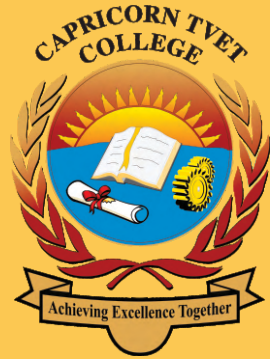


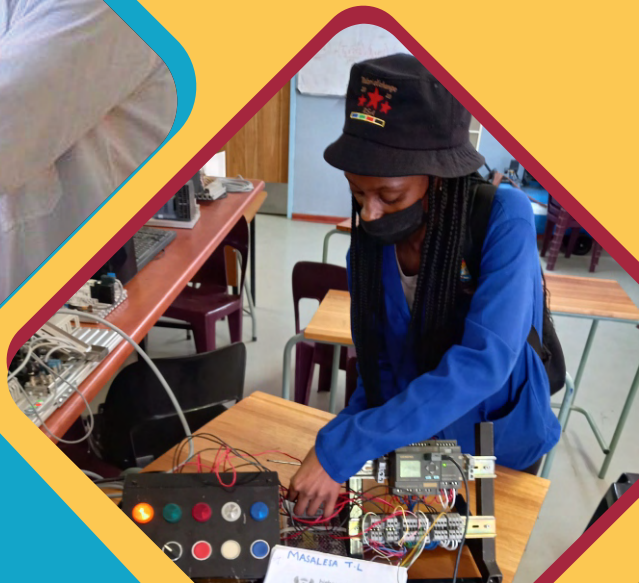


## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



# PROSPECTUS 2022 - 2023



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# 1. BACKGROUND INFORMATION

## 1.1. Brief history of the College

Capricorn TVET College is a product of a merger of three Colleges with very distinct and diverse historical backgrounds. These were the former Pietersburg Technical College (PTC), Bochum College of Education and the former Northern Province Community College (NPCC). The College has established a satellite campus at Ramokgopa. Capricorn TVET College has become an institution of first choice for **post school education and training** for many young people as the programmes offered directly respond to the priority skills demands of the South African economy and the job market. The College further offers theory and practical learning. There are many exit options for young people to choose from. The college, in partnership with various SETA's and accredited training providers, further provides exit level support to the students through workplace - based experience (WBE) and artisan development (Trade Test Preparation Programme and Trade Test).

## 1.2. Vision, Mission and Values

### VISION:

**“A dynamic Technical Vocational Education and Training Institution of Excellence”**

### LOGO:

Our Logo symbolizes academic and technological success and contains the motto:

**“Achieving Excellence Together”**

### MISSION:

Capricorn TVET College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships.

**Succinctly, Capricorn TVET College will achieve this mission by making use of the following Strategic Goals:**

- Continue to ensure that sound democratic governance and management processes are in place to create a conducive atmosphere for teaching and learning and continue to work collaboratively with its stakeholders in order to improve quality and accessibility of educational opportunities.
- Develop, strengthen and ensure quality student support as well as implementation of responsive, student-centred vocational and career programmes.
- Continuously strive to improve administrative efficiency and effectiveness by employing competent human resources and develop quality systems which will permeate every process, system, classroom activity, programme and service.

- Continuously strive to improve fiscal and physical resources in accordance with Public Finance Management Act (PFMA) and Generally Accepted Accounting Principles (GAAP).
- Management and administration of resources as well as implementation of vocational and career programmes in accordance with relevant policies in campuses.

## VALUES :

At Capricorn TVET College we are guided by the following values which are important to us as an organization:

- Respect: We treat others as we would like to be treated ourselves. We will strive for fairness and equality.
- Integrity: We are committed to transparency, honesty and sincerity.
- Communication: We are committed to effective communication. We believe information is meant to move and that information moves people.
- Excellence: We are satisfied with nothing less than the best quality in everything we do.

### 1.3. Departments and Programmes

There are four main departments namely: Business Studies, Engineering Studies, General and Utility Studies for specialisation and Fundamentals which are offered additionally in all departments.

The National Certificate (Vocational) is offered at Level 2, 3, and 4. The practical component of the study may be offered in a real workplace environment or in a simulated workplace environment. Students have the opportunity to experience a work environment during the period of study.

### 1.4. The National Certificate (Vocational)

The National Certificate (Vocational)/NC(V) subjects are offered at Levels 2, 3 & 4 of the National Qualification Framework (NQF).

All NC(V) programmes consist of a fundamental and a vocational learning component and comprise of 130 credits at each level. The duration of study is a full year per level.

#### 1.4.1. Fundamental Subjects (Compulsory):

- English first additional language (official language), which is offered as medium of teaching and learning
- Mathematics or Mathematical Literacy (Engineering students must register for Mathematics)
- Life Orientation: (a) Life Skill component  
(b) Computer component

### 1.4.2. Vocational Subjects: (Optional/Student exercises choice)

Three (3) Core Subjects and 1 Optional to make 4 vocational subjects.

- These are optional subjects, approved from the subfield organization of the National Qualification Framework (NQF) a student chooses according to his or her field of interest or specialization.
- The subject combinations in each of the programmes provide a high degree of specialization for a particular programme. It is important to note that of the 4 vocational subjects, 3 subjects are compulsory, the 4th subject may be chosen from any field to provide the student with high levels of specialization.

Important: A student is expected to study a total of 7 subjects (3 fundamentals and 4 vocational) per level for a complete qualification.

### 1.5. National Certificate (Vocational)/NC(V) Programmes

There are currently 16 National Certificate (Vocational) programmes on offer. More programmes and subjects will be developed in the future. The NC(V) programmes are the following:

- Management
- Marketing
- Information Technology and Computer Science
- Finance, Economics and Accounting
- Office Administration
- Electrical Infrastructure Construction
- Civil Engineering and Building Construction
- Drawing Office Practice
- Engineering and Related Design
- Hospitality
- Tourism
- Safety in Society
- Mechatronics
- Education and Development
- Process Plant Operations
- Transport and Logistics

### 1.6. Entry requirements for the NC (V) Programmes

**For entry into the National Certificate (Vocational) at NQF Level 2, you require:**

- A year-end school report, competent results for Grades 11 or 12 certificate; or
- Competent PLP results and/or any NQF 1 qualification; or

- An approved bridging programme designed for the specific purpose to access NQF Level 2; or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2
- Passed Grade 9 and 10 will be considered only in exceptional cases.

### **1.7. National Accredited Technical Education Diploma(NATED)/Report 191 NATIONAL CERTIFICATE N4–N6 (BUSINESS AND GENERAL UTILITY STUDIES)**

a. A prospective student must have a National Senior Certificate or Grade12 with admission to Diploma or Bachelor or N4/N3/NC(V) L4

b. First preference shall be given to NC(V) Level 4 graduates.

