

Faculties

1. Education
2. Engineering
3. Hospitality
4. Management
5. Secretarial Services

1. Education

DESCRIPTION

If you enjoy working with children and shaping young minds, then this should be a suitable career for you. If you have a passion for children's education and psychology and are excited about creating interesting, stimulating fun activities for children, then this qualification is just the right one for you. This qualification will equip successful candidates to facilitate the all-round development of young children in a manner that is sensitive to culture and individual needs (including special needs) and enable them to provide quality early childhood development.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Edu-care practitioner
- Play group practitioner
- Manage an Early Childhood Development Establishment
- Starting and managing you own Early Childhood Development Establishment
- Au pair

Course Outline and Subjects

National Certificate N4:

- Day Care Personnel Development N4
- Education N4
- Educare Didactics Theory & Practical N4
- Child Health N4

National Certificate N5:

- Entrepreneurship & Business Management N4
- Day Care Communication N5
- Educare Didactics Theory & Practical N5
- Educational Psychology N5

National Certificate N6:

- Day Care Management N6
- Day Care Communication N6
- Educare Didactics Theory & Practical N6
- Educational Psychology N6

ADMISSION REQUIREMENTS

A National Senior Certificate Senior Certificate or an equivalent qualification.

LEARNER MATERIAL

All textbooks are excluded in the tuition fees. A list of textbooks will be provided by your campus academic department.

EXAMINATION AUTHORITY

All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

CERTIFICATION

- Certificates and diploma are issued by the Department of Higher Education and Training.
- All qualifications are nationally recognised by industry and universities.

Upon successful completion of this programme, learners will receive a:

- National Certificate at each level N4, N5, N6
- National N Diploma in Educare (on completion of N4-N6 and 18 months in-service training)

ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path in order to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

- A minimum of 12 advanced instructional offerings, with at least a pass in four instructional offerings in each of the following levels: N4, N5 and N6.
- 2 instructional offerings at N6 level must be relevant to the candidate's vocation.
- The candidate must obtain work experience of 18 months in industry that has as its main function the practical execution Of the 2 instructional offerings mentioned above.
- At the end of this period, the candidate is required to produce documentary proof to the DHET (a logbook which has to be completed by the employer, stating KPAs and date of employment period) of applicable experience.
- Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply for the National N Diploma.

1. Engineering

Mechanical Engineering

WHAT YOU SHOULD KNOW

The **NATED N4-N6 Engineering qualification** is designed to provide the theoretical component for you to attain a National Diploma in Mechanical Engineering. Twelve subjects over a period of 18 months. The practical component comprises of 18 months of work experience relevant to your trade. The Department of Higher Education and Training will issue you with a National Certificate once you have passed each level namely N4, N5, N6. After completing your work experience you can apply for your National Diploma from the DHET at the campus where you have completed your N6 qualification.

REQUIREMENTS

- Grade 12 in the relevant field,

- N3 pass

A learner can only proceed to the next level if he/she has passed the previous level.

DURATION

- 3 Years
 - 18 months Theory N 4,5,6.
 - 18 months practical work experience.

COURSE CONTENT

The programme runs for a trimester (3-month period) and consists of four subjects. The subjects are:

National Certificate N4:

- Mathematics N4
- Engineering Science N4
- Mechanical Draughting N4
- Mechano-Technics N4

National Certificate N5:

- Mathematics N5
- Mechanical Drawing and Design N5
- Strength of Materials and Structures N5
- Mechano Technics N5

National Certificate N6:

- Mathematics N6
- Mechanical Drawing and Design N6
- Electro-Technics N6
- Strength of Materials and Structures N6

All our courses are also available on distance learning using a variety of methodology.

Full Time, Contact (Hybrid) Learning

A modern twist on traditional face-to-face, full-time learning. Our contact classes are delivered via Hybrid learning, providing students with the flexibility to attend on campus, virtually, or both.

Full Time, Online Learning

Extending our reach with online only, full time learning. Our progressive technology platform and people-supported academic journey giving students access to our classes from anywhere in the world.

Part Time, Flexi Online Learning

Designed for the working professional, our part time programmes provide you with the flexibility to manage your own schedule and pace of learning.

Electrical Engineering

WHAT YOU SHOULD KNOW

The NATED N4-N6 Engineering qualification is designed to provide the theoretical component for you to attain a National Diploma in Electrical Engineering. Twelve subjects over a period of 18 months. The practical component comprises of 18 months of work experience relevant to your trade.

The Department of Higher Education and Training will issue you with a National Certificate once you have passed each level namely N4, N5, N6. After completing your work experience you can apply for your National Diploma from the DHET at the campus where you have completed your N6 qualification.

REQUIREMENTS

- Grade 12 in the relevant field.
- N3

A learner can only proceed to the next level if he/she has passed the previous level.

DURATION

- 3 Years
 - 18 months Theory N 4,5,6.
 - 18 months practical work experience.

