ul style="list-style-type: none"> <li>• Entrepreneurship and Business Management</li> <li>• Marketing Management</li> <li>• Management Communication</li> <li>• Computer Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneurship and Business Management</li> <li>• Marketing Management</li> <li>• Sales Management</li> <li>• Computer Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Sales Management</li> <li>• Marketing Management</li> <li>• Marketing Communication</li> <li>• Marketing Research</li> </ul>



## 2. Engineering Studies Report 191 / Nated N1 - N6 - Campus Spread

### Entrance Requirements:

Minimum requirement is a successful Grade 9, but even better is a successful Grade 10, 11 or Grade 12 with Mathematics and Physical Science

### Recognition of Prior Learning (RPL)

The College acknowledges the value of prior learning

### Registration

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

Duration: three year diploma course

18 Months (N1 – N6) Theory

18 Months Practical Experience

### Career opportunities

- Apprentice
- Electrician
- Artisan
- Electronic
- Technician
- Engineer
- Engineering Technician and Technologist

\* Registering online for the free Google Digital Skills for Africa is compulsory for all students registering for Level 3 and N5.

URL: <https://learndigital.withgoogle.com/digitalskills/> or simply write: **Good Digital Skills for Africa** - on your browser.

\* Students who are registering for Marketing NC (V) Level 3 and N5 are further encouraged to enrol for the Digital Marketing course.

URL: <https://learndigital.withgoogle.com/digitalskills/course/digital-marketing>

PROGRAMME OFFERED	LEVEL	MOLAPO CAMPUS	ROODEPOORT WEST CAMPUS	TECHNISA CAMPUS
Civil Engineering	N1 - N6	✓		✓ (On Distance Learning)
Electrical Engineering	N1 - N6	✓ N1 - N3	✓ (On Full-Time and Part-Time Learning)	✓ (On Distance Learning)
Mechanical Engineering	N1 - N6	✓		✓ (On Distance Learning)
Chemical Engineering	N1 - N3		✓ N1 - N4	✓ (On Distance Learning)
Multi-Disciplinary Drawing Office Practice	N4 - N5	✓		



*"We are what we repeatedly do. Excellence, then, is not an act, but a habit." Aristotle*



# 2.1 Civil Engineering N1 - N6

## 2.2 Electrical Engineering N1 - N6



### 2.1 CIVIL ENGINEERING N1 – N6

N1	N2	N3
<ul style="list-style-type: none"> <li>• Building Science</li> <li>• Building Drawing</li> <li>• Mathematics</li> <li>• Bricklaying and Plastering Theory (OR)</li> <li>• Plumbing Theory</li> </ul>	<ul style="list-style-type: none"> <li>• Building Science</li> <li>• Building Drawing</li> <li>• Mathematics</li> <li>• Bricklaying and Plastering Theory (OR)</li> <li>• Plumbing Theory</li> </ul>	<ul style="list-style-type: none"> <li>• Building Science</li> <li>• Building Drawing</li> <li>• Mathematics</li> <li>• Building and Civil Technology</li> </ul>
N4	N5	N6
<ul style="list-style-type: none"> <li>• Building &amp; Structural Surveying</li> <li>• Building &amp; Structural Construction</li> <li>• Quantity Surveying</li> <li>• Mathematics (OR)</li> <li>• Building Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Building &amp; Structural Surveying</li> <li>• Building &amp; Structural Construction</li> <li>• Quantity Surveying</li> <li>• Mathematics (OR)</li> <li>• Building Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Building &amp; Structural Surveying</li> <li>• Building &amp; Structural Construction</li> <li>• Quantity Surveying</li> <li>• Mathematics (OR)</li> <li>• Building Administration</li> </ul>

### 2.2 ELECTRICAL ENGINEERING N1 – N6

N1	N2	N3
<ul style="list-style-type: none"> <li>• Electrical Trade Theory</li> <li>• Mathematics</li> <li>• Industrial Electronics</li> <li>• Engineering Science</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical Trade Theory</li> <li>• Mathematics</li> <li>• Industrial Electronics</li> <li>• Engineering Science</li> </ul>	<ul style="list-style-type: none"> <li>• Electrotechnology</li> <li>• Mathematics</li> <li>• Industrial Electronics</li> <li>• Engineering Science</li> </ul>
N4	N5	N6
<ul style="list-style-type: none"> <li>• Electrotechnics</li> </ul> <p>plus any three of the following</p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Industrial Electronics</li> <li>• Fault Finding and Protective Devices</li> <li>• Supervisory Management</li> <li>• Engineering Science (only N4)</li> </ul>	<ul style="list-style-type: none"> <li>• Electrotechnics</li> </ul> <p>plus any three of the following</p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Industrial Electronics</li> <li>• Power Machines</li> <li>• Fault Finding and Protective Devices</li> <li>• Supervisory Management</li> <li>• Engineering Physics</li> </ul>	<ul style="list-style-type: none"> <li>• Electrotechnics</li> </ul> <p>plus any three of the following</p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Industrial Electronics</li> <li>• Power Machines</li> <li>• Fault Finding and Protective Devices</li> <li>• Supervisory Management</li> <li>• Engineering Physics</li> </ul>

## 2.3 Mechanical Engineering N1 - N6

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

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

### 2.3 MECHANICAL ENGINEERING N1 – N6

N1	N2	N3
<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Engineering Drawing</li> <li>• Motor Trade Theory (OR)</li> <li>• Fitting and Machining Theory</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Engineering Drawing</li> <li>• Motor Trade Theory (OR)</li> <li>• Fitting and Machining Theory (OR)</li> <li>• Diesel Trade Theory</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Engineering Drawing</li> <li>• Mechanotechnology</li> </ul>
N4	N5	N6
<ul style="list-style-type: none"> <li>• Mechanical Draughting</li> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Mechanotechnics</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Mechanotechnics</li> <li>• Power Machines</li> <li>• Strength of Materials and Structures</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Mechanotechnics</li> <li>• Power Machines</li> <li>• Strength of Materials and Structures</li> </ul>

### 2.4 CHEMICAL ENGINEERING N1 - N3

N1	N2	N3
<ul style="list-style-type: none"> <li>• Chemical Engineering</li> <li>• Plant Operation Theory</li> <li>• Mathematics</li> <li>• Engineering Science</li> </ul>	<ul style="list-style-type: none"> <li>• Chemical Engineering</li> <li>• Plant Operation Theory</li> <li>• Mathematics</li> <li>• Engineering Science</li> </ul>	<ul style="list-style-type: none"> <li>• Chemical Engineering</li> <li>• Plant Operation Theory</li> <li>• Mathematics</li> <li>• Engineering Science</li> </ul>

### 2.5 MULTY-DISCIPLINARY DRAWING OFFICE PRACTICE N4 - N5

N4	N5
<ul style="list-style-type: none"> <li>• Mechanical and Drawing – Office Orientation</li> <li>• General Draughting</li> <li>• Mechanical Draughting</li> <li>• Pictorial Draughting</li> </ul>	<ul style="list-style-type: none"> <li>• Building Draughting</li> <li>• Structural Steel Detailing</li> <li>• Electrical Draughting</li> <li>• Technical Illustration</li> <li>• Computer - Aided Draughting</li> </ul>

#### Entrance Requirements:

- An Appropriate National Certificate: N3 With Engineering Drawing or Building Drawing or A Senior Certificate With Technical Drawing.

#### Duration:

- Full- time: Two trimesters



### 3. Utility Studies N4 - N6

#### 3.1 Educare N4 - N6 |

#### 3.2 Hospitality & Catering Service N4 - N6

##### Entrance Requirements:

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

##### Recognition of Prior Learning (RPL)

The College acknowledges the value of prior learning

##### Registration

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

**Duration:** three year diploma course

18 Months (N4 – N6) Theory

18 Months Practical Experience

##### Programmes offered at:

Roodepoort Campus

PROGRAMME OFFERED	LEVEL	ROODEPOORT CAMPUS	TECHNISA CAMPUS
Educare	N4 - N6	✓	✓ (On Distance Learning)
Hospitality & Catering Services	N4 - N6	✓	

\* Registering online for the free Google Digital Skills for Africa is compulsory for all students registering for Level 3 and N5.

URL: <https://learndigital.withgoogle.com/digitalskills?> or simply write: **Good Digital Skills for Africa** - on your browser.

\* Students who are registering for Marketing NC (V) Level 3 and N5 are further encouraged to enrol for the Digital Marketing course.