For NATED or Report 191 Engineering Programme, four (4) subjects are offered at N1, N2, N3, N4, N5 & N6 certificate levels at different campuses. The duration of study for NATED Trimester (Engineering) Programmes is three months per certificate level. NATED Business, General and Utility Studies Programmes duration is six (6) months period (Semester) per certificate level (from N4-N6). Read more information in full under Departments and Programmes in the coming page(s)

### **1.8. What are exit opportunities at TVET Colleges?**

**Students will have the following options:**

- Access workplace opportunities in a work environment or sector relevant to his/her vocational specialisation (such as a bank/insurance company after doing the Financial, Economics and Accounting programme)
- Access the workplace with the occupational specialisation he/she might have opted for through the 4th subject option (such as Motor Mechanics after opting for Automotive Repair and Maintenance)
- Gain access to higher education.
- Become qualified artisans of their special trades.
- Pursue further training at the same/horizontal level
- Self-employment

### **1.9. DHET TVET Colleges Bursary Scheme**

In order to facilitate access to the National Certificate (Vocational) qualification, the Department of Higher Education and Training has made bursaries available. The National Student Financial Aid Scheme (NSFAS) administers the bursaries on behalf of the Department of Higher Education and Training.

Through the TVET College Bursary Scheme, the Department of Higher Education and Training aims to provide access and success to eligible students for vocational education and training at public TVET Colleges.

### 1.9.1. What is the Department of Higher Education and Training TVET College Bursary Scheme/(NSFAS)?

The Department of Higher Education and Training TVET College Bursary Scheme are funds made available by Government to assist students enrolled, or intending to enrol, at TVET Colleges for PLP, NC (V) and NATED (Report 191) programmes but are unable to fund their studies.

### 1.9.2. Who May Apply for the DHET TVET Colleges Bursary Scheme /NSFAS?

A student is eligible to apply for a bursary if he/she is/has:

- A South African citizen.
- Enrolled or intending to enrol for PLP, NC (V) and NATED (Report 191) programmes at any of the 50 public TVET colleges in South Africa.
- Financially eligible and academically deserving
- Able to demonstrate potential for academic success.

**Important:** *Eligibility for a bursary is subject to successful application.*

## 1.10 Campuses and Management

There are four 4 campuses/sites and each has Campus Management Team (CMT) under the leadership of a Campus Manager. Core CMT is made up of the campus managers, heads of departments (HoDs) and senior lecturers.

## 1.11 Departments, Programmes and Management

Three (3) main departments are **Business, Engineering** as well as **General and Utility Studies**, managed by various Heads of Departments (HoDs)/Senior Education Specialists (SEs) in both *National Accredited Technical Education Diploma (NATED)/Report 191 and National Certificate (Vocational) [NC(V)] Programmes*. The number of Heads of Departments depends mainly on the size of the campus and the number of **learning programmes** offered at a particular campus. Each learning programme has a Programme Manager/Education Specialist/Senior Lecturer.

Information below outlines Departments and Heads of Departments (HOD's)/Senior Education Specialists, Programmes (and Subjects) and Senior Lecturers/Programme Managers/Education Specialists and specific campuses where learning programmes and subjects are offered.



## 2. BUSINESS STUDIES DEPARTMENT: NATED/Report 191 and NC(V)

(a) **Heads of Departments:** The department is managed by Heads of Departments/Senior Education Specialists at the following campuses:

- Polokwane Campus
- Senwabarwana Campus
- Ramokgopa Campus

### (b) Business Programmes

The following are **NC(V) Business Programmes** offered full-time

PROGRAMME	CAMPUS
<b>Transport &amp; Logistics</b>	Polokwane
<b>Management</b>	Senwabarwana
<b>Marketing</b>	Polokwane
	Senwabarwana
<b>Finance, Economics And Accounting</b>	Polokwane
	Senwabarwana
<b>Office Administration</b>	Polokwane
	Senwabarwana

The following are **NATED/Report 191 Business Programmes** offered **full-time**:

PROGRAMME	CAMPUS
<b>Business Management</b>	Ramokgopa
	Senwabarwana
	Polokwane
<b>Management Assistant</b>	Ramokgopa
	Senwabarwana
	Polokwane
<b>Human Resource Management</b>	Ramokgopa
	Senwabarwana
	Polokwane
<b>Public Management</b>	Ramokgopa
	Polokwane
<b>Marketing Management</b>	Senwabarwana
<b>Financial Management</b>	Polokwane
	Senwabarwana

## 2.1 NATIONAL CERTIFICATES N4-N6: NATIONAL ACCREDITED TECHNICAL EDUCATION DIPLOMA (NATED)/Report 191

Offered at Polokwane and Senwabarwana Campuses from 15:00 and at Ramokgopa Campus from 07:30

### 2.1.1. BUSINESS MANAGEMENT N4 – N6

Offered at Polokwane and Senwabarwana Campuses from 15:00 and at Ramokgopa Campus from 07:30

#### a) **ADMISSION REQUIREMENTS**

A prospective student must have a National Senior Certificate or Grade 12 with admission to Diploma or Bachelor N4 Introductory Certificate/N3/ NC(V) L4.

A prospective student must have done accounting at least up to grade 11.

#### b) **OUTCOMES**

The student will be trained in Communication, Computer Skills, Accounting and Entrepreneurship to enable him/her to work in a business environment.

#### c) **CAREER OPPORTUNITIES**

This Qualification enables students to work in private, government or business environments as:

- **Financial Clerk**
- **Accounting Clerk**
- **Credit Clerk**
- **Personal Assistant**
- **Administrative Officer**
- **Office Assistant**

#### d) **DURATION**

A minimum of 18 months (Six months per level)

#### e) **ENROLMENT SCHEDULE**

January

July

#### f) **NOTES**

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Business Management (M + 3).

### 2.1.2. MANAGEMENT ASSISTANT

(Offered at Polokwane & Senwabarwana Campus from 15:00 and Ramokgopa Campus from 07:30)

#### a) **ADMISSION REQUIREMENTS**

A prospective student must have a National Senior Certificate or Grade 12 with admission to Diploma or Bachelor or N4 Introductory Certificate N3/NC(V)L4.

#### b) **OUTCOMES**

The student will be trained in communication, computer skills, and office administration and will enable the student to assist anyone holding a managerial position and perform administrative duties.

### c) CAREER OPPORTUNITIES

This qualification enables students to work in private, government or business environments as:

- Receptionist
- Personal assistant
- Typist or Audio typist
- Administrative officer
- Telephonist
- Secretary
- General office clerk
- Office assistant
- Data capturing clerk

### d) DURATION

A minimum of 18 months (six months per level)

### e) ENROLMENT SCHEDULE

January

July

### f) NOTES

Students in possession of N6 Certificate plus 18 months relevant practical experience can apply for a National Diploma in Management Assistant. (M + 3)

## 2.1.3. MARKETING MANAGEMENT

(Offered at Senwabarwana Campus from 15:00)

### a) ADMISSION REQUIREMENTS

A prospective student must have a National Senior Certificate with admission to Diploma or Bachelor N4 Introductory Certificate /N3/NC (V) L4.