COURSE CONTENT

The programme runs for a trimester (3-month period) and consists of four subjects. The subjects are:

National Certificate N4:

- Mathematics N4
- Engineering Science N4
- Electro-Technics N4
- Industrial Electronics N4

National Certificate N5:

- Mathematics N5
- Power Machines N5
- Electro-Technics N5
- Industrial Electronics N5

National Certificate N6:

- Mathematics N6
- Power Machines N6
- Electro-Technics N6
- Industrial Electronics N6

Please note that the 1st 4 subjects are compulsory for the Electrical Engineering Diploma.

All courses are also available on distance learning using a variety of methodology.

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WHAT YOU SHOULD KNOW

The NATED N4-N6 Engineering qualification is designed to provide the theoretical component for you to attain a National Diploma in Electrical Engineering. Twelve subjects over a period of 18 months. The practical component comprises of 18 months of work experience relevant to your trade.

The Department of Higher Education and Training will issue you with a National Certificate once you have passed each level namely N4, N5, N6. After completing your work experience you can apply for your National Diploma from the DHET at the campus where you have completed your N6 qualification.

REQUIREMENTS

- Grade 12 in the relevant field.
- N3

A learner can only proceed to the next level if he/she has passed the previous level.

DURATION

- 3 Years
 - 18 months Theory N 4,5,6.
 - 18 months practical work experience.

COURSE CONTENT

The programme runs for a trimester (3-month period) and consists of four subjects. The subjects are:

National Certificate N4:

- Mathematics N4
- Building and Structural Construction N4
- Building and Structural Surveying N4
- Building Administration N4

National Certificate N5:

- Mathematics N5
- Building Administration N5
- Building and Structural Construction N5
- Building and Structural Surveying N5

National Certificate N6:

- Mathematics N6
- Building and Structural Construction N6
- Building and Structural Surveying N6
- Building Administration N6

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Full Time, Contact (Hybrid) Learning

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Full Time, Online Learning

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Civil Engineering

WHAT YOU SHOULD KNOW

The NATED N4-N6 Engineering qualification is designed to provide the theoretical component for you to attain a National Diploma in Electrical Engineering. Twelve subjects over a period of 18 months. The practical component comprises of 18 months of work experience relevant to your trade.

The Department of Higher Education and Training will issue you with a National Certificate once you have passed each level namely N4, N5, N6. After completing your work experience you can apply for your National Diploma from the DHET at the campus where you have completed your N6 qualification.

REQUIREMENTS

- Grade 12 in the relevant field.
- N3

A learner can only proceed to the next level if he/she has passed the previous level.

DURATION

- 3 Years
 - 18 months Theory N 4,5,6.
 - 18 months practical work experience.

COURSE CONTENT

The programme runs for a trimester (3-month period) and consists of four subjects. The subjects are:

National Certificate N4:

- Mathematics N4
- Building and Structural Construction N4
- Building and Structural Surveying N4
- Building Administration N4

National Certificate N5:

- Mathematics N5
- Building Administration N5
- Building and Structural Construction N5
- Building and Structural Surveying N5

National Certificate N6:

- Mathematics N6
- Building and Structural Construction N6
- Building and Structural Surveying N6
- Building Administration N6

All courses are also available on distance learning using a variety of methodology.

Full Time, Contact (Hybrid) Learning

A modern twist on traditional face-to-face, full-time learning. Our contact classes are delivered via Hybrid learning, providing students with the flexibility to attend on campus, virtually, or both.

Full Time, Online Learning

Extending our reach with online only, full time learning. Our progressive technology platform and people-supported academic journey giving students access to our classes from anywhere in the world.

Part Time, Flexi Online Learning

Designed for the working professional, our part time programmes provide you with the flexibility to manage your own schedule and pace of learning.

Career Opportunities

Chemical Engineering

WHAT YOU SHOULD KNOW

The **NATED N4-N6 Engineering** qualification is designed to provide the theoretical component for you to attain a National Diploma in Mechanical Engineering. Twelve subjects over a period of 18 months. The practical component comprises of 18 months of work experience relevant to your trade. The Department of Higher Education and Training will issue you with a National Certificate once you have passed each level namely N4, N5, N6. After completing your work experience you can apply for your National Diploma from the DHET at the campus where you have completed your N6 qualification.

REQUIREMENTS

- Grade 12 in the relevant field,
- N3 pass
- *A learner can only proceed to the next level if he/she has passed the previous level.*

DURATION

- 3 Years
 - 18 months Theory N 4,5,6.
 - 18 months practical work experience.

COURSE CONTENT

The programme runs for a trimester (3-month period) and consists of four subjects. The subjects are:

National Certificate N4:

- Chemical plant operation
- Engineering Science
- Mathematics
- Chemistry
- Production & Quality Control

National Certificate N5:

- Chemistry
- Chemical plant operation
- Mathematics
- Engineering physics
- Production & Quality Control

National Certificate N6:

- Engineering physics
- Production & Quality Control
- Mathematics
- Chemical technology
- Chemical plant operation

All courses are available on distance learning using a variety of methods

Full Time, Contact**(Hybrid) Learning**

A modern twist on traditional face-to-face, full-time learning. Our contact classes are delivered via Hybrid learning, providing students with the flexibility to attend on campus, virtually, or both.