URL: <https://learndigital.withgoogle.com/digitalskills/course/digital-marketing>



##### 3.1 EDUCARE N4 – N6

N4	N5	N6
<ul style="list-style-type: none"> <li>• Day Care Personnel Development</li> <li>• Education</li> <li>• Educare Didactics: Theory and Practical</li> <li>• Child Health</li> </ul>	<ul style="list-style-type: none"> <li>• Day Care Communication</li> <li>• Educational Psychology</li> <li>• Educare Didactics: Theory and Practical</li> <li>• Entrepreneurship and Business Management N4</li> </ul>	<ul style="list-style-type: none"> <li>• Day Care Management</li> <li>• Day Care Communication</li> <li>• Education Psychology</li> <li>• Educare Didactics: Theory and Practical</li> <li>• Computer Practice</li> </ul>

##### 3.2 HOSPITALITY & CATERING SERVICES N4 – N6

N4	N5	N6
<ul style="list-style-type: none"> <li>• Sanitation &amp; Safety</li> <li>• Applied Management</li> <li>• Catering Theory &amp; Practical</li> <li>• Nutrition &amp; Menu Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Applied Management</li> <li>• Catering Theory &amp; Practical</li> <li>• Food &amp; Beverage Service</li> <li>• Entrepreneurship and Business Management N4</li> </ul>	<ul style="list-style-type: none"> <li>• Applied Management</li> <li>• Catering Theory &amp; Practical</li> <li>• Communications &amp; Human Relations</li> <li>• Computer Practice N4</li> </ul>



# 3.3 Popular Music N4 - N6



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

### 3.3.1 POPULAR MUSIC: COMPOSITION N4 – N6

N4	N5	N6
<ul style="list-style-type: none"> <li>• Music Business and Styles</li> <li>• Arranging and Production</li> <li>• Electronic Music and Keyboard Technique</li> <li>• Harmony and Composition</li> </ul>	<ul style="list-style-type: none"> <li>• Music Business and Styles</li> <li>• Arranging and Production</li> <li>• Electronic Music and Keyboard Technique</li> <li>• Harmony and Composition</li> </ul>	<ul style="list-style-type: none"> <li>• Music Business and Styles</li> <li>• Arranging and Production</li> <li>• Electronic Music and Keyboard Technique</li> <li>• Harmony and Composition</li> </ul>

### 3.3.3 POPULAR MUSIC: STUDIO WORK

N4	N5	N6
<ul style="list-style-type: none"> <li>• Music Business and Styles</li> <li>• Arranging and Production</li> <li>• Electronic Music and Keyboard Technique</li> <li>• Sound Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Music Business and Styles</li> <li>• Arranging and Production</li> <li>• Electronic Music and Keyboard Technique</li> <li>• Sound Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Music Business and Styles</li> <li>• Arranging and Production</li> <li>• Electronic Music and Keyboard Technique</li> <li>• Sound Engineering</li> </ul>

### 3.3.2 POPULAR MUSIC: PERFORMANCE N4-N6

N4	N5	N6
<ul style="list-style-type: none"> <li>• Music Business and Styles</li> <li>• Aural and Ensemble</li> <li>• Improvisation</li> </ul> <p><b>Practical Instrument on one of the following:</b></p> <p>vocal, guitar, piano/ keyboard, bass guitar, drums /percussion, woodwind, brass</p>	<ul style="list-style-type: none"> <li>• Music Business and Styles</li> <li>• Aural and Ensemble</li> <li>• Improvisation</li> </ul> <p><b>Practical Instrument on one of the following:</b></p> <p>vocal, guitar, piano/ keyboard, bass guitar, drums /percussion, woodwind, brass</p>	<ul style="list-style-type: none"> <li>• Music Business and Styles</li> <li>• Aural and Ensemble</li> <li>• Improvisation</li> </ul> <p><b>Practical Instrument on one of the following:</b></p> <p>vocal, guitar, piano/ keyboard, bass guitar, drums /percussion, woodwind, brass</p>



# 3.4 Clothing Production N4 - N6

## 3.4 CLOTHING PRODUCTION N4 – N6

### 3.4.1 INTRODUCTORY CLOTHING PRODUCTION N4

#### INTRODUCTION

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

### 3.4.2 CLOTHING PRODUCTION N4 – N6

N4	N5	N6
<ul style="list-style-type: none"> <li>• Fashion Drawing</li> <li>• Pattern Construction</li> <li>• Clothing Construction</li> <li>• Entrepreneurship &amp; Business Management</li> </ul>	<ul style="list-style-type: none"> <li>• Fashion Drawing</li> <li>• Pattern Construction</li> <li>• Clothing Construction</li> <li>• Computer Practice N4</li> </ul>	<ul style="list-style-type: none"> <li>• Fashion Drawing</li> <li>• Pattern Construction</li> <li>• Clothing Construction</li> <li>• Computer Practice N5</li> </ul>



## Section D: Learnership and Skills Programmes

The role of the unit is to create mutual beneficial relations between the college and ALL its stakeholders for the purpose of delivering occupationally directed training programs and other initiatives. This is done through:



LEARNERSHIP PROGRAMMES	SHORT SKILLS TRAINING	ENTERPRISE DEVELOPMENT	WORK INTERGRATED LEARNING
<ul style="list-style-type: none"> <li>• Learnerships are offered on demand and also on the availability of funding.</li> <li>• The college is accredited across many SETAs. The list of accreditations is supplied on page 41:</li> </ul>	<ul style="list-style-type: none"> <li>• Various SETA Unit Standard-based short skills are offered on demand.</li> </ul>	<ul style="list-style-type: none"> <li>• Each campus houses an SMME center that acts like a business incubator hub.</li> <li>• Learners receive support through training, workshops, seminars as well as linkages to organizations such as NYDA, Financing Houses, CIPSA etc.</li> </ul>	<p>Partnerships with various host employer organizations and SETAs affords the college to place learners for:</p> <ul style="list-style-type: none"> <li>• Internships</li> <li>• Apprenticeships</li> <li>• Real Jobs</li> </ul>

Contact New Business Development Unit on 086 176 8849 for more information pertaining to Skills Programme



# Learnership and Skills Programmes - Continued

**SOUTH WEST GAUTENG TVET COLLEGE is SETA accredited to offer the following FULL Qualifications (Learnerships):**



Qualification Title	Qualification ID	NQF Level	SETA
FETC: Municipal Finance and Administration	50372	4	LGSETA
NC: Local Government Councilor Practices	58578	3	LGSETA
FETC: Leadership Development	50081	4	LGSETA
NC: Ward Committee Governance	57823	2	LGSETA
NC: Local Economic Development	36436	4	LGSETA
NC: Local Economic Development	36438	5	LGSETA
NC: Contact Centre Support	71490	2	SERVICESSETA
NC: Contact Centre and Business Process Outsourcing Support	80566	3	SERVICESSETA
NC: Community Health Work	64749	2	HWSETA
NC: Community House Building	24273	2	CETA
NC: Building and Civil Construction	65409	3	CETA
NC: Welding Application and Practice: Manufacturing and Engineering	58534	2	MERSETA
NC: Welding Application and Practice: Manufacturing and Engineering	58535	3	MERSETA
FETC: Welding Application and Practice: Manufacturing and Engineering	58536	4	MERSETA
NC: Furniture Making: Wood	49091	2	FP&MSETA
GETC: Clothing Manufacturing Processes	50584	1	FP&MSETA
NC: Clothing, Textile, Footwear and Leather Manufacturing Processes	58227	2	FP&MSETA

Contact New Business Development Unit on 086 176 8849 for more information pertaining to Skills Programme