### b) OUTCOMES

The learner will have the ability to do market research and the marketing of an organisation, its products and/or services.

### c) CAREER OPPORTUNITIES

This qualification enables students to work in private, government or business environments as:

- Sales representative
- Marketing assistant
- Advertising clerk
- Marketing consultant
- Marketing officer

### d) DURATION

A minimum of 18 months (six months per level)

### e) ENROLMENT SCHEDULE

January

July

#### **f) NOTES**

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Marketing Management (M + 3)

### **2.1.4. HUMAN RESOURCE MANAGEMENT**

(Offered at Polokwane & Senwabarwana Campus from 15:00 and Ramokgopa Campus from 07:30)

#### **a) ADMISSION REQUIREMENTS**

A prospective student must have a National Senior Certificate with admission to Diploma or Degree or N4 Introductory Certificate /N3/NC (V) L4.

#### **b) OUTCOMES**

The student will be trained in the process recruitment and selection of employees, communication, computer skills, accounting and entrepreneurship to enable him/her to work in a business environment.

#### **c) CAREER OPPORTUNITIES**

This qualification enables students to work in private, government or business environments as:

- Admin officer
- Human resource clerk
- Personnel officer

#### **d) DURATION**

A minimum of 18 months (six months per level)

#### **e) ENROLMENT SCHEDULE**

January

July

#### **f) NOTES**

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Human Resource Management (M + 3)

### **2.1.5. FINANCIAL MANAGEMENT**

(Offered at Polokwane Campus from 15:00)

#### **a) ADMISSION REQUIREMENTS**

A prospective student must have a National Senior Certificate with admission to Diploma or Degree or N4 Introductory Certificate /N3/NC (V) L4.

A prospective student must have done Accounting at least up to grade 11.

#### **b) OUTCOMES**

The student will be trained in communication, computer skills, accounting and entrepreneurship to enable him/her to work in a business environment.

#### **c) CAREER OPPORTUNITIES**

This qualification enables students to work in private, government or business environments as:

- Financial clerk
- Accounting clerk
- Credit clerk
- Personal assistant
- Administrative officer
- Office assistant

**d) DURATION**

A minimum of 18 months (six months per level)

**e) ENROLMENT SCHEDULE**

January

July

**f) NOTES**

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Financial Management (M + 3)

**2.1.6. PUBLIC MANAGEMENT N4 – N6**

(Offered at Polokwane Campus from 15:00 and Ramokgopa Campus from 7:30)

**a) ADMISSION REQUIREMENTS**

A prospective student must have a National Senior Certificate or Grade 12 with admission to Diploma or Bachelor or N4 Introductory Certificate N3/NC(V)L4.

**b) OUTCOMES**

The student will be trained in communication, computer skills, public finance, municipal administration, public administration and entrepreneurship to enable him/her to work in a business environment.

**c) CAREER OPPORTUNITIES**

This qualification enables students to work in private, government or business environments as:

- Financial Clerk
- Administrative Officer
- Municipal administrator/officer
- Data Capturer

**d) DURATION**

A minimum of 18 months (six months per level)

**e) ENROLMENT SCHEDULE**

January

July

**f) NOTES**

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Public Management (M + 3)

**2.2. NATIONAL CERTIFICATES(VOCATIONAL) L 2, 3 & 4[NC (V)]**

**a) ADMISSION REQUIREMENTS**

For entry into the National Certificate (Vocational) at NQF Level 2 you are required to have:

- A year-end school report for Grades 11(Competent result) or 12 certificate; or
- Competent PLP results or an NQF 1 qualification; or
- An approved bridging programme designed for the specific purpose to access NQF Level 2; or

- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2
- Grade 9 and 10 will be considered only in exceptional cases.

### b) DURATION

The National Certificate (Vocational) qualification is a full year programme at each of the NQF Levels of study. A student is issued with a certificate on the successful completion of each level of study that is level 2, level 3 and level 4.

All NCV programmes consist of a fundamental learning component and a vocational component and comprise of 130 credits on each level.

### c) ENROLMENT SCHEDULE

January

## THE FOLLOWING NATIONAL CERTIFICATES (VOCATIONAL) WILL BE OFFERED AT POLOKWANE AND SENWABARWANA CAMPUSES:

### 2.2.1.NC (V) – MANAGEMENT

(Senwabarwana Campus only)

#### a) OUTCOMES:

The certificate will enable the learner to:

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

#### b) CAREER OPPORTUNITIES

The National Certificate (Management) provides an opportunity to access the following careers:

- Human Resources
- Marketing
- Finance Management
- Public Relations
- Production
- Office Administration

#### c) CURRICULUM

In order to obtain a National Certificate (Management) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects:

FUNDAMENTALS	VOCATIONAL
• Language	• Management Practice
• Mathematical Literacy	• Operations Management
• Life Orientation	• Financial Management
	• Entrepreneurship (L2) and Project Management(L3 & 4)

## 2.2.2. NC (V) – MARKETING

### a) OUTCOMES:

The certificate will enable the learner to:

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

### b) CAREER OPPORTUNITIES

The National Certificate (Marketing) provides an opportunity to access careers in any of the sectors listed below:

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

### c) CURRICULUM

In order to obtain a National Certificate (Marketing) students are required to enrol for a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
• Language	• Advertising and Promotions
• Mathematical Literacy	• Marketing
• Life Orientation	• Marketing Communication
	• Consumer Behaviour

## 2.2.3. NC (V) – OFFICE ADMINISTRATION

### a) OUTCOMES:

The certificate will enable the learner to:

- Coordinate office correspondence
- Type letters, reports, memoranda, agendas, minutes
- Maintain equipment and stationery supplies
- Perform reception duties
- Coordinate and organise functions
- Organise meetings, staff travel itineraries and accommodation
- Operate office equipment
- Become a call centre operator

## 2.2.4. NC (V) – FINANCE, ECONOMICS AND ACCOUNTING

### a) OUTCOMES:

The certificate will enable the learner to:

- Perform bookkeeping duties
- Keep records of wages, salaries, petty cash, Value Added Tax (VAT) and reconciliations
- Prepare financial statements
- Manage budgets, analyse finances of a business etc.

### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- Private and Public Accounting
- Financial Services
- Bookkeeping
- Banking
- Insurance Services

### c) CURRICULUM

In order to obtain a National Certificate (Finance, Economics and Accounting) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
• Language	• Applied Accounting
• Mathematical Literacy	• Economic Environment
• Life Orientation	• Financial Management
	• New Venture Creation

## 2.2.5. NC (V) – TRANSPORT AND LOGISTICS

### a) OUTCOMES:

The certificate will enable the learner to:

- Understanding Transport as part of the broader economy
- The use of safe and reliable transport
- The overall transport and supply chain discipline
- The integration between various operation units etc.

### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- Land/Public Transport
- The Freight Transport Industry
- The Rail Transport industry
- Air Transport Industry
- Search and rescue



### c) CURRICULUM

In order to obtain a National Certificate (Transport and Logistics) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
• Language	• Freight Logistics
• Mathematical Literacy	• Transport Economics
• Life Orientation	• Transport Operations
	• New Venture Creation OR
	• Project Management

## 3. ENGINEERING STUDIES DEPARTMENT

(a) **Heads of Department:** The engineering department is managed by Heads of Departments (HoD's)/Senior Education Specialists at the following campuses:

- Seshego Campus
- Ramokgopa Campus
- Polokwane Campus

### (b) Engineering Programmes

The following are **NC(V) Engineering Programmes** offered

PROGRAMME	CAMPUS
<b>Civil Engineering and Building Construction</b>	Seshego
<b>Electrical Infrastructure Construction</b>	Seshego
<b>Process Plant Operation (PPO)</b>	Seshego
<b>Engineering and Related Design</b>	Seshego
<b>Information Technology and Computer Science (ITC)</b>	Polokwane
<b>Mechatronics</b>	Polokwane

### c) CURRICULUM

In order to obtain a National Certificate (Transport and Logistics) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
• Language	• Freight Logistics
• Mathematical Literacy	• Transport Economics
• Life Orientation	• Transport Operations
	• New Venture Creation OR
	• Project Management

The following are **NATED/Report 191** Engineering Programmes offered full-time:

PROGRAMME	CAMPUS
<b>Civil Engineering</b>	Ramokgopa
	Seshego
<b>Electrical Engineering</b>	Ramokgopa
	Seshego
<b>Mechanical Engineering</b>	Ramokgopa
	Seshego
<b>Chemical Engineering</b>	Seshego

### 3.1. NATIONAL TECHNICAL CERTIFICATE N1-N6: NATIONAL ACCREDITED TECHNICAL EDUCATION DIPLOMA (NATED/REPORT 191)

a) **DELIVERY SITES AND TIME:** Seshego Campus: 15:00 to 19:00  
Ramokgopa Campus: 07:00 to 15:00

b) **ENROLLMENT SCHEDULE:**

January

May

September

c) **MINIMUM ADMISSION REQUIREMENTS: N1 – N3 ENGINEERING**

N1: Grade 12 with Mathematics/ Physical Science or certificate of competence in an N1 Preparatory Programme.

N2: Strictly N2

N3: Strictly N3

d) **MINIMUM ADMISSION REQUIREMENTS: N4 – N6**

N4: N3/Technical Matric

N5: Strictly N4

N6: Strictly N5

e) **NOTES**

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma (M + 3)

## NATIONAL TECHNICAL CERTIFICATE N4 – N6 ARE OFFERED IN THE FOLLOWING STUDY DIRECTIONS:

### 3.1.1. ELECTRICAL ENGINEERING

#### Option 1: Light Current

N4 –N6

Mathematic  
Industrial electronics  
Digital electronics  
Communication electronics

#### Option 2: Heavy Current

N4 – N6 (All compulsory)

Mathematics  
Industrial Electronics  
Engineering Physics  
Electro-technics

### 3.1.2. MECHANICAL ENGINEERING

#### N4 – N6 (any four subjects)

Mathematics  
Mechanical Draughting & Design  
Mechano-technics  
Fluid Mechanics  
Power Machines  
Supervisory Management  
Strength of Materials & Structures

### 3.1.3. CIVIL ENGINEERING

#### N4-N6 (All Compulsory)

Building Administration  
Building and Structural Construction  
Building and Structural Surveying  
Quantity Surveying

### 3.1.4. CHEMICAL ENGINEERING

#### N4-N6 (Any four subjects)

Chemical plant operation  
Engineering physics  
Chemistry  
Supervisory management (optional)  
Mathematics (optional)

## 3.2. NATIONAL CERTIFICATES (VOCATIONAL) L 2, 3 & 4 [NC (V)]

### a) ADMISSION REQUIREMENTS

For entry into the National Certificate (Vocational) at NQF Level 2 you are required to have:

- A year-end school report for Grades 11 or 12 certificate; or
- An NQF 1 qualification; or
- An approved bridging programme designed for the specific purpose to access NQF Level 2; or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2
- Grade 9 and 10 will be considered only in exceptional cases.

## b) DURATION

The National Certificate (Vocational) qualification is a full year programme at each of the NQF Levels of study. A student is issued with a certificate on the successful completion of each level of study that is level 2, level 3 and level 4.

All NCV programmes consist of a fundamental learning component and a vocational component and comprise of 130 credits on each level.

## c) ENROLMENT SCHEDULE

January

**THE FOLLOWING NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMMES ARE OFFERED AT POLOKWANE AND SESHEGO CAMPUSES:**

### 3.2.1.NC (V) – ELECTRICAL INFRASTRUCTURE CONSTRUCTION

**Seshego Campus only**

#### a) OUTCOMES

The certificate will enable the learner to:

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

#### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

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

#### c) CURRICULUM

In order to obtain a National Certificate (Electrical Infrastructure Construction) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
• Language	• Electrical Principles and Practice
• Mathematics	• Electronic Control and Digital Electronics
• Life Orientation	• Workshop Practical
	• One from optional subjects below

#### d) OPTIONAL SUBJECTS

- Electrical System and Construction/
- Physical Science/
- Renewable Energy Technologies

### 3.2.2. NC (V) – CIVIL ENGINEERING & BUILDING CONSTRUCTION

Seshego Campus only

#### a) OUTCOMES

The holder of the National Certificate (Civil Engineering Construction) will be able to:

- Participate in the operation and maintenance of construction equipment and machinery
- Participate in the construction of roads, bridges, dams, railways, houses, etc.
- Take part in designing and construction of tunnels, roads, factories, reservoirs, etc.
- Participate in the erection of reinforced concrete, structural steel, timber and masonry structures, etc.

#### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- Architectural Technology
- Industrial Designing
- Town Regional Planning
- Road Construction Engineering
- Building Construction
- Drainage Inspection
- Quantity Surveying
- Sanitation Engineering
- Civil Construction Engineering

#### c) CURRICULUM

In order to obtain a National Certificate (Civil Engineering & Building Construction) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
• Language	• Construction Planning
• Mathematics	• Plant & Equipment
• Life Orientation	• Material
	• One from optional subjects below

#### d) OPTIONAL SUBJECTS

- Carpentry & Roof Work
- Plumbing
- Masonry & Tiling
- Roads

### 3.2.3. NC (V) – ENGINEERING AND RELATED DESIGN

Seshego Campus only

#### a) OUTCOMES and CAREER OPPORTUNITIES (Manufacturing and Assembly)

The holder of the National Certificate (**Manufacturing and Assembly**) will be able to:

- Take part in the assembly of cars in the motor industry
- Work in a manufacturing and assembly industry
- Operate and maintain equipment and tools in mines
- Plan and develop engineering drawings, maps, sketches and computer –aided Design (CAD)

It provides an opportunity to access careers in any of the sectors listed below:

- Car Manufacture
- Welding
- Building Management
- Motor Mechanics
- Architectural Technology
- Tool Making
- Automotive Repair
- Panel Beating

### **b) OUTCOMES and CAREER OPPORTUNITIES – (Engineering and Related Design)**

The holder of the National Certificate (**Engineering and Related Design**) will be able to:

- Participate in the designing and construction of buildings
- Take part in the manufacturing of tools, machines, engines
- Participate in the planning and building of roads, bridges, canals and dams
- Take part in the operation and maintenance of machines
- Plan and design mines and mining facilities
- Extract metallic and non-metallic minerals
- Participate in the design of shaft and ventilation systems

It provides an opportunity to access careers in any of the sectors listed below:

- Chemical Engineering
- Coal Technology
- Mechanical Engineering
- Mining Metallurgy
- Civil Engineering
- Geology
- Metallurgical Engineering
- Petroleum Engineering

### **c) OUTCOMES and CAREER OPPORTUNITIES – (Fabrication and Extraction)**

The holder of the National Certificate (**Fabrication and Extraction**) will be able to:

- Interpret and produce engineering drawings, maps, sketches and Computer-Aided Design (CAD)
- Extract tools, equipment, methods and processes to produce components
- Apply safety, health and environmental procedures within a fabrication and extraction environment
- Diagnose and solve problems of the fabrication and extraction processes

It provides an opportunity to access careers in any of the sectors listed below:

- Car Manufacture
- Welding
- Building Management
- Motor Mechanics
- Architectural Technology
- Tool Making
- Automotive Repair
- Panel Beating

#### d) CURRICULUM

In order to obtain a National Certificate (Engineering and Related Design) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects.

FUNDAMENTALS	VOCATIONAL
• Language	• Engineering Fundamentals
• Mathematics	• Engineering Technology
• Life Orientation	• Engineering System
	• One from optional subjects below

#### e) OPTIONAL SUBJECTS

- Fitting & Turning
- Automotive
- Engineering Fabrication
- Welding
- Refrigeration

### 3.2.4. NC (V) – INFORMATION TECHNOLOGY AND COMPUTER SCIENCE Polokwane Campus only

#### a) OUTCOMES

The holder of the National Certificate (Information Technology and Computer Science) will be able to:

- Test programmes and software applications
- Write computer programmes
- Install network cables for computer systems
- Develop, research and document computer user requirements

#### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- Computer Programming
- Information Technology Management
- Computer Systems Engineering
- Data Processing

#### c) CURRICULUM

In order to obtain a National Certificate (Information Technology and Computer Science) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
• Language	• Introduction to Information Systems
• Mathematics	• Introduction to System Development
• Life Orientation	• Electronics
	• Electronic Control & Digital Electronics

### 3.2.5. NC (V) – MECHATRONICS

Polokwane Campus only

#### a) OUTCOMES

The Mechatronic course covers a wide spectrum of industry related fields like Computer Engineering, Electrical Engineering, Electronic Engineering Mechanical Engineering, Fluid Mechanics (pneumatics) and Hydraulics.

This means that a person with this qualification is very versatile because they have a thorough knowledge of all aspects of the industry.

A person with this qualification is in high demand in the industry.

#### b) CAREER OPPORTUNITIES:

- Installation and maintenance of electrical equipment.
- Installation and maintenance of electronic equipment.
- Installation programming and maintenance of process automation equipment.
- Installation and maintenance of industrial networking systems that controls all automated processes in a factory.
- Installation programming and maintenance of Robotics systems.
- Installation and maintenance of conveyer belt systems.
- Installation maintenance and testing of pressure vessels.
- Installation and maintenance of pneumatic systems.
- Installation and maintenance of hydraulic systems.

#### c) CURRICULUM

In order to obtain a National Senior Certificate or Grade 12 (Mechatronics) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects.

FUNDAMENTALS	VOCATIONAL
• Language	• Introduction to Computers
• Mathematics	• Manual Manufacturing
• Life Orientation	• Electro technology
	• Mechatronic Systems

### 3.2.6. NC (V) – PROCESS PLANT OPERATIONS

Seshego Campus only

#### a) OUTCOMES



The holder of the National Certificate (Process Plant Operation) will be able to:

- Participate in process control technology
- Operate a plant in various fields e.g. petrochemical, papermaking, mining industries
- Operate water works in Municipalities

#### **b) CAREER OPPORTUNITIES**

It provides an opportunity to access careers in any of the sectors listed below:

- Chemicals
- Petrochemical
- Pulp and paper
- Water Treatment Works (Municipalities and water Boards)
- Beverage Processing
- Mineral Processing
- Paint Manufacturing

#### **c) CURRICULUM**

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

FUNDAMENTALS	VOCATIONAL
• Language	• Process Technology
• Mathematics	• Physical Science
• Life Orientation	• Engineering Fundamentals
	• One from optional subjects below

#### **d) OPTIONAL SUBJECTS**

- Pulp and Papermaking Technology
- Process Chemistry

### **3.2.7. NC (V) – DRAWING OFFICE PRACTICE**

**Seshego Campus only**

#### **a) OUTCOMES**

The holder of the National Certificate or Grade 12 (Drawing Office Practice) will be able to

- Manage projects
- Quality assurer
- Hiring of office staff
- Evaluate performance

#### **b) CAREER OPPORTUNITIES**

It provides an opportunity to access careers in any of the sectors listed below:

- Office Manager/Supervisor
- Drawing Office Manager/Civil Engineer
- Office/Facilities Manager
- Design Office Manager(Structural)
- 3dCad operator

### c) CURRICULUM

In order to obtain a National Certificate (Drawing Office Practice) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
• Language	• Architectural Graphics and Technology
• Mathematics	• Civil and Structural Steel work
• Life Orientation	• Engineering Graphics and Technology
	• One from optional subjects below

### d) OPTIONAL SUBJECTS

Drawing Office Procedures and Techniques

## 4. GENERAL AND UTILITY STUDIES DEPARTMENT (Report 191, NCV)

**(a) Heads of Departments:** The department is managed by Heads of Departments (HOD's)

Senior Education Specialist at the following campuses:

- Polokwane Campus
- Seshego Campus

### (b) General and Utility Programmes

The following are **Nated/Report 191** offered full-time (7:30 to 15:00) (15:00 to 19:00) at different Campuses

PROGRAMME	CAMPUS
Hospitality	Polokwane
Tourism	Polokwane
Education and Development	Seshego

### (c) General and Utility Programmes

The following are **NC(V) General and Utility Programmes** offered full-time (07:30 to 15:00) at different campuses:

PROGRAMME	CAMPUS
Hospitality	Polokwane
Tourism	Polokwane
Safety in Society	Polokwane
Education and Development	Seshego

## 4.1. NATIONAL CERTIFICATES N4-N6: NATIONAL ACCREDITED TECHNICAL EDUCATION DIPLOMA (NATED/REPORT 191)

### • ADMISSION REQUIREMENTS

A prospective student must have a National Senior Certificate with an endorsement Diploma or Bachelor or N4 Introductory Certificate/N3/ NC (V) L4.