Full Time, Online**Learning**

Extending our reach with online only, full time learning. Our progressive technology platform and people-supported academic journey giving students access to our classes from anywhere in the world.

Part Time, Flexi Online**Learning**

Designed for the working professional, our part time programmes provide you with the flexibility to manage your own schedule and pace of learning.

3.Hospitality

Tourism

DESCRIPTION

This part qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen

occupational/vocational area.

The design of the part qualification is such that if taken sequentially with related N part courses i.e., N4+N5+N6. This part qualification will provide an opportunity for learners who exit the schooling system, but who wish to continue to obtain occupation specific knowledge and skills to develop such competencies and to receive formal recognition for the skills they have acquired in a particular vocational/occupational area. It will create the opportunity for learners with an interest in a particular vocational/occupational area to develop their skills and knowledge thereby improving their employability and at the same time create opportunities for them to study further in their chosen field.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Travel Agent
- Tasting Room Assistant
- Guesthouse Manager
- Hotel Reception
- Consultant at Tour Operator
- Airport Staff
- Event Organiser
- Entrepreneur
- Travel Consultant
- Tour Guide
- Tour Operator
- Events Manager
- Reservation/Counter
- Tour Planner

PROGRAMME OUTLINE

National N4

- Tourist Destinations N4
- Tourism Communication N4
- Travel Office Procedures N4
- Travel Services N4

National N5

- Tourist Destinations N5
- Travel Office Procedures N5
- Travel Services N5
- Tourism Communication N5

National N6

- Travel Office Procedures N6
- Travel Services N6
- Tourist Destinations N6
- Hotel Reception N6

TYPE OF PROGRAMME

Full Time: Minimum 18 Months

In-Service Training: 18 Months

ADMISSION REQUIREMENTS

- (Introduction N4-N4)

- National Senior Certificate / Grade 12/ N3 Certificate/ NCV Level 4 Certificate/ ABET Level 4 Certificate.

Registering for this course and successfully completing N4 and N5 will allow students to obtain credits for articulation to most Universities of Technology (UOTs) with a provision that you obtain at least 50% in each subject.

LEARNER MATERIAL

All textbooks and other required manuals are excluded from the tuition fees. A list of textbooks will be provided by your campus academic department.

All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

CERTIFICATION

Certificates and diploma are issued by the Department of Higher Education and Training.

All qualifications are nationally recognised by industry and universities.

Upon successful completion of this programme, learners will receive a:

- National Certificate at each level N4, N5, N6
- National N Diploma in Hospitality and Catering Services (on completion of N4-N6 and 18 months in-service training)

ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

A minimum of 12 advanced instructional offerings, with at least a pass in three instructional offerings in each of the following levels: N4, N5 and N6, but with a maximum of five N4 instructional offerings.

2 instructional offerings at N6 level must be relevant to the candidate's vocation.

The candidate must obtain work experience of 18 months in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.

At the end of this period, the candidate is required to produce documentary proof to the DHET (letter from employer, stating KPAs and date of employment period) of applicable experience.

Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply for the National N Diploma.

Hospitality and Catering Services

DESCRIPTION

This part qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.

The design of the part qualification is such that if taken sequentially with related N part courses i.e., N4+N5+N6. This part qualification will provide an opportunity for learners who exit the schooling system, but who wish to continue to obtain occupation specific knowledge and skills to develop such competencies and to receive formal recognition for the skills they have acquired in a particular vocational/occupational area. It will create the opportunity for learners with an interest in a particular vocational/occupational area to develop their skills and knowledge thereby improving their employability and at the same time create opportunities for them to study further in their chosen field.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Accommodation manager
- Catering manager
- Chef
- Conference centre manager
- Event manager
- Fast food restaurant manager
- Hotel manager
- Public house manager
- Restaurant manager

PROGRAMME OUTLINE

National N4

Instructional Offering:

- Applied Management N4.
- Sanitation and Housekeeping N4.
- Sanitation and Safety N4.
- Nutrition and Menu Planning N4.
- Catering: Theory and Practical N4.
- Applied Physiology N4.

Programme Requirements:

Compulsory instructional offerings:

- Applied Management N4.
- Catering Theory and Practical N4.
- Nutrition and Menu Planning N4.

Optional instructional offering:

One of the following:

- Sanitation and Safety N4.
- Sanitation and Housekeeping N4.
- Applied Physiology N4 is only for prospective Technikon students.

National N5

Instructional Offering:

- Entrepreneurship and Business Management N4.
- Applied Management N5.
- Catering Theory and Practical N5.

- Table Services N4.
- Food and Beverages Services N5.
- Applied General Science N4.