# Learnership and Skills Programmes - Continued



<p><b>AGRISETA</b></p> <ul style="list-style-type: none"> <li>• 49876 – National Certificate: Animal Production: NQF Level 2</li> <li>• 49048 – National Certificate: Animal Production: NQF Level 3</li> <li>• 48979 – National Certificate: Animal Production: NQF Level 4</li> <li>• 49052 – National Certificate: Plant Production: NQF Level 3</li> <li>• 49009 – National Certificate: Plant Production: NQF Level 4</li> <li>• 48977 – National Certificate: Mixed Farming Systems: NQF Level 2</li> <li>• 66589 – National Certificate: Horticulture: NQF Level 2</li> <li>• 66649 – National Certificate: Landscaping: NQF Level 3</li> </ul> <p>ETDP SETA</p> <ul style="list-style-type: none"> <li>• 58761 – Further Education and Training Certificate: Early Childhood Development NQF Level 4</li> <li>• 50334 – National Certificate: Occupationally Directed Education and Training Development Practices NQF Level 4</li> <li>• Assessor • Moderator • Facilitator • RPL • Mentoring and Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• 49091 National Certificate: Furniture Making: Wood NQF: Level 2 and 3</li> <li>• 58227 National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes: NQF Level 1 and 2</li> </ul>	<p><b>CETA – Construction SETA</b></p> <ul style="list-style-type: none"> <li>• Building and Civil Construction</li> <li>• Community House Building</li> </ul>	<ul style="list-style-type: none"> <li>• Occupational Certificate: Career Development Information Officer – Level 5</li> <li>• Occupational Certificate: Community Development Practitioner – Level 5</li> <li>• Occupational Certificate: Community Development Worker – Level 4</li> <li>• Occupational Certificate: Early Childhood Development Practitioner – Level 4</li> </ul>
<p><b>LGSETA</b></p> <ul style="list-style-type: none"> <li>• 57823 National Certificate: Ward Committee Governance</li> <li>• 36436 National Certificate: Local Economic Development</li> <li>• 36438 National Certificate: Local Economic Development</li> <li>• 49752 National Certificate: Environmental Practice</li> <li>• 50309 Further Education and Training Certificate: Environmental Practice</li> <li>• 49605 National Certificate: Environmental Practice</li> <li>• 58578 National Certificate: Local Government Councillor Practices</li> <li>• 50081 Further Education and Training Certificate: Leadership Development</li> </ul>	<p><b>SERVICES SETA</b></p> <ul style="list-style-type: none"> <li>• 93997 LP 80566: National Certificate: Contact Centre and Business Process Outsourcing Support: NQF Level 3</li> <li>• 71490 LP 73269: National Certificate: Contact Centre Support: NQF Level 2</li> <li>• 61593 LP 20900: National Diploma: Marketing Management: NQF Level 5</li> <li>• 67465: National Certificate: Business Administration Services: NQF Level 3</li> <li>• General Education and Training Certificate: Business Practice: NQF Level 1</li> <li>• 59201 LP 60269: National Certificate: Generic Management: NQF Level 5</li> <li>• 58395: National Certificate: Project Management :NQF Level 5</li> <li>• 93993 LP 48641: National Certificate: Labour Relations Practice: NQF Level 4</li> <li>• 79626: Further Education and Training Certificate: Commercial Property and Facilities Management NQF Level: 4</li> </ul>	<p><b>BANKSETA</b></p> <ul style="list-style-type: none"> <li>• 96099: National Certificate: Generic Management: Customer Management: Banking</li> <li>• 96100: National Certificate: Generic Management: General Management: Banking</li> <li>• 96101: National Certificate: Generic Management: Skills Development Management: Banking</li> <li>• 96102: National Certificate: Generic Management: Strategic Management: Banking</li> </ul> <p><b>MERSETA</b></p> <ul style="list-style-type: none"> <li>• 58534 – Level 2: National Certificate: Welding Applications and Practice: Manufacturing Engineering</li> <li>• 58535 – Level 3: National Certificate: Welding Applications and Practice: Manufacturing Engineering</li> <li>• 58536 – Level 4: Further Education and Training Certificate: Welding Applications and Practice: Manufacturing Engineering</li> </ul>	<p><b>INSETA</b></p>
<p><b>EWSETA</b></p> <ul style="list-style-type: none"> <li>• 60155 – National Certificate: Water and Wastewater Reticulation Services</li> <li>• 60169 – National Certificate: Water and Wastewater Reticulation Services</li> <li>• 60189 – Further Education and Training Certificate: Water and Wastewater Reticulation Services</li> <li>• 61709 – Further Education and Training Certificate: Water and Wastewater Treatment Process Control Supervision</li> <li>• 96404 – National Certificate: Hot Water Supervision installation</li> <li>• 64589 – National Certificate: Community Water, Health and Sanitation Monitoring</li> </ul> <p>FP&amp;M SETA</p>	<p><b>QCTO – Occupational Qualifications</b></p> <ul style="list-style-type: none"> <li>• Occupational Certificate: Bookkeeper – Level 5 – Dobsonville Campus</li> <li>• Occupational Certificate: Computer Technician – Level 5 – George Tabor Campus</li> <li>• Occupational Certificate: Electrician – Level 4 – Rodepoort West Campus</li> <li>• Occupational Certificate: Training and Development Practitioner – Level 5 – Rodepoort Campus</li> <li>• Occupational Certificate: Early Childhood Development Practitioner – Level 4 – Rodepoort Campus</li> <li>• Occupational Certificate: Project Manager – Level 5 – Technisa Campus</li> </ul> <p>George Tabor is the QCTO Accredited Assessment Centre for the Following Qualifications:</p> <ul style="list-style-type: none"> <li>• Occupational Certificate: Library Assistant – Level 5</li> </ul>	<p><b>QCTO – Occupational Qualifications</b></p> <ul style="list-style-type: none"> <li>• Occupational Certificate: Bookkeeper – Level 5 – Dobsonville Campus</li> <li>• Occupational Certificate: Computer Technician – Level 5 – George Tabor Campus</li> <li>• Occupational Certificate: Electrician – Level 4 – Rodepoort West Campus</li> <li>• Occupational Certificate: Training and Development Practitioner – Level 5 – Rodepoort Campus</li> <li>• Occupational Certificate: Early Childhood Development Practitioner – Level 4 – Rodepoort Campus</li> <li>• Occupational Certificate: Project Manager – Level 5 – Technisa Campus</li> </ul> <p>George Tabor is the QCTO Accredited Assessment Centre for the Following Qualifications:</p> <ul style="list-style-type: none"> <li>• Occupational Certificate: Library Assistant – Level 5</li> </ul>	<ul style="list-style-type: none"> <li>• 114970 – Manage risk in own Life – Level 3</li> <li>• 11715B – Investigate ways of managing risk in own life – Level 4</li> <li>• 117156 – Interpret Basic Financial Statements – Level 4</li> <li>• 120128 – Apply Law of Contract to Insurance – Level 4</li> <li>• 120124 – Demonstrate knowledge of Insurance Risk – Level 4</li> <li>• 117133 – Manage own Work Performance in relation to an Organisation Performance Management System – Level 3</li> <li>• 117171 – Manage Time Effectively to enhance productivity and enable a balanced lifestyle – Level 3</li> <li>• 117129 – Apply regulations for disclosure that are regarded as part of the Financial Sales Process – Level 4</li> <li>• 114985 – Indicate how different needs lead to the development of different Financial Service Products – Level 3</li> <li>• 119676 – Apply the skills of Customer care in a Specific Work Environment – Level 4</li> </ul> <p>TETA</p> <ul style="list-style-type: none"> <li>• 50285 – National Certificate: Professional Driving – L3</li> </ul> <p>W&amp;R SETA</p> <ul style="list-style-type: none"> <li>• 58206 – National Certificate: Wholesale &amp; Retail Chainstore Operations – Level</li> </ul>

Contact New Business Development Unit on 086 176 8849 for more information pertaining to Skills Programme

# Learnership and Skills Programmes - Continued

## Skills Requirements

### Cisco

Prerequisite: Grade 12

IT Essentials - 6 Months

CCNA: Introduction to Networking

CCNA:

Career path: Network Engineer | Computer Technician

### QCTO

Occupational Certificate:

Computer Technician

Prerequisite: Grade 12

### SAP - Enterprise Resource Planning

Logistics - Purchasing process cycle

Sales Distribution

Conditions of sale

Material Requirement Planning

### Accounting

Reporting - Sales Order Documents

Invoicing

Purchasing

Duration - 6 Months

Prerequisite: Grade 12



# TRAINING

SKILL

DEVELOP

Contact New Business Development Unit on 086 176 8849



# Section E:

## Distance Learning | 1. General Information



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

### Programmes Available

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

Levels	Engineering Studies	Business Studies	General Studies
N1	Grade 9 (with passes in Mathematics & Natural Science)		
N2	Pass in N1		
N3	Pass in N2		
N4	Pass in N3, a Technical Matric, or NCV L4	Matric, grade 12 or NCV L4	Matric, grade 12 or NCV L4
N5	Pass in N4	Pass in N4	Pass in N4
N6	Pass in N5	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. Introductory Computer Practice, Computerised Financial Systems, Computer Practice and Information Processing on any level (N4, N5 or N6).
- A fifth and sixth subject may be taken per level in addition to the prescribed four subjects. These additional subjects will be endorsed on the certificate(s).
- Where more than one level of a subject is given as an elective option, the principle remains in force that the previous level must be passed before the next level can be attempted, except in the case of Mercantile Law N5.
- It is not compulsory to take all four prescribed subject at the same time. A subject may be written during the June or November examination.
- When Computerised Financial Systems N4, N5 or N6 are chosen, Financial Accounting N4, N5 or N6 must be taken simultaneously or should have been passed beforehand.
- When Computerized Financial Systems N6 is chosen, Cost and Management Accounting N6 must be taken simultaneously, or should have been passed beforehand.