- **DURATION**  
A minimum of 18 months (six months per level).
- **ASSESSMENT**  
June and November National Examinations.
- **ENROLMENT SCHEDULE**  
January and July

#### 4.1.1 HOSPITALITY AND CATERING N4 – N6

(Polokwane Campus only)

##### ADMISSION REQUIREMENTS

A prospective student must have a National Senior Certificate or Grade 12 with admission to Diploma or Bachelor or N4 Introductory Certificate N3/NC(V)L4.

##### a) OUTCOMES

The student will be trained in Catering Theory & Practical, Applied Management, Computer Studies and Communication.

##### b) EMPLOYMENT OPPORTUNITIES

This qualification enables students to work in private or business environment as:

- Manager of a guesthouse
- Deal with client services in an accommodation facility
- Work as an Assistant Cook/Chef preparing food in a restaurant, hotel or guest house
- Work as a Waiter/tress
- Work as a Housekeeper in a hotel/inn/guest house

##### c) NOTES

Students in possession of N6 Certificate plus 18 months relevant practical experience can apply for a National Diploma in Hospitality and Catering (M + 3).

#### 4.1.2. TOURISM N4 – N6

(Polokwane Campus only)

##### a) ADMISSION REQUIREMENTS

A prospective student must have a National Senior Certificate or Grade 12 with admission to Diploma or Bachelor or N4 Introductory Certificate N3/NC(V)L4.

##### b) OUTCOMES

The student will be trained in Travel Services, Travel Office procedures, Tourist Destinations, Tourism communication and Hotel reception.

##### c) CAREER OPPORTUNITIES

This qualification enables students to work in private or business environment as:

- Accommodation Managers
- Conference and Event Planners
- Restaurant and Food Services managers
- Tourist Guides

- Transportation Managers
- Travel Agents
- Hotel receptionists

#### **d) ENROLMENT SCHEDULE**

January

July

#### **e) NOTES**

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Tourism (M + 3).

### **4.1.3 EDUCARE N4 – N6**

**(Seshego Campus only)**

#### **a) ADMISSION REQUIREMENTS**

A prospective student must have a National Senior Certificate or Grade 12 with admission to Diploma or Bachelor or N4 Introductory Certificate N3/NC(V)L4.

#### **b) OUTCOMES**

The student will be trained in Educare Didactics, Child Health, Educational Psychology, Day Care Personnel Development. Practical experience to be done at a school or day care centre

#### **c) EMPLOYMENT OPPORTUNITIES**

This qualification enables students to work in private or business environment as:

- Manager of an Early Childhood Development site
- Play group practitioner
- Au pair
- Educare practitioner

#### **d) NOTES**

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Early Childhood Development (M + 3).

## **4.2. NATIONAL CERTIFICATES (VOCATIONAL) L 2, 3 & 4 [NC (V)]**

#### **a) ADMISSION REQUIREMENTS**

For entry into the National Certificate (VOCATIONAL) at NQF Level 2 you are required to have:

- A year-end school report for Grades 11(Competent result) or 12 certificate; or
- An NQF 1 qualification; or
- An approved bridging programme designed for the specific purpose to access NQF Level 2; or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2

- Grade 9 and 10 will be considered only in exceptional cases.

#### **b) DURATION**

The National Certificate (Vocational) qualification or Grade 12 is a full year programme at each of the NQF Levels of study. A student is issued with a certificate on the successful completion of each level of study that is level 2, level 3 and level 4.

All NCV programmes consist of a fundamental learning component and a vocational component and comprise of 130 credits on each level.

#### **c) ENROLMENT SCHEDULE**

January

### **4.2.1.NC (V) – SAFETY IN SOCIETY**

#### **Polokwane Campus only**

#### **a) OUTCOMES**

The holder of the certificate will be able to:

- Join the policing services e.g. SAPS, Metro Police, Traffic agencies and the Military Police DEPARTMENT.
- Join the private Security Services E.g. Security Management, Community policing.
- Join the National Statutory Intelligence Agencies.

#### **b) CAREER OPPORTUNITIES**

It provides an opportunity to access careers in any of the sectors listed below:

- South African Police Services(SAPS)
- Security and surveillance
- Private security
- Community policing
- National Intelligence
- Legal assistance
- Criminal justice work and matters related to advocacy of the South African constitution
- Correctional Services
- South African National Defence Force
- Immigration and Customs
- Civil and human rights related work

#### **c) CURRICULUM**

In order to obtain a National Certificate (Safety in Society) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
• Language	• Introduction to Governance
• Maths Literacy	• Introduction to Law
• Life Orientation	• Principles of Criminal Justice
	• (O) Introduction to Policing <b>OR</b>
	• Criminology

#### 4.2.2.NC (V) – HOSPITALITY

##### Polokwane Campus only

##### a) OUTCOMES

The holder of the certificate will be able to:

- Manage a guesthouse
- Deal with client services in an accommodation facility
- Work as an Assistant Cook/Chef preparing food in a restaurant, hotel or guest house
- Work as a Waiter/tress
- Work as a Housekeeper in a hotel/inn/guest house

##### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- Housekeeping
- Food and Beverage Management
- Hotel Management
- Accommodation Sources
- Events Management

##### c) CURRICULUM

In order to obtain a National Certificate (Hospitality) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
• Language	• Food Preparation
• Maths Literacy	• Hospitality Generics
• Life Orientation	• Client Services and Human Relations
	• Hospitality Services

#### 4.2.3.NC (V) – TOURISM

##### Polokwane Campus only

##### a) OUTCOMES

The holder of the certificate will be able to:

- Work as a tour guide
- Own a tourism business
- Work at a Hotel or any other travel site

- Provide an opportunity to market South Africa

#### **b) CAREER OPPORTUNITIES**

It provides an opportunity to access careers in any of the sectors listed below:

- Accommodation Management
- Restaurant and Food Services
- Transportation Management
- Further Study at Universities of Technology
- Game Ranging and Safari Work
- Conference and Events Planning
- Tourism Development
- Travel Counselling

#### **c) CURRICULUM**

In order to obtain a National Certificate (Tourism) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects.

FUNDAMENTALS	VOCATIONAL
<ul style="list-style-type: none"> <li>• Language</li> </ul>	<ul style="list-style-type: none"> <li>• Science in Tourism</li> </ul>
<ul style="list-style-type: none"> <li>• Maths Literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Client Services and Human Resources</li> </ul>
<ul style="list-style-type: none"> <li>• Life Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainable Tourism in South Africa</li> <li>• Tourism Operations and Technology</li> </ul>

### **4.2.4. NC (V) – EDUCATION AND DEVELOPMENT**

#### **Seshego Campus only**

The course may appeal to you if you are returning to study after some years, and hoping to pursue a career in Early Childhood Development (ECD) and Foundation Phase education and training. This qualification will prepare you for further study in your field or related choice at institutions of higher learning.