Compulsory instructional offerings:

- Catering Theory and Practical N5.
- Entrepreneurship and Business Management N4.
- Applied Management N5.

Optional instructional offering:

One of the following:

- Food and Beverage Services N5.
- Table Services N4.

Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

National N6

Instructional Offering:

- Applied Management N6
- Communication and Human Relations N6.
- Computer Practice N4.
- Computer Practice N4.
- Caterer Client Relations N5.
- Catering: Theory and Practical N6.

Compulsory instructional offerings:

- Applied Management N6.
- Catering: Theory and Practical N6.

Optional instructional offerings:

Two of the following:

- Introductory Computer Practice N4.
- Computer Practice N4.

And

- Caterer Client Relations N5.

TYPE OF PROGRAMME

Full Time: Minimum 18 Months

In-Service Training: 18 Months

ADMISSION REQUIREMENTS

(Introduction N4-N4)

National Senior Certificate / Grade 12/ N3 Certificate/ NCV Level 4 Certificate/ ABET Level 4 Certificate.

Registering for this course and successfully completing N4 and N5 will allow students to obtain credits for articulation to most Universities of Technology (UOTs) with a provision that you obtain at least 50% in each subject.

LEARNER MATERIAL

All textbooks and other required manuals are excluded from the tuition fees. A list of textbooks will be provided by your campus academic department.

All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

CERTIFICATION

Certificates and diploma are issued by the Department of Higher Education and Training.

All qualifications are nationally recognised by industry and universities.

Upon successful completion of this programme, learners will receive a:

- National Certificate at each level N4, N5, N6
- National N Diploma in Hospitality and Catering Services (on completion of N4-N6 and 18 months in-service training)

ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

A minimum of 12 advanced instructional offerings, with at least a pass in three instructional offerings in each of the following levels: N4, N5 and N6, but with a maximum of five N4 instructional offerings.

2 instructional offerings at N6 level must be relevant to the candidate's vocation.

The candidate must obtain work experience of 18 months in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.

At the end of this period, the candidate is required to produce documentary proof to the DHET (letter from employer,

stating KPAs and date of employment period) of applicable experience.

Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply for the National N Diploma.

4 .Management

Financial Management

DESCRIPTION

Financial Management is one of the most popular and sought-after careers in the corporate and business world. Financial Management involves the effective and efficient utilisation of the financial resources of a company. Companies are constantly looking for people with financial and numeracy

skills. You will be responsible for managing the financial resources of an organisation, recording of all financial and business transactions, preparing financial reports for senior management etc.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Assistant to cost accountant
- Bookkeeper
- Accounting technician
- Accountant for a small firm
- Payroll administrator.

PROGRAMME OUTLINE

Management Communication N4

Computerised Financial Systems N4-N6

Entrepreneurship & Business Management N4-N5

Financial Accounting N4-N6

Cost & Management Accounting N5-N6

Entrepreneurship & Business Management N4-N6

Income Tax N6

TYPE OF PROGRAMME

- Full Time: Minimum 18 Months
- In-Service Training: 18 Months

ADMISSION REQUIREMENTS

A National Senior Certificate / Senior Certificate or an equivalent NQF 4

LEARNER MATERIAL

All textbooks and Lab manuals are excluded in the tuition fees. A list of textbooks will be provided by your campus academic department.

EXAMINATION AUTHORITY

All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

CERTIFICATION

- Certificates and diploma are issued by the Department of Higher Education and Training.
- All qualifications are nationally recognised by industry and universities.

Upon successful completion of this programme, learners will receive a:

- National Certificate at each level N4, N5, N6
- National N Diploma in Financial Management (on completion of N4-N6 and 18 months in-service training)

ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path in order to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

- A minimum of 12 advanced instructional offerings, with at least a pass in four instructional offerings in each of the following levels: N4, N5 and N6.

- 2 instructional offerings at N6 level must be relevant to the candidate's vocation.
- The candidate must obtain work experience of 18 months in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.
- At the end of this period, the candidate is required to produce documentary proof to the DHET (a logbook which has to be completed by the employer, stating KPAs and date of employment period) of applicable experience.
- Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply for the National N Diploma.

Public Management

DESCRIPTION

The **Public Management Programme** will prepare you for a variety of public service positions. It offers a variety of general management skills. This programme teaches you how to apply these skills to the management of non-profit or governmental organisations. Public Management is the study of government, its structures, processes and functions and the way society are managed. Public Management focuses on government and private administration and is based on the idea that private and public management are similar. The course content is based on local reality in a global context, incorporating experiential training and is packaged to meet the developmental imperatives of a changing society.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Admin Assistant
- Public Affairs Researcher
- Local Government Officer
- Public Relations Assistant

PROGRAMME OUTLINE

National Certificate N4:

- Entrepreneurship & Business Management N4
- Computer Practice N4
- Public Administration N4
- Management Communication N4

National Certificate N5:

- Public Relations N5
- Public Administration N5
- Public Finance N5
- Municipal Administration N5

National Certificate N6:

- Public Law N6
- Public Administration N6
- Public Finance N6
- Municipal Administration N6

TYPE OF PROGRAMME

- Full Time: Minimum 18 Months

- In-Service Training: 18 Months

ADMISSION REQUIREMENTS

(Introduction N4-N4)

National Senior Certificate / Grade 12/ N3 Certificate/ NCV Level 4 Certificate/ ABET Level 4 Certificate.