### REQUIREMENTS FOR THEORETICAL AND PRACTICAL WORK

#### Theoretical assignments: (N4 - N6)

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

# 1. General Information - Continued

## REMEMBER:

- By completing assessments, you gain a better understanding of the work and automatically improve your chances of completing your studies successfully.
- Please make copies of your assignments before you send them to TECHNISA, in case they get lost in the post.

## Practical assignments (N4 - N6)

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

## Practicum

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

## PASS REQUIREMENTS

- A pass mark of 40 % must be obtained in each subject.
- The marks you receive for your assignments, will determine your semester or year mark, which will contribute to your final mark according to the specifications of the Department of Education.
- Also refer to the study letter issued with your study material regarding pass requirements as well as the compilation of a term mark.

## EXAMINATIONS

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

## Examination registration and results

- Previous examination papers are obtained at Technisa Campus at a specific fee. Please contact Technisa Campus study/resource Centre. It is the students' own responsibility to enrol for the examination and obtain the examination permit, dates and results at their nearest TVET College.
- Students registering for examination have to submit their student cards as proof of registration with Technisa Campus, as well as their identity document. Students should therefore ensure that they are issued with a student card on registration day.
- When enrolling for the examinations, students must indicate clearly on the examination registration form that they are a Technisa Campus Student.
- Students are responsible for the payment of examination fees to the respective examination centre.
- It is the student's responsibility to collect their examination timetable and permit from the examination centre before every examination. (You will not be allowed in the examination room without the necessary documentation).
- It is student's responsibility to collect their examination results at colleges where they wrote the examination.



# 1. General Information - Continued

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

## Registration dates for examinations

N4 - N6 register before: 13 March for June examination

08 August for November examination Certificates

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

## N Diploma

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

## BURSARY

There are bursaries for students that register for three or more subjects on the same level or Distance Learning Students.





## 2. Business Studies Report 191 / Nated N4 - N6



### 2.1 MANAGEMENT ASSISTANT

N4	N5	N6
<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Information Processing N4 (E) or Introductory Information Processing N4 ~</li> <li>Office Practice N4</li> <li>Communication N4</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Entrepreneurship and Business Management N4 (E+A)</li> <li>Introductory Computer Practice N4 ~</li> <li>Computer Practice N4</li> <li>Introductory Accounting N4</li> <li>Financial Accounting N4</li> <li>Public Administration N4</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Information Processing N4 or N5 (E)</li> <li>Office Practice N5</li> <li>Communication N5</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Entrepreneurship and Business Management N4 (E+A) or N5</li> <li>Computer Practice N4 or N5</li> <li>Introductory Accounting N4</li> <li>Financial Accounting N4 or N5</li> <li>Public Administration N4 or N5</li> <li>Municipal Administration N5</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Information Processing N5 or N6(E)</li> <li>Office Practice N6</li> </ol> <p><b>Two of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Entrepreneurship and Business Management N4 (E+A) or N5 or N6</li> <li>Communication N6</li> <li>Computer Practice N4 or N5 or N6</li> <li>Financial Accounting N4 or N5 or N6</li> <li>Public Relations N5</li> <li>Legal Practice N5</li> <li>Public Administration N4 or N5 or N6</li> <li>Municipal Administration N5 or N6</li> </ul>

### 2.2 LEGAL SECRETARY

N4	N5	N6
<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Information Processing N4 (E) or Introductory Information Processing N4 ~</li> <li>Office Practice N4</li> <li>Communication N4</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Entrepreneurship and Business Management N4 (E+A)</li> <li>Financial Accounting N4</li> <li>Computer Practice N4 or Introductory Computer Practice N4 ~</li> <li>Public Administration N4</li> <li>Mercantile Law N4</li> <li>Introductory Accounting N4</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Information Processing N4 (E) or N5 (E)</li> <li>Office Practice N5</li> <li>Legal Practice N5</li> <li>Communication N5</li> </ol>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Information Processing N5 or N6(E)</li> <li>Legal Practice N6</li> </ol> <p><b>Two of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Office Practice N6</li> <li>Public Relations N5</li> <li>Entrepreneurship and Business Management N4 (E+A) or N5</li> <li>Financial Accounting N4 or N5</li> <li>Computer Practice N4 or N5</li> <li>Public Administration N4 or N5</li> <li>Mercantile Law N4 or N5</li> <li>Communication N6</li> <li>Labour Relations N5</li> </ul>

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

## 2. Business Studies Report 191 / Nated N4 - N6 - Continued

### 2.3 BUSINESS MANAGEMENT

N4	N5	N6
<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. Entrepreneurship and Business Management N4 (E + A)</li> <li>2. Introductory Accounting N4 or Financial Accounting N4</li> <li>3. Management Communication N4</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>• Computer Practice N4 or Introductory Computer Practice N4 ~</li> <li>• Computerised Financial Systems N4</li> <li>• Economics N4</li> <li>• Mercantile Law N4</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. Entrepreneurship and Business Management N5</li> <li>2. Sales Management N5</li> </ol> <p><b>Two of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>• Computer Practice N4 or N5</li> <li>• Computerised Financial Systems N4 or N5</li> <li>• Financial Accounting N4 or N5</li> <li>• Cost and Management Accounting N5</li> <li>• Public Relations N5</li> <li>• Labour Relations N5</li> <li>• Mercantile Law N4 or N5</li> <li>• Economics N4 or N5</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. Entrepreneurship and Business Management</li> </ol> <p><b>Three of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>• Marketing Management N4</li> <li>• Personnel Management N4</li> <li>• Computer Practice N4 or N5 or N6</li> <li>• Financial Accounting N5 or N6</li> <li>• Computerised Financial Systems N4 or N5 or N6</li> <li>• Cost and Management Accounting N5 or N6</li> <li>• Public Relations N5 or N6</li> <li>• Sales Management N6</li> <li>• Labour Relations N5 or N6</li> <li>• Marketing Communication N6</li> <li>• Mercantile Law N5</li> <li>• Economics N5</li> </ul>

### 2.4 PUBLIC RELATIONS

N4	N5	N6
<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. Office Practice</li> <li>2. Introductory Information Processing <sup>(OR)</sup> Information Processing</li> <li>3. Communication</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>• Entrepreneurship and Business Management N4 (E+A)</li> <li>• Financial Accounting N4</li> <li>• Introductory Accounting N4</li> <li>• Computer Practice N4 or Introductory Computer Practice N4 ~</li> <li>• Public Administration N4</li> <li>• Marketing Management N4</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. Information Processing N4 (E) or N5 (E)</li> <li>2. Office Practice N5</li> <li>3. Public Relations N5</li> <li>4. Communication N5</li> </ol>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. Information Processing N5 or N6(E)</li> <li>2. Public Relations N6</li> </ol> <p><b>Two of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>• Office Practice N6</li> <li>• Labour Relations N5</li> <li>• Municipal Administration N5</li> <li>• Legal Practice N5</li> <li>• Entrepreneurship and Business Management N4 (E+A) or N5</li> <li>• Financial Accounting N4 or N5</li> <li>• Computer Practice N4 or N5</li> <li>• Public Administration N4 or N5</li> <li>• Marketing Management N4, N5</li> <li>• Mercantile Law N4</li> <li>• Communication N6</li> </ul>



## 2. Business Studies Report 191 / Nated N4 - N6 - Continued

### 2.5 MARKETING MANAGEMENT

N4	N5	N6
<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Marketing Management N4</li> <li>Entrepreneurship and Business Management N4 (E+A)</li> <li>Management Communication N4</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Computer Practice N4 or Introductory Computer Practice N4 ~</li> <li>Introductory Accounting N4 or Financial Accounting N4</li> <li>Economics N4</li> <li>Mercantile Law N4</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Marketing Management N5</li> <li>Sales Management N5</li> </ol> <p><b>Two of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Entrepreneurship and Business Management N5</li> <li>Computer Practice N4 or N5</li> <li>Public Relations N5</li> <li>Labour Relations N5</li> <li>Introductory Accounting N4 or Financial Accounting N4 or N5</li> <li>Computerised Financial Systems N4 or N5</li> <li>Economics N4 or N5</li> <li>Mercantile Law N4 or N5</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Marketing Management N6</li> <li>Marketing Communication N6</li> <li>Sales Management N6</li> <li>Marketing Research N6</li> </ol>