#### **a) OUTCOMES**

The holder of the certificate will be able to:

- Work in the education sector; e.g. schools and early development centres; crèches etc.
- Work in hospitals, nursing homes, hospices and community centres.
- Provide services in private homes, e.g. au pair, child-minding, etc.

#### **b) CAREER OPPORTUNITIES**

It provides an opportunity to access careers in any of the sectors listed below:

- Teacher Aide assisting professional educators.
- Community education aide assisting professionals in the field.
- Early Childhood Care and development Aide in Community institutions and private homes.
- Corporate care centres (in-house)
- Special needs learning centres.

### c) CURRICULUM

In order to obtain a National Certificate (Education and Development) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
<ul style="list-style-type: none"><li>• Language</li></ul>	<ul style="list-style-type: none"><li>• Art and Science of Teaching</li></ul>
<ul style="list-style-type: none"><li>• Maths Literacy</li></ul>	<ul style="list-style-type: none"><li>• Human and Social Development</li></ul>
<ul style="list-style-type: none"><li>• Life Orientation</li></ul>	<ul style="list-style-type: none"><li>• Learning Psychology</li><li>• Early Childhood Development</li></ul>

## 5. DEPARTMENT OF FUNDAMENTAL SUBJECTS

**Please Note: This department applies to NC(V) Programmes only. It is also managed by HOD's responsible for vocational subjects in the three campuses (Polokwane, Seshego and Senwabarwana).**

A complete NC(V) qualification has both vocational and fundamental components. Prospective students are expected to study 4 **vocational** and 3 **fundamental subjects at Levels 2,3,4**. The following are the fundamental subjects offered full-time at different campuses (Seshego, Polokwane and Senwabarwana).

SUBJECT	CAMPUS
<b>English First Additional Language (FAL)</b>	Seshego
	Polokwane
	Senwabarwana
<b>Life Orientation</b>	Seshego
	Polokwane
	Senwabarwana
<b>Mathematics/Mathematical Literacy</b>	Seshego
	Polokwane
	Senwabarwana



## 6. MATRIX OF SUBJECTS IN EACH SUB-FIELD OF STUDY DEPARTMENT OF HIGHER EDUCATION AND TRAINING TVET: NATIONAL CERTIFICATE VOCATIONAL NQF LEVELS 2, 3 & 4

NB: (O) = OPTIONAL SUBJECTS\*

\*OPTIONAL SUBJECTS CAN ALSO BE CHOSEN FROM ANY OTHER SUB-FIELD\*

	Level 2	Level 3	Level 4
<b>Fundamentals*</b>  *(The 3 fundamental subjects are included with core and additional subjects for all the programmes)	English/Afrikaans/IsiXhosa First Additional language  Life Orientation  Mathematics OR  Mathematics Literacy	English/Afrikaans/IsiXhosa First Additional language  Life Orientation  Mathematics OR  Mathematics Literacy	English/Afrikaans/IsiXhosa First Additional language  Life Orientation  Mathematics OR  Mathematics Literacy
<b>1. Management</b>	Management Practice Operational Management Financial Management Entrepreneurship	Management Practice Operational Management Financial Management Project Management	Management Practice Operational Management Financial Management Project Management
<b>2. Marketing</b>	Marketing Advertising & Promotions Marketing Communication Consumer Behaviour	Marketing Advertising & Promotions Marketing Communication Consumer Behaviour	Marketing Advertising & Promotions Marketing Communication Consumer Behaviour *
<b>3. Finance, Economics and Accounting</b>	Applied Accounting Financial Management Economic Environment New Venture Creation	Applied Accounting Financial Management Economic Environment New Venture Creation	Applied Accounting Financial Management Economic Environment New Venture Creation
<b>4. Office Administration</b>	Business Practice Office Practice Office Data Processing New Venture Creation	Business Practice Office Practice Office Data Processing New Venture Creation	Business Practice Office Practice Office Data Processing Personal Assistant
<b>5. Information Technology &amp; Computer Science</b>	Introduction to Information Systems Electronics  Introduction to Systems Development Entrepreneurship(O)  OR Multimedia Basics(O)	System Analysis and Design Computer Hardware and Software Principles of Computer Programming Project Management(O)  OR Multimedia Content(O)*	System Analysis and Design Data Communication and Networking Computer Programming  Electronic Control & digital Electronics (O) OR Multimedia Service

<b>6. Mechatronics</b>	Introduction to Computers Manual Manufacturing Electro Technology Mechatronic Systems	Stored Programme Systems Machine Manufacturing Electro Technology Mechatronic Systems	Stored Programme Systems Computer Integrated Manufacturing Electro Technology Mechatronic Systems
<b>7. Electrical Infrastructure Construction</b>	Electrical Principles and Practice Workshop Practice Electronic Control and Digital Electronics Electrical Systems and Construction(O)* Physical Science(O)* Renewable Energy Technologies(O)*	Electrical Principles and Practice Electrical Workmanship Electronic Control and Digital Electronics Electrical Systems and Construction(O)* Physical Science(O)* Renewable Energy Technologies(O)*	Electrical Principles and Practice Electrical Workmanship Electronic Control and Digital Electronics Electrical Systems and Construction(O)* Physical Science(O)* Renewable Energy Technologies(O)*
<b>8. Civil Engineering and Building Construction</b>	Construction Planning Plant and Equipment Materials Carpentry and Roof Work (O) OR Masonry (O) OR Roads (O) OR Plumbing (O)	Construction Planning Plant and Equipment Materials Carpentry and Roof Work(O)* OR Masonry & Tiling (O)* OR Roads (O) OR Plumbing(O)*	Construction Planning Construction Supervision Materials Carpentry and Roof Work(O)* OR Masonry (O)* OR Roads (O) OR Plumbing(O)*
<b>9. Engineering and Related Design</b>	Engineering Fundamentals Engineering Technology Engineering Systems Fitting and Turning(O)* OR Automotive (O)* OR Engineering Fabrication(O)* OR Welding (O)* OR Refrigeration (O)*	Engineering Practice and Maintenance Materials Technology Engineering Graphics and Design (CAD) Fitting and Turning (O)* OR Automotive (O)* OR Engineering Fabrication-Boiler making (O)* OR Engineering Fabrication-Sheet Metal Worker (O)* OR Welding (O)* OR Refrigeration (O)*	Engineering Processes Professional Engineering Practice Applied Engineering Technology Fitting and Turning (O)* OR Automotive (O)* OR Engineering Fabrication-Boiler making (O)* <b>OR</b> Engineering Fabrication-Sheet Metal Worker (O) * OR Welding (O)* OR Refrigeration (O)*