Registering for this course and successfully completing N4 and N5 will allow students to obtain credits for articulation to most Universities of Technology (UOTs) with a provision that you obtain at least 50% in each subject.

LEARNER MATERIAL

All textbooks and other required manuals are excluded from the tuition fees. A list of textbooks will be provided by your campus academic department.

All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

CERTIFICATION

- Certificates and diploma are issued by the Department of Higher Education and Training.
- All qualifications are nationally recognised by industry and universities.
- Upon successful completion of this programme, learners will receive a:
 - National Certificate at each level N4, N5, N6
 - National N Diploma in Public Management (on completion of N4-N6 and 18 months in-service training)

ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path in order to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

- A minimum of 12 advanced instructional offerings, with at least a pass in three instructional offerings in each of the following levels: N4, N5 and N6, but with a maximum of five N4 instructional offerings.
- 2 instructional offerings at N6 level must be relevant to the candidate's vocation.
- The candidate must obtain work experience of 18 months in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.
- At the end of this period, the candidate is required to produce documentary proof to the DHET (letter from employer, stating KPAs and date of employment period) of applicable experience.
- Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply for the National N Diploma.

Marketing Management

DESCRIPTION

Marketing is considered the heart and soul of most businesses, since nearly every type of business or

industry utilises marketing professionals in some way. Marketers directly impact the success of a business from analysis of markets and consumers to advertising and selling of products, branding, communications, marketing research, consulting, and digital marketing, to name but a few. Marketers work in a variety of industries and sectors including retail, manufacturing, financial and public services, leisure, and tourism, fast moving consumer goods, advertising etc.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Market Researcher
- Sales assistant
- Merchandiser
- Stock controller
- Customer Service Manager
- Public Relations Officer

SUBJECTS AND OUTLINE

National Certificate N4:

- Financial Accounting N4
- Marketing Management N4
- Entrepreneurship & Business Management N4
- Management Communication N4

National Certificate N5:

- Marketing Management N5
- Sales Management N5
- Public Relations N5
- Computerised Financial Systems N4

National Certificate N6:

- Marketing Management N6
- Marketing Research N6
- Sales Management N6
- Marketing Communication N6

DURATION OF PROGRAMME

- Full Time: Minimum 18 months
- In-Service Training: 18 Months

ADMISSION REQUIREMENTS

(Introduction N4-N4)

National Senior Certificate / Grade 12 / N3 Certificate / NCV Level 4 Certificate / ABET (Adult Based Education and Training) Level 4 Certificate.

Registering for this course and successfully completing N4 and N5 will allow students to obtain credits for articulation to most Universities of Technology (UOTs) with a proviso that you obtain at least 50% in each subject.

LEARNER MATERIAL

All textbooks and other required manuals are excluded from the tuition fees. A list of textbooks will be provided by your campus academic department.

EXAMINATION AUTHORITY

All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

CERTIFICATION

- Certificates and Diploma are issued by the Department of Higher Education and Training.
- All qualifications are nationally recognised by industry and universities.
- Upon successful completion of this programme, learners will receive a:
 - National Certificate at each level N4, N5, N6
 - National N Diploma in Marketing Management (on completion of N4-N6 and 18 months in-service training)

ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

- A minimum of 12 advanced instructional offerings, with at least a pass in three instructional offerings in each of the following levels:
 - N4, N5 and N6, but with a maximum of five N4 instructional offerings.
 - 2 instructional offerings at N6 level must be relevant to the candidate's vocation.
- The candidate must obtain work experience of 18 months in an industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.
- At the end of this period, the candidate is required to produce documentary proof to the DHET (letter from employer, stating KPAs and date of employment period) of applicable experience.
- Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply for the National N Diploma.

Human Resource Management

DESCRIPTION

Human Resource Management is the function within an organisation that focuses on recruitment of, management of, and providing direction for the people who work in the organisation. Human Resource Management is also a strategic and comprehensive approach to managing people and the workplace culture and environment. Effective Human Resource Management enables employees to contribute effectively and productively to the overall company direction and the accomplishment of the organisation's goals and objectives.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Payroll Assistant
- Human Resource Administrator
- Training and development officer
- Employment relations Officer/ Recruitment officer
- Induction Officer (new staff liaison)
- HR Manager

SUBJECTS AND OUTLINE

National Certificate N4:

- Computer Practice N4
- Entrepreneurship & Business Management N4
- Personnel Management N4

- Management Communication N4

National Certificate N5:

- Personnel Management N5
- Personnel Training N5
- Labour Relations N5
- Computer Practice N4

National Certificate N6:

- Personnel Management N6
- Personnel Training N6
- Labour Relations N6
- Public Relations N5

DURATION OF PROGRAMME

- Full Time: Minimum 18 Months
- In-Service Training: 18 Months

ADMISSION REQUIREMENTS

(Introduction N4-N4)

National Senior Certificate / Grade 12 / N3 Certificate / NCV Level 4 Certificate / ABET Level 4 Certificate.