### 2.6 FINANCIAL MANAGEMENT

N4	N5	N6
<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Financial Accounting N4</li> <li>Entrepreneurship and Business Management N4 (E+A)</li> <li>Management Communication N4</li> <li>Computerised Financial Systems N4</li> </ol>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Financial Accounting N5</li> <li>Cost and Management Accounting N5</li> <li>Computerised Financial Systems N5</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Entrepreneurship and Business Management N5]</li> <li>Economics N4 or N5</li> <li>Mercantile Law N4 or N5</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Financial Accounting N6</li> <li>Cost and Management Accounting N6</li> <li>Computerised Financial Systems N6</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Entrepreneurship and Business Management N5 or N6</li> <li>Economics N5</li> <li>Mercantile Law N5</li> <li>Income Tax N6 ~</li> </ul>



*"Education is a progressive discovery of our own ignorance."*  
**Will Durant**



## 2. Business Studies Report 191 / Nated N4 - N6 - Continued



### 2.7 HUMAN RESOURCES MANAGEMENT

N4	N5	N6
<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Personnel Management N4</li> <li>Entrepreneurship and Business Management N4 (E+A)</li> <li>Management Communication N4</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Computer Practice N4 or Introductory Computer Practice N4 ~</li> <li>Introductory Accounting N4 or Financial Accounting N4</li> <li>Economics N4</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Personnel Management N5</li> <li>Personnel Training N5</li> <li>Labour Relations N5</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Computer Practice N4 or N5</li> <li>Entrepreneurship and Business Management N5</li> <li>Mercantile Law N4</li> <li>Public Relations N5</li> <li>Introductory Accounting N4 or Financial Accounting N4 or N5</li> <li>Computerised Financial Systems N4</li> <li>Economics N4 or N5</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Personnel Management N6</li> <li>Personnel Training N6</li> <li>Labour Relations N6</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Computer Practice N4 or N5 or N6</li> <li>Entrepreneurship and Business Management N5 or N6</li> <li>Financial Accounting N4 or N5 or N6</li> <li>Computerised Financial Systems N4 or N5</li> <li>Mercantile Law N4</li> <li>Economics N4 or N5</li> </ul>

### 2.8 PUBLIC MANAGEMENT

N4	N5	N6
<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Public Administration N4</li> <li>Computer Practice N4 or Introductory Computer Practice N4 ~</li> <li>Management Communication N4</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Entrepreneurship and Business Management N4 (E+A)</li> <li>Financial Accounting N4 or Introductory Accounting N4</li> <li>Economics N4</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Public Administration N5</li> <li>Public Finance N5</li> <li>Municipal Administration N5</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Computer Practice N4 or N5</li> <li>Entrepreneurship and Business Management N4 (E + A) or N5</li> <li>Economics N4 or N5</li> <li>Mercantile Law N4</li> <li>Public Relations N5</li> <li>Computerised Financial Systems N4</li> </ul>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>Public Administration N6</li> <li>Public Law N6</li> <li>Municipal Administration N6</li> </ol> <p><b>One of the following Subjects:</b></p> <ul style="list-style-type: none"> <li>Public Finance N6</li> <li>Mercantile Law N4 or N5</li> <li>Computer Practice N4, N5 or N6</li> </ul>

#### 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

*"Education is the key to unlock the golden door of freedom."  
George Washington Carver*

# 3. Engineering Studies Report 191 / Nated N1 - 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 N1 to N6. The N1 certificate in Engineering is equivalent to Grade 10; N3 to Grade 12 and N6, the highest level offered by TVET colleges, is a post-matric qualification.
- A learner will qualify for a National Diploma in Engineering Studies on completion of 12 subjects, ranging from N4 to N6 together with a minimum of two years in-service training in a related field.
- By taking certain prescribed subjects up to the N6 level, a learner can also qualify to be examined for the Certificate of Competency (Government Ticket) in either an Electrical or Mechanical Engineering field.
- Learners, who have already passed equivalent courses at any University of Technology in South Africa, may apply for possible exemption from certain N subjects.

## Field of Study

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

## 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

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

## Qualifying Examination

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

## Various theoretical qualifications are accepted by the Commission.

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

### FOR FACTORIES:

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

### FOR MINES AND WORKS:

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

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

### Mines & Works and Factories

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

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

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

## 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued

The examination is still done in two sections Part 1 and Part 2. It does not matter which part you choose to do first, write the exam and then do the other part during the following trimester. Two three-hour examination papers will be set comprising of 100 marks each. The pass mark for each individual paper is 50%. Both examination papers may be written during the same examination period. However, candidates need not pass both examinations during the same trimester, but if one paper only is failed this paper must be passed within 12 months of the paper that was passed, otherwise both examinations must re-written. Candidates who pass any paper with 75% or better will be permanently exempted from re-writing that paper.

### Note

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

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

### ENGINEERING STUDIES N1 – N6

#### Entrance Requirements:

#### NATIONAL N1 CERTIFICATE

The candidate must have obtained a grade 9 (STD 7) Certificate, with passes in both Mathematics and Physical Science, preferably be working in a relevant industry.

#### NATIONAL N2 CERTIFICATE

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

#### NATIONAL N3 CERTIFICATE

The candidate must have obtained an N2, or must have passed Grade 11

completely, with at least three relevant subjects on the higher or standard grade.

#### NATIONAL N4 CERTIFICATE

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

#### NATIONAL N5 and N6 CERTIFICATE

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

#### REGISTRATION DATES FOR EXAMINATIONS

##### Register before the following dates:

02 February for April Examinations

25 May for August Examinations

21 September for November Examinations

#### Pass requirements

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

#### Certificates

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

#### N Diploma

Once you have passed the N1 – N6 courses and have completed 2 years relevant practical (in a work situation), you may apply through Technisa Campus to the Department of Education for a National N Diploma. Proof of practical work must accompany your request for a diploma!





# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



## 1 COURSE STRUCTURE FOR BUILDING STUDY FIELDS

### 1.1 Paint Trades

Compulsory Subjects N1-N3

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

### Painter and Decorator

#### Optional

N1	N2	N3
Painting and Decorating Theory	Painting and Decorating Theory	Painting and Decorating Theory
N4	N5	N6
<ul style="list-style-type: none"> <li>• Building Administration</li> <li>• Building and Structural Construction</li> <li>• Building and Structural</li> <li>• Surveying (only available in N4 and N5)</li> <li>• Quantity Surveying</li> </ul>	<ul style="list-style-type: none"> <li>• Building Administration</li> <li>• Building and Structural Construction</li> <li>• Building and Structural</li> <li>• Surveying (only available in N4 and N5)</li> <li>• Quantity Surveying</li> </ul>	<ul style="list-style-type: none"> <li>• Building Administration</li> <li>• Building and Structural Construction</li> <li>• Building and Structural</li> <li>• Surveying (only available in N4 and N5)</li> <li>• Quantity Surveying</li> </ul>

### 2.2 Building Trades

#### Compulsory Subjects (N1-N3)

1. Trade Theory (see below)
2. Building Drawing or Plating and Structural Steel Drawing
3. Building Science
4. Mathematics

#### Optional

N1	N2	N3
<ul style="list-style-type: none"> <li>• Bricklaying and Plastering Theory</li> <li>• Plumbing Theory</li> <li>• Woodworker's Theory</li> </ul>	<ul style="list-style-type: none"> <li>• Bricklaying and Plastering Theory</li> <li>• Plumbing Theory</li> <li>• Carpentry and Roofing Theory</li> </ul>	<ul style="list-style-type: none"> <li>• Building and Civil Technology</li> </ul>
N4	N5	N6
<ul style="list-style-type: none"> <li>• Building Administration</li> <li>• Building and Structural Construction</li> <li>• Building and Structural</li> <li>• Surveying (only available in N4 and N5)</li> <li>• Quantity Surveying</li> </ul>	<ul style="list-style-type: none"> <li>• Building Administration</li> <li>• Building and Structural Construction</li> <li>• Building and Structural</li> <li>• Surveying (only available in N4 and N5)</li> <li>• Quantity Surveying</li> </ul>	<ul style="list-style-type: none"> <li>• Building Administration</li> <li>• Building and Structural Construction</li> <li>• Building and Structural</li> <li>• Surveying (only available in N4 and N5)</li> <li>• Quantity Surveying</li> </ul>

# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



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

### 1.3 Furniture Trades

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

### Optional

N1	N2	N3
<ul style="list-style-type: none"> <li>• Furniture Maker's Theory</li> <li>• Woodworker's Theory</li> <li>• Upholstery and Trimming Theory</li> </ul>	<ul style="list-style-type: none"> <li>• Furniture Maker's Theory</li> <li>• Wood Machinery/Joinery Shop Fitting Theory*</li> <li>• Upholstery and Trimming Theory</li> </ul>	<ul style="list-style-type: none"> <li>• Furniture Maker's Theory</li> <li>• Building and Civil Technology</li> <li>• Upholstery and Trimming Theory</li> </ul>
N4	N5	N6
<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Supervisory Management</li> <li>• Industrial Affairs</li> <li>• Communication (Technology) (N4 only)</li> <li>• Building Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Supervisory Management</li> <li>• Industrial Affairs</li> <li>• Building Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Supervisory Management</li> <li>• Industrial Affairs</li> <li>• Building Administration</li> </ul>

### Alternative choice

N3	N4	N5	N6
<p>A Trade Theory plus two of the above mentioned compulsory subjects</p> <ul style="list-style-type: none"> <li>• Supervision in the Industry Industrial Organisation and Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory Management</li> <li>• Industrial Affairs Building Administration</li> <li>• Communication (Technology) N4</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory Management</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory Management</li> </ul>



# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



## 1.4 Draughting

### Building

N1 and N2	N3	N4	N5 and N6
<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Building Drawing</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Plating and Structural Steel Drawing</li> <li>• Building Science</li> <li>• Bricklaying and Plastering Theory</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Building Drawing</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Plating and Structural Steel Drawing</li> <li>• Building Science</li> <li>• Building and Civil Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Building and Structural Construction</li> <li>• Building Administration</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Building and Structural Surveying (only available in N4 and N5) and/or Supervisory Management</li> <li>• Quantity Surveying</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics or Supervisory Management</li> <li>• Building and Structural Construction</li> <li>• Building Administration or Building and Structural Surveying (only available in N4 and N5)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Strength of Materials and Structures</li> <li>• Quantity Surveying</li> </ul>

### Optional

N1	N2	N3
Aircraft Maintenance Theory	Aircraft Maintenance Theory	Aircraft Maintenance Theory
N4	N5	N6
<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Aircraft Technology</li> <li>• Mechanical Draughting</li> <li>• Engineering Science</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Strength of Material and Structures</li> <li>• Fluid Mechanic</li> <li>• Mechanical Drawing and Design</li> <li>• Engineering Physics</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Strength of Material and Structures</li> <li>• Fluid Mechanic</li> <li>• Mechanical Drawing and Design</li> <li>• Engineering Physics</li> </ul>

## 1.5 Aircraft Trades: Aircraft Maintenance Mechanic

### Compulsory Subjects N1-N3

Trade Theory (see below)

- Engineering Drawing
- Engineering Science
- Mathematics





# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



## 1.5 Foundry Trades

### COMPULSORY SUBJECTS N1-N3

Trade Theory (see below)  
 Engineering Drawing  
 Engineering Science  
 Mathematics

### PATTERN MAKER

N1	N2	N3
Foundry Theory	Patternmakers' Theory	Patternmakers' Theory
N4	N5	N6
Mathematics Mechanotechnics Machines and Properties of Metals (N4 only) Engineering Science (N4 only) Mechanical Draughting (N4 only)	Mechanotechnics Strength of Material and Structures Mechanical Drawing and Design Power Machines Fluid Mechanics Engineering Physics	Mechanotechnics Strength of Material and Structures Mechanical Drawing and Design Power Machines Fluid Mechanics Engineering Physics

### MOULDER

N1	N2	N3
Foundry Theory	Moulders' Theory	Moulders' Theory
N4	N5	N6
Mathematics Mechanotechnics Machines and Properties of Metals (N4 only) Engineering Science (N4 only) Mechanical Draughting (N4 only)	Mechanotechnics Strength of Material and Structures Mechanical Drawing and Design Power Machines Fluid Mechanics Engineering Physics	Mechanotechnics Strength of Material and Structures Mechanical Drawing and Design Power Machines Fluid Mechanics Engineering Physics

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

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



# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



## 1.6 Machining Trades

### COMPULSORY SUBJECTS N1-N3)

Trade Theory (see below)  
Engineering Drawing  
Engineering Science  
Mathematics

### FITTER AND TURNER

N1	N2	N3
Fitting and Machining Theory	Fitting and Machining Theory	Mechanotechnology
N4	N5	N6
<ul style="list-style-type: none"> <li>Mathematics</li> <li>Machines and Properties of Metals (N4 only)</li> <li>Engineering Science (N4 only)</li> <li>Mechanotechnics</li> <li>Mechanical Draughting (N4 only)</li> </ul>	<ul style="list-style-type: none"> <li>Strength of Materials and Structures</li> <li>Mechanotechnics</li> <li>Power Machines</li> <li>Engineering Physics</li> </ul>	<ul style="list-style-type: none"> <li>Strength of Materials and Structures</li> <li>Mechanotechnics</li> <li>Power Machines</li> <li>Engineering Physics</li> </ul>

### TOOLMAKER

N1	N2	N3
Fitting and Machining Theory	Toolmakers' Theory/ Fitting and Machining Theory	Mechanotechnology
N4	N5	N6
<ul style="list-style-type: none"> <li>Mathematics</li> <li>Machines and Properties of Metals (N4 only)</li> <li>Engineering Science (N4 only)</li> <li>Mechanotechnics</li> <li>Mechanical Draughting (N4 only)</li> </ul>	<ul style="list-style-type: none"> <li>Strength of Materials and Structures</li> <li>Mechanotechnics</li> <li>Power Machines</li> <li>Engineering Physics</li> </ul>	<ul style="list-style-type: none"> <li>Strength of Materials and Structures</li> <li>Mechanotechnics</li> <li>Power Machines</li> <li>Engineering Physics</li> </ul>



# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



## 1.7 Metal Trades

### COMPULSORY SUBJECTS N1-N3

Trade Theory (see below)

Mathematics

Engineering Science

Engineering Drawing or

Plating and Structural Steel Drawing (N3)

(Choice of Boilermaker and Sheet metal worker)

#### BOILERMAKER

N1	N2	N3
Metalworkers' Theory	Platers' Theory	Mechanotechnology

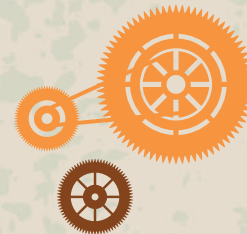
#### WELDER

N1	N2	N3
Metalworkers' Theory	Welders' Theory	Mechanotechnology

#### RIGGER

N1	N2	N3
Rigging Theory	Rigging Theory	Mechanotechnology

N4	N5	N6
<ul style="list-style-type: none"> <li>Mathematics</li> <li>Mechanotechnics</li> <li>Machines and Properties of Metals (N4 only)</li> <li>Engineering Science (N4 only)</li> <li>Mechanical Draughting (N4 only) or Plating and Structural Steel Drawing</li> </ul>	<ul style="list-style-type: none"> <li>Mechanotechnics</li> <li>Strength of Materials and Structures</li> <li>Mechanical Drawing and Design</li> <li>Power Machines</li> <li>Engineering Physics</li> </ul>	<ul style="list-style-type: none"> <li>Mechanotechnics</li> <li>Strength of Materials and Structures</li> <li>Mechanical Drawing and Design</li> <li>Power Machines</li> <li>Engineering Physics</li> </ul>



Subjects may be chosen from both selections (N4 – N6). Engineering Science N4 is a prerequisite if Strength of Materials and Structures N5 are taken.



# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



## 1.8 Motor Trades

### COMPULSORY SUBJECTS (N1-N3)

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

#### MOTOR MECHANIC

N1	N2	N3
Motor Trade Theory	Motor Trade Theory	Motor Trade Theory

#### PANELBEATER AND SPRAY PAINTER

N1	N2	N3
Motor Bodywork Theory	Motor Bodywork Theory	Motor Bodywork Theory

#### DIESEL MECHANIC

N1	N2	N3
Motor Trade Theory	Diesel Trade Theory	Diesel Trade Theory



# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



## MOTOR MACHINIST

N1	N2	N3
Motor Machining Trade Theory	Motor Machining Trade Theory	Mechanotechnology

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

N4	N5	N6
Choose 4 or 5 subjects <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Motor Vehicle Science (N4 only)</li> <li>• Mechanotechnics</li> <li>• Machines and Properties of Metals (N4 only)</li> <li>• Engineering Science (N4 only)</li> <li>• Mechanical Draughting (N4 only)</li> <li>• Communication (Technology) (N4 only)</li> <li>• Supervisory Management</li> </ul>	<ul style="list-style-type: none"> <li>• Mechanotechnics</li> <li>• Power Machines</li> <li>• Mechanical Drawing and Design</li> <li>• Strength of Material and Structures</li> <li>• Fluid Machines</li> <li>• Engineering Physics</li> <li>• (Note: The same subjects taken on N5 level must be taken on the N6 level)</li> </ul>	<ul style="list-style-type: none"> <li>• Mechanotechnics</li> <li>• Power Machines</li> <li>• Mechanical Drawing and Design</li> <li>• Strength of Material and Structures</li> <li>• Fluid Machines</li> <li>• Engineering Physics</li> <li>• (Note: The same subjects taken on N5 level must be taken on the N6 level)</li> </ul>



# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



## 1.9 Draughting

N1	N2	N3
Mathematics Engineering Science Engineering Drawing Fitting and Machining Theory (N1 only) Plating and Structural Steel Drawing NB only one Draughting subject is accepted in a three subject selection on all levels.	Mathematics Engineering Science Engineering Drawing Fitting and Machining Theory (N1 only) Plating and Structural Steel Drawing NB only one Draughting subject is accepted in a three subject selection on all levels.	Mathematics Engineering Science Engineering Drawing Mechatotechnology Plating and Structural Drawing NB only one Draughting subject is accepted in a three subject selection on all levels.
N4	N5	N6
Choose 4 or 5 Subjects Mathematics Mechanical Draughting (N4 Only) Engineering Science Communication (Technology) (N4 Only) Mechatotechnics Plating and Structural Steel Drawing (up to N4 only) Supervisory Management	Mathematics Mechanical Drawing and Design Strength of Material and Structures Mechatotechnics Engineering Physics Supervisory Management)	Mathematics Mechanical Drawing and Design Strength of Material and Structures Mechatotechnics Engineering Physics Supervisory Management)

Subjects from both alternatives (N4-N6) are exchangeable

Candidates who choose five subjects on N4 need to take only three subjects on N6 to comply with required total of 12 subjects. A minimum of two subjects must be job related and

## 1.10 ELECTRICAL/ ELECTRONIC STUDY FIELDS

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

### 1.10.1 Electrician

N1	N2	N3
Electrical Trade Theory Mathematics Industrial Electronic	Electrical Trade Theory Mathematics Industrial Electronics	Electrotechnology Mathematics Industrial Electronics
<p><b>Plus, any one of the following:</b></p> Engineering Science Industrial Orientation Engineering Drawing	<p><b>Plus, any one of the following:</b></p> Engineering Science Industrial Orientation Engineering Drawing Logic System	<p><b>Plus, any one of the following:</b></p> Engineering Science Industrial Orientation Engineering Drawing Logic System Supervision in Industry





# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



## 1.10.2 Armature Winder

N1	N2	N3
Armature Winding Theory Mathematics Industrial Electronics <b>Plus, any one of the following:</b> Engineering Science Industrial Orientation Engineering Drawing	Armature Winding Theory Mathematics Industrial Electronics <b>Plus, any one of the following:</b> Engineering Science Industrial Orientation Engineering Drawing Logic System	Armature Winding Theory Mathematics Industrial Electronics <b>Plus, any one of the following:</b> Engineering Science Industrial Orientation Engineering Drawing Logic System Supervision in Industry
N4	N5	N6
Electrotechnics  <b>Any three of the following:</b>  Mathematics Industrial Electronics Engineering Science (only N4) Industrial Instruments Supervisory Management	Electrotechnics  <b>Any three of the following:</b>  Mathematics (N5 + N6) Industrial Electronics Industrial Instruments Supervisory Management	Electrotechnics  <b>Any three of the following:</b>  Mathematics Industrial Electronics Industrial Instruments *Logic Systems Supervisory Management Control System



# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



## 1.10.3 Instrument Mechanism

N1	N2	N3
Electrical Trade Theory Mathematics Industrial Electronics <b>Plus, any one of the following:</b> Engineering Science Industrial Orientation Engineering Drawing	Instrument Trade Theory Mathematics Industrial Electronics <b>Plus, any one of the following:</b> Engineering Science Industrial Orientation Engineering Drawing Logic system	Instrument Trade Theory Mathematics Industrial Electronics <b>Plus, any one of the following:</b> Engineering Science Industrial Orientation Engineering Drawing Logic system
N4	N5	N6
Industrial Instrument <b>Any Three of the following:</b> Mathematics Industrial Electronics Electrotechnics Engineering Science (only N4) Logic Systems Fault Finding and Protective Devices Supervisory Management	Industrial Instrument <b>Any Three of the following:</b> Mathematics Industrial Electronics Electrotechnics Supervisory Management Logic system	Industrial Instrument <b>Any Three of the following:</b> Mathematics Industrial Electronics Electrotechnics Industrial instruments (N5, N6) Supervisory Management Control Systems (only N6)

## 1.10.4 Motor Vehicle Electrician

N1	N2	N3
Motor Electrical Theory Mathematics Industrial Electronics <b>Plus, any one of the following:</b> Engineering Science Industrial Orientation Engineering Drawing	Motor Electrical Theory Mathematics Industrial Electronics <b>Plus, any one of the following:</b> Engineering Science Industrial Orientation Engineering Drawing Logic system	Motor Electrical Theory Mathematics Industrial Electronics <b>Plus, any one of the following:</b> Engineering Science Industrial Orientation Engineering Drawing Logic system
N4	N5	N6
<b>Any four of the following:</b>  Mathematics Industrial Electronics Electrotechnics Engineering Science (only N4) Logic Systems Fault Finding and Protective Devices Supervisory Management	<b>Any four of the following:</b>  Mathematics Industrial Electronics Electrotechnics Industrial instruments (N5, N6) Logic Systems Supervisory Management	<b>Any four of the following:</b>  Mathematics Industrial Electronics Electrotechnics Supervisory Management Control Systems (only N6)

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

# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



## 1.10.5 Refrigeration Mechanics

N1	N2	N3
Compulsory Subjects: Refrigerator Trade Theory Industrial Electronics Mathematics <b>Plus, any one of the following:</b> Engineering Science Engineering Drawing Industrial Orientation	Refrigerator Trade Theory (only N2) Industrial Electronics (N2) Mathematics <b>Plus, any one of the following:</b> Refrigerator Technology (Strongly recommended) Engineering Science Industrial Orientation Engineering Drawing	Refrigerator Trade Theory (only N2) Industrial Electronics (N2) Mathematics <b>Plus, any one of the following:</b> Refrigerator Technology (Strongly recommended) Engineering Science Industrial Orientation Engineering Drawing
N4	N5	N6
<b>Choose Any four of the following:</b> Refrigeration, Air – Conditioning and Ventilation Mechanotechnics Electrotechnics Mathematics Mechanical Draughting (only N4) Industrial Electronics	<b>Choose Any four of the following:</b> Refrigeration, Air – Conditioning and Ventilation Mechanotechnics Electrotechnics Mathematics Mechanical Drawing and Design (only N5 and N6) Industrial Electronics	<b>Choose Any four of the following:</b> Mechanotechnics Electrotechnics Mathematics Mechanical Drawing and Design (only N5 and N6) Industrial Electronics

## Alternative Choice

N4	N5	N6
<b>Choose Any four of the following:</b> Supervisory Management Communication Technology (N4 only) Refrigeration, Air – Conditioning and Ventilation (N4 only) Industrial Affairs Mathematics Mechanotechnics Electrotechnics	<b>Choose Any four of the following:</b> Supervisory Management Industrial Affairs Mathematics Mechanotechnics Electrotechnics	<b>Choose Any four of the following:</b> Supervisory Management Industrial Affairs Mathematics Mechanotechnics Electrotechnics

### NB: N4 – N6

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



# 3. Engineering Studies Report 191 / Nated N1 - N6 - Continued



## 1.10.6 Radio and Television Mechanician

N4	N5	N6
Radio and TV Theory Mathematics Engineering Science or Industrial Orientation Industrial Electronics	Radio and TV Theory Mathematics Industrial Electronics Logic systems Industrial Orientation	Radio and TV Theory Mathematics Industrial Electronics Logic systems Industrial Orientation
N4	N5	N6
Choose Any four of the following: Mathematics Industrial Electronics Communications Electronics Computer Principles Logic Systems Supervisory Management	Choose Any four of the following: Mathematics Industrial Electronics Communications Electronics Computer Principles Logic Systems Supervisory Management	Choose Any four of the following: Mathematics Industrial Electronics Communications Electronics Computer Principles Logic Systems Supervisory Management

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

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

N1	N2	N3
<b>Compulsory:</b> Water and Waste-Water Treatment Practice Plant Operation Theory Mathematics <b>Plus, one of the following</b> Engineering Drawing Engineering Science Chemical Laboratory Technology	<b>Compulsory:</b> Water and Waste-Water Treatment Practice <b>Plus, three of the following</b> Plant Operation Theory Mathematics Engineering Drawing Engineering Science Chemical Laboratory Technology	<b>Compulsory:</b> Water Treatment Practice and/ or Waste-Water Treatment Practice <b>Plus, three of the following</b> Plant Operation Theory Mathematics Engineering Drawing Engineering Science Chemical Laboratory Technology

## 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. Engineering Studies Report 191 / Nated N1 - 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 N3 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.