<b>10. Hospitality</b>	Hospitality Generics Food Preparation Client Services and Human Relations Hospitality Services	Hospitality Generics Food Preparation Client Services and Human Relations Hospitality Services	Hospitality Generics Food Preparation Client Services and Human Relations Hospitality Services
<b>11. Tourism</b>	Science of Tourism Client Services and Human Relations Sustainable Tourism in SA Tourism Operations	Science of Tourism Client Services and Human Relations Sustainable Tourism in SA & Regional Travel Tourism Operations	Science of Tourism Client Services and Human Relations Sustainable Tourism in SA & International Travel Tourism Operations
<b>12. Safety in Society</b>	Introduction to Governance Introduction to Law  Principles of Criminal Justice Introduction to Policing Practice	Governance  Criminal Law  Criminal Justice Structures & Mandates Theory of Policing Practices	Governance  Law Procedures and Evidence Criminal Justice Process  Applied Policing
<b>13. Education and Development</b>	Art and Science of Teaching  Human and Social Development Learning Psychology Early Childhood Development	Art and Science of Teaching  Human and Social Development Learning Psychology Early Childhood Development	Art and Science of Teaching  Human and Social Development Learning Psychology Early Childhood Development
<b>14. Process Plant Operations</b>	Process Plant Operations Physical Science Engineering Fundamentals (existing) Pulp and Papermaking Technology (0) * OR Process Chemistry (O)*	Process Plant Operations Physical Science Process Control  Pulp and Papermaking Technology (O)* OR Process Chemistry (O)*	Process Plant Operations Physical Science Process Control  Pulp and Papermaking Technology (0) OR Process Chemistry (0))
<b>15. Transport and Logistics</b>	Freight Logistics Transport Economics Transport Operations New Venture Creation OR Entrepreneurship	Freight Logistics Transport Economics Transport Operations Project Management OR New Venture Creation	Freight Logistics Transport Economics Transport Operations Project Management OR New Venture Creation
<b>16. Drawing Office Practice</b>	Architectural Graphic and Technology  Civil and Structural Steel Work Detailing Engineering Graphic and Technology Drawing Office Procedures and Techniques(O)	Architectural Graphic and Technology  Civil and Structural Steel Work Detailing Engineering Graphic and Design Drawing Office Procedures and Techniques(O)	Architectural Graphic and Technology  Civil and Structural Steel Work Detailing Mechanical Draughting and Technology Drawing Office Procedures and Techniques(O)

# DEPARTMENT OF HIGHER EDUCATION AND TRAINING

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NB: (O) = OPTIONAL SUBJECTS\*

\*OPTIONAL SUBJECTS CAN ALSO BE CHOSEN FROM ANY OTHER SUB-FIELD\*

	N 4	N 5	N 6
<b>1. MANAGEMENT ASSISTANT</b>	Communication Computer Practice Information Processing Office Practice	Communication Computer Practice Information Processing Office Practice	Communication Computer Practice Information Processing Office Practice
<b>2. Business Management</b>	Management Practice Operational Management Financial Management Entrepreneurship	Management Practice Operational Management Financial Management Project Management	Management Practice Operational Management Financial Management Project Management
<b>3. Marketing Management</b>	Computer Practice Marketing Communication Entrepreneurship and Business Management Management Communication	Computer Practice Marketing Communication Entrepreneurship and Business Management Sales Management	Marketing Communication Marketing Management Marketing Research Sales Management
<b>4. Human Resource</b>	Personnel Management Entrepreneurship and Business Management Financial Accounting Computer Practice	Personnel Management Personnel Training Labour Relations Computer Practice	Personnel Management Personnel Training Labour Relations Computer Practice
<b>5. Financial Management</b>	Financial Accounting Computerised Financial Systems Management Communication Entrepreneurship And Business Management	Financial Accounting Computerised Financial Systems Financial Management Entrepreneurship And Business Management	Financial Accounting Computerised Financial Systems Financial Management Entrepreneurship And Business Management
<b>6. Public Management</b>	Computer Practice Entrepreneurship and Business Management Management Communication Public Administration	Computer Practice Municipal Administration Public Administration Public Finance	Municipal Administration Public Administration Public Finance Public Law
<b>7. Hospitality And Catering</b>	Applied Management Catering: Theory and Practical Nutrition and Menu Planning Sanitation And Safety	Applied Management Catering: Theory and Practical Food And Beverages Services	Applied Management Catering: Theory and Practical Communication And Human Relations
<b>8. Tourism</b>	Computer Practice Tourist Communication Tourist Destination Travel Office	Tourist Communication Tourist Destination Travel Office Travel Service	Tourist Destination Travel Office Procedure Travel Service Hotel Reception
<b>9. Educare</b>	Day Care Personal Development Educare Didactics: Theory and Practical Education Child Health	Day Care Personal Development Educare Didactics: Theory and Practical Education Child Health	Day Care Personal Development Educare Didactics: Theory and Practical Education Child Health

## 7. PRE-VOCATIONAL LEARNING PROGRAMME (PLP) FOR TVET COLLEGES

### 7.1 . PLP GENERAL INFORMATION

The Department of Higher Education and Training developed a foundational programme, Pre-Vocational Learning Programme (PLP) that can address deficiencies in general foundational learning, effectively enable students to gain access to TVET education (NCV) and to improve the quality of learning in TVET colleges.

The PLP programme is offered in four foundational subjects studied at NQF Level 1.

On completion of the PLP programme Level 1, learners/students qualify for admission to National Certificate Vocational (NC(V) Level 2.

**Please note: PLP is offered at Seshego campus only.**

### 7.2. PLP SUBJECTS OFFERED AT FOUNDATIONAL LEVEL

**The following PLP subjects are offered at Seshego Campus:**

- (a) Foundational English Level 1.
- (b) Foundational Mathematics Level 1
- (c) Foundational Science Level 1
- (d) Foundational Life Skills and Technology Level 1

### 7.3. DURATION OF STUDY

Pre-Vocational Learning Programme is offered for a period of a full one year.

### 7.4. ADMISSION REQUIREMENTS TO PRE-VOCATIONAL LEARNING (PLP) PROGRAMME

**The following are minimum admission requirements for the PLP Programme**

Prospective PLP learners/students must have passed Grade 9 or have attempted Grade 10 or could not meet admission requirement in the mainstream programmes **(With Natural Sciences and/or Mathematics).**

### 7.5. COMPLETION OF PLP AND PROGRESSION TO NATIONAL CERTIFICATE (VOCATIONAL) LEVEL 2.

On completion of Pre-Vocational Learning Programme, a competent/successful student/learner is awarded a Summative Report/Result of Performance and a PLP Certificate of Competence at the end of the Academic Year. The results and a certificate allows the learner to proceed to Level 2 programme of his/her choice, depending on his/her level of performance.

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