Registering for this course and successfully completing N4 and N5 will allow students to obtain credits for articulation to most Universities of Technology (UOTs) with a provision that you obtain at least 50% in each subject.

LEARNER MATERIAL

All textbooks and other required manuals are excluded from the tuition fees. A list of textbooks will be provided by your campus academic department.

EXAMINATION AUTHORITY

All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

CERTIFICATION

- Certificates and Diploma are issued by the Department of Higher Education and Training.
- All qualifications are nationally recognised by industry and universities.
- Upon successful completion of this programme, learners will receive a:
 - National Certificate at each level N4, N5, N6
 - National N Diploma in Human Resource Management (on completion of N4-N6 and 18 months in-service training)

ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

- A minimum of 12 advanced instructional offerings, with at least a pass in three instructional offerings in each of the following levels: N4, N5 and N6, but with a maximum of five N4 instructional offerings.
- 2 instructional offerings at N6 level must be relevant to the candidate's vocation.
- The candidate must obtain work experience of 18 months in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.
- At the end of this period, the candidate is required to produce documentary proof to the DHET (letter from employer, stating KPAs and date of employment period) of applicable experience.
- Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply for the National N Diploma

Business Management

DESCRIPTION

Many students choose **Business Management** as a career path because it is flexible and informative in every aspect of Business. Small businesses are designed to exploit the unique set of skills, knowledge, and ideas of their owners to sell products and services. Education and work experience vary greatly from one entrepreneur to another, and different types of businesses require different sets of skills and expertise to succeed. The primary benefit of studying Business Management is that it can equip entrepreneurs with essential business skills and knowledge. Studying business management can improve a business owner's ability to analyse data, improve financial decisions and make better business decisions for the future.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Entrepreneur
- Public Relations Officer
- Marketing Assistant
- Data Analyst
- Sales Manager

PROGRAMME OUTLINE

National Certificate N4:

- Financial Accounting N4
- Entrepreneurship & Business Management N4
- Computer Practice N4
- Management Communication N4

National Certificate N5:

- Cost & Management Accounting N5
- Entrepreneurship & Business Management N5
- Sales Management N5
- Computerised Financial Systems N4

National Certificate N6:

- Cost & Management Accounting N6
- Entrepreneurship & Business Management N6
- Sales Management N6
- Computerised Financial Systems N5

TYPE OF PROGRAMME

- Full Time: Minimum 18 Months
- In-Service Training: 18 months

ADMISSION REQUIREMENTS

(Introduction N4-N4)

National Senior Certificate / Grade 12 / N3 Certificate / NCV Level 4 Certificate / ABET Level 4 Certificate.

Registering for this course and successfully completing N4 and N5 will allow students to obtain credits for articulation to most Universities of Technology (UOTs) with a proviso that you obtain at least 50% in each subject.

LEARNER MATERIAL

All textbooks and other required manuals are excluded from the tuition fees. A list of textbooks will

be provided by
your campus academic department.

EXAMINATION AUTHORITY

All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

CERTIFICATION

- Certificates and Diploma are issued by the Department of Higher Education and Training.
- All qualifications are nationally recognised by industry and universities.

Upon successful completion of this programme, learners will receive a:

- National Certificate at each level N4, N5, N6
- National N Diploma in Business Management (on completion of N4-N6 and 18 months in-service training)

ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path to obtain

the National N Diploma, as per Report 191 by the DHET. The candidate must have:

- A minimum of 12 advanced instructional offerings, with at least a pass in three instructional offerings in each of the following levels: N4, N5 and N6, but with a maximum of five N4 instructional offerings.
- 2 instructional offerings at N6 level must be relevant to the candidate's vocation.
- The candidate must obtain work experience of 18 months in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.
- At the end of this period, the candidate is required to produce documentary proof to the DHET (letter from employer, stating KPAs and date of employment period) of applicable experience.
- Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply for the National N Diploma

7. Secretarial services

Legal Secretary

DESCRIPTION

This part qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.

The design of the part qualification is such that if taken sequentially with related N part courses i.e., N4+N5+N6. This part qualification will provide an opportunity for learners who exit the schooling system, but who wish to continue to obtain occupation specific knowledge and skills to develop such competencies and to receive formal recognition for the skills they have acquired in a particular vocational/occupational area. It will create the opportunity for learners with an interest in a particular

vocational/occupational area to develop their skills and knowledge thereby improving their employability and at the same time create opportunities for them to study further in their chosen field.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

A Legal Secretary is a person who works in the legal profession, often with lawyers. They assist with filing appeals, motions and documenting court proceedings along with other general admin duties that are required within a law firm.