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

Route 2 applicants need to satisfy the Commission of Examiners that the educational institution's curriculum covers the plant engineering syllabus.

Route 3 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  
PRETORIA 0001  
Tel: (012)309-4378

**FOR MINES AND WORKS:**

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

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

**Mines & Works and Factories**

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

**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 N1 - N6 - Continued



The examination is still done in two sections Part 1 and Part 2. It does not matter which part you choose to do first, write the exam and then do the other part during the following trimester. Two three-hour examination papers will be set comprising of 100 marks each. The pass mark for each individual paper is 50%. Both examination papers may be written during the same examination period. However, candidates need not pass both examinations during the same trimester, but if one paper only is failed this paper must be passed within 12 months of the paper that was passed, otherwise both examinations must re-written. Candidates who pass any paper with 75% or better will be permanently exempted from re-writing that paper.

**Note**

For accreditation purposes (i.e. to obtain a wireman's licence) all candidates must also have proof of the required competence with regards to the required level unit standards prescribed by the Department of Labour (at present this basically means that you must be a qualified electrician) and have passed N3 Electrical Trade Theory, N3 Mathematics, N3 Engineering Science and either N3 Industrial Electronics or another N3 subject. No condonation will be considered.

**D: Foremen (Supervisor's Course)**

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

N3	N4	N5	N6
Supervision in Industry Industrial Orientation and Planning	Supervisory Management Industrial Affairs Communication (Technology)	Supervisory Management Industrial Affairs	Supervisory Management Industrial Affairs
Plus a minimum of TWO trade specific subjects	Plus a minimum of TWO trade specific subjects	Plus a minimum of TWO trade specific subjects	Plus a minimum of TWO trade specific subjects





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



## 4.1 Educare

### Career Opportunities

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

### Entry Requirements

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

### Course Structure

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

### Assessments

All three assessments are done online.

### Practical work

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

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

Students have to provide proof of full-time work for 18 months in order to obtain an N6 Diploma.

### Examination

Examinations take place in JUNE and NOVEMBER.

### Examination Registration and Results

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

### Pass Requirements

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

The marks you receive for your assessments, will determine your year mark, which will contribute to your final mark according to the specifications of the Department of Education.

N4	N5	N6
<ul style="list-style-type: none"> <li>• Day Care Personnel Development</li> <li>• Education</li> <li>• Educare Didactics: Theory and Practical</li> <li>• Child Health</li> </ul>	<ul style="list-style-type: none"> <li>• Day Care Communication</li> <li>• Education Psychology</li> <li>• Educare Didactics: Theory and Practical</li> <li>• Entrepreneurship and Business Management N4</li> </ul>	<ul style="list-style-type: none"> <li>• Day Care Management</li> <li>• Day Care Communication</li> <li>• Education Psychology</li> <li>• Educare Didactics: Theory and Practical</li> </ul>

*"People learn something every day, and a lot of times it's that what they learned the day before was wrong."*

**Bill Vaughan**

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



## 4.2 Tourism

### Career Opportunities

The following career paths maybe pursued

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

N4	N5	N6
<ul style="list-style-type: none"> <li>• Tourist Destination</li> <li>• Travel Services</li> <li>• Travel Office Procedures</li> <li>• Tourism Communication</li> <li>• Computer Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Tourist Destination</li> <li>• Travel Services</li> <li>• Travel Office Procedures</li> <li>• Tourism Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Tourist Destination</li> <li>• Travel Services</li> <li>• Travel Office Procedures</li> <li>• Hotel Reception</li> </ul>

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

### Requirements for Admission

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

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

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

### Pass Requirements

A pass mark of 50% must be obtained in each subject except in Travel Services where a pass mark of 60% on N4 and N5 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](mailto:distance@swgc.co.za)





# Business Centres

## 1. Contact Centre | 2. Dimonate Restaurant & 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 cum Contact Centre Training facility was equipped in rented amenities at the historical Walter Sisulu Square of dedication in Kliptown, Soweto.

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

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

#### Some of the Services Rendered

Training students who intend to pursue Call Centre as a career. The course consists of the following:

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

Typical industries and career opportunities that need Contact Centre skills:

- Banking
- Insurance
- Telecommunications
- Information Technology

#### Industries needing Contact Centre skills continued...

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

### 2. Dimonate Restaurant and Conference Centre

#### Conference Centre

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

#### The Restaurant

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



## 2. 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 Webber Ave, Horizon View.

### 3. SMME Centre Services

Development, Growth and Stimulation of the South African Economy Students, Community Members and youth who have an interest in starting their own businesses are invited to the SMME Centres at Dobsonville and Molapo Campuses.

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

#### George Tabor Campus

1440 Mncube Drive  
Dube Village  
1801  
TEL: 086 176 8849

#### Dobsonville Campus

5604 Van Onselen Road  
DOBSONVILLE  
1863  
TEL: 086 176 8849

#### Molapo Campus

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

#### Roodepoort Campus

No. 3 Webber Avenue

Horizon View  
ROODEPOORT  
17243  
TEL: 086 176 8849

### SMME Services

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

### Take It to the People Project

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

### Youth and SMMEs

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

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



## 4. SWGC Travel Centre

### Introduction

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

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

### Our Vision & Mission

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

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

### SWGC Travel Staff

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

### About Us

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

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

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

### Our Service

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

### Service Competencies:

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

### Value Added Services:

- Charter Air
- Cost savings





# Campuses/Sites

## Contact Centre

Private Bag X33, Tshiawelo, 1817  
Office no. 9, 2nd Floor,  
Walter Sisulu Square of Dedication, Corner Klip Valley and  
Union Road, Kliptown, SOWETO  
**Tel:** 086 176 8849 | 010 141 8300  
**Fax:** 022 945 01881  
**Email:** callcentre@swgc.co.za

## Dobsonville Campus

Private Bag X33, Tshiawelo, 1817  
5604 Van Onselen Road, Dobsonville, 1863  
**Tel:** 010 141 4000  
**Fax:** (011) 988 9212  
**E-mail:** dobson@swgc.co.za

## Molapo Campus

Private Bag X33, Tshiawelo, 1817  
1822 B Molele Street,  
C/o Koma Road, Molapo, Soweto, 1801  
**Tel:** 010 141 2000  
**Fax:** 011 984 0136  
**E-mail:** molapo@swgc.co.za

## Roodepoort West Campus

Private Bag X33, Tshiawelo, 1817  
No.1 Hinda & Lawson Street,  
Roodepoort, 1724  
**Tel:** 010 141 3000  
**Fax:** 011 766 4214  
**E-mail:** rdpw@swgc.co.za

## Head Office

Private Bag X33, Tshiawelo, 1817  
1822 A Molele Street, C/o Koma Road, Molapo, Soweto  
**Tel:** 010 141 1000  
**Fax:** 011 984 1262  
**Email:** headoffice@swgc.co.za

## George Tabor Campus

Private Bag X33, Tshiawelo, 1817  
1440 Mncube Drive, Dube Village, 1801  
**Tel:** 010 141 5000  
**Fax:** 011 982-5543  
**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

## Roodepoort Campus

Private Bag X33, Tshiawelo, 1817  
No.3 Webber Street, Horizon View, Roodepoort, 1724  
**Tel:** 010 141 2000  
**Fax:** 011 763-5937  
**E-mail:** rdp@swgc.co.za

## Technisa Campus

Private Bag X  
07, Pinesgowrie, 2123  
Huguenot Avenue & Main Street,  
Bordeaux, Randburg, 2194  
**Tel:** 010 141 1200/1  
**Fax:** 011 886 7718  
**E-mail:** tech@swgc.co.za





**SWGC, Period!**  
*Enough Said!*

Contact Details  
**086 176 8849**  
[www.swgc.co.za](http://www.swgc.co.za)

SAY NO  
TO NO



SCAN THIS BARCODE  
TO GO TO OUR WEBSITE



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<https://www.facebook.com/swgcollege>



FOLLOW US  
<https://twitter.com/swgcollege>



**SABS**  
ISO 9001