PROGRAMME OUTLINE

National N4

Instructional Offering:

- Introductory Accounting N4.
- Financial Accounting N4.
- Office Practice N4.
- Entrepreneurship and Business Management N4.
- Kommunikasie N4.
- Communication N4.
- Information Processing N4.
- Introductory Computer Practice N4.
- Computer Practice N4.
- Introductory Information Processing N4.
- Mercantile Law N4.
- Public Administration N4.

Programme Requirements:

Compulsory instructional offerings:

- Office Practice N4.
 - Information Processing N4.
 - Introductory Information Processing N4.
- And
- Kommunikasie N4.
 - Communication N4.

Optional instructional offering:

One of the following:

- Entrepreneurship and Business Management N4.
- Financial Accounting N4.
- Introductory Accounting N4.
- Computer Practice N4.
- Introductory Computer Practice N4.
- Public Administration N4.
- Mercantile Law N4.

In order to qualify for a diploma in Legal Secretary a candidate must pass Information Processing N6

National N5

instructional Offering:

- Office Practice N5
- Kommunikasie N5.
- Communication N5.
- Information Processing N4.
- Information Processing N5.
- Legal Practice N5.

Programme Requirements:

Compulsory instructional offerings:

- Information Processing N4.
- Information Processing N5.
- Office Practice N5.
- Legal Practice N5.
- Kommunikasie N5.
- Communication N5.

Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

In order to qualify for a diploma in Legal Secretary, a candidate must pass Information processing N6.

National N6

Instructional Offering:

- Office Practice N6
- Kommunikasie N6.
- Communication N6.
- Information Processing N6
- Legal Practice N6.

Programme Requirements:

Compulsory instructional offerings:

- Legal Practice N6.
- Information Processing N5.
- Information Processing N6.

Optional instructional offerings:

Two of the following:

- Office Practice N6.
- Labour Relations N5.
- Public Relations N5.
- Entrepreneurship and Business Management N4.
- Entrepreneurship and Business Management N5.
- Financial Accounting N4.
- Financial Accounting N5.

- Computer Practice N4.
- Computer Practice N5.
- Public Administration N4.
- Public Administration N5.
- Mercantile Law N4.
- Mercantile Law N5.
- Kommunikasie N6.
- Communication N6.

Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

An N6 Certificate must comprise at least two N6 instructional offerings. A maximum of one N4 instructional offering will be allowed for an N6 Certificate.

In order to qualify for a diploma in Legal Secretary, a candidate must pass Information Processing N6.

TYPE OF PROGRAMME

Full Time: Minimum 18 Months

In-Service Training: 18 Months

ADMISSION REQUIREMENTS

(Introduction N4-N4)

National Senior Certificate / Grade 12/ N3 Certificate/ NCV Level 4 Certificate/ ABET Level 4 Certificate.

Registering for this course and successfully completing N4 and N5 will allow students to obtain credits for articulation to most Universities of Technology (UOTs) with a provision that you obtain at least 50% in each subject.

LEARNER MATERIAL

All textbooks and other required manuals are excluded from the tuition fees. A list of textbooks will be provided by your campus academic department.

All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

CERTIFICATION

- Certificates and diploma are issued by the Department of Higher Education and Training.
- All qualifications are nationally recognised by industry and universities.
- Upon successful completion of this programme, learners will receive a:
 - National Certificate at each level N4, N5, N6
 - National N Diploma in Hospitality and Catering Services (on completion of N4-N6 and 18 months in-service training)

ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

A minimum of 12 advanced instructional offerings, with at least a pass in three instructional offerings in each of the following levels: N4, N5 and N6, but with a maximum of five N4 instructional offerings.

2 instructional offerings at N6 level must be relevant to the candidate's vocation.

The candidate must obtain work experience of 18 months in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.

At the end of this period, the candidate is required to produce documentary proof to the DHET (letter from employer,

stating KPAs and date of employment period) of applicable experience.

Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply for the National N Diploma.

Management Assistant

DESCRIPTION

This part qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.

The design of the part qualification is such that if taken sequentially with related N part courses i.e., N4+N5+N6. This part qualification will provide an opportunity for learners who exit the schooling system, but who wish to continue to obtain occupation specific knowledge and skills to develop such competencies and to receive formal recognition for the skills they have acquired in a particular vocational/occupational area. It will create the opportunity for learners with an interest in a particular vocational/occupational area to develop their skills and knowledge thereby improving their employability and at the same time create opportunities for them to study further in their chosen field.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Executive assistant.
- Private secretary.
- Office manager.
- Front desk reception.
- Administrative clerk.

PROGRAMME OUTLINE

National N4

Instructional Offering:

- Entrepreneurship and Business Management N4.

- Office Practice N4.
- Financial Accounting N4.
- Introductory Accounting N4.
- Communication N4.
- Komunikasi N4.
- Introductory Information Processing N4.
- Computer Practice N4.
- Introductory Computer Practice N4.
- Information Processing N4.
- Public Administration N4.

Compulsory instructional offerings:

- Office Practice N4.
- Information Processing N4.
- Introductory Information Processing N4.
- And
- Komunikasi N4.
- Communication N4.

Optional instructional offering:

One of the following:

- Entrepreneurship and Business Management N4.
- Financial Accounting N4.
- Introductory Accounting N4.
- Computer Practice N4.
- Introductory Computer Practice N4.
- Public Administration N4.
- Public Administration N4 is a prerequisite for Municipal Administration N5,

In order to qualify for a diploma in Management Assistant, a candidate must pass Information Processing N6.

National N5

Instructional Offering:

- Entrepreneurship and Business Management N4.
- Entrepreneurship and Business Management N5.
- Financial Accounting N4.
- Introductory Accounting N4.
- Office Practice N5.
- Financial Accounting N5.
- Communication N5.
- Komunikasi N5.
- Computer Practice N4.
- Information Processing N4.
- Computer Practice N5.
- Information Processing N5.
- Public Administration N4.
- Municipal Administration N5.
- Public Administration N5.

Programme Requirements:

Compulsory instructional offerings:

- Information Processing N4.
- Information Processing N5.
- Office Practice N5.
- Kommunikasie N5.
- Communication N5.

Optional instructional offering:

One of the following:

- Entrepreneurship and Business Management N4.
- Entrepreneurship and Business Management N5.
- Introductory Accounting N4.
- Financial Accounting N4.
- Financial Accounting N5.
- Computer Practice N4.
- Computer Practice N5.
- Public Administration N4.
- Public Administration N5.
- Municipal Administration N5.
- Public Administration N4 is a prerequisite for Municipal Administration N5.

Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

In order to qualify for a diploma in Management Assistant, a candidate must pass Information Processing N6.

National N6**QUALIFICATION RULES****Instructional Offering**

- Financial Accounting N6.
- Office Practice N6
- Entrepreneurship and Business Management N6
- Kommunikasie N6.
- Communication N6.
- Information Processing N6.
- Computer Practice N6.
- Public Administration N6.
- Municipal Administration N6.

Programme Requirements:

Compulsory instructional offerings:

- Office Practice N6.
- Information Processing N5.
- Information Processing N6.

Optional instructional offerings:

Two of the following:

- Entrepreneurship and Business Management N4.
- Entrepreneurship and Business Management N5.
- Entrepreneurship and Business Management N6.

- Financial Accounting N4.
- Financial Accounting N5.
- Financial Accounting N6.
- Computer Practice N4.
- Computer Practice N5.
- Computer Practice N6.
- Public Administration N4.
- Public Administration N5.
- Public Administration N6.
- Municipal Administration N5.
- Municipal Administration N6.
- Legal Practice N5.
- Public Relations N5.
- Kommunikasie N6.
- Communication N6.

In order to qualify for a Diploma in Management Assistant, a candidate must pass the following instructional offering:

- Information Processing N6.

Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

An N6 Certificate must comprise at least two N6-instructional offerings. A maximum of one N4 instructional offering will be allowed for an N6 Certificate.

Public Administration N4 is a prerequisite for Municipal Administration N5.

TYPE OF PROGRAMME

Full Time: Minimum 18 Months

In-Service Training: 18 Months

ADMISSION REQUIREMENTS

(Introduction N4-N4)

National Senior Certificate / Grade 12/ N3 Certificate/ NCV Level 4 Certificate/ ABET Level 4 Certificate.

Registering for this course and successfully completing N4 and N5 will allow students to obtain credits for articulation to most Universities of Technology (UOTs) with a provision that you obtain at least 50% in each subject.

LEARNER MATERIAL

All textbooks and other required manuals are excluded from the tuition fees. A list of textbooks will be provided by your campus academic department.

All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

CERTIFICATION

Certificates and diploma are issued by the Department of Higher Education and Training.

All qualifications are nationally recognised by industry and universities.

Upon successful completion of this programme, learners will receive a:

National Certificate at each level N4, N5, N6

National N Diploma in Hospitality and Catering Services (on completion of N4-N6 and 18 months in-service training)

ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

A minimum of 12 advanced instructional offerings, with at least a pass in three instructional offerings in each of the following levels: N4, N5 and N6, but with a maximum of five N4 instructional offerings.

2 instructional offerings at N6 level must be relevant to the candidate's vocation.

The candidate must obtain work experience of 18 months in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.

At the end of this period, the candidate is required to produce documentary proof to the DHET (letter from employer, stating KPAs and date of employment period) of applicable experience.

Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply for the National N Diploma.

Medical Secretary

DESCRIPTION

This part qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.

The design of the part qualification is such that if taken sequentially with related N part courses i.e., N4+N5+N6. This part qualification will provide an opportunity for learners who exit the schooling system, but who wish to continue to obtain occupation specific knowledge and skills to develop such

competencies and to receive formal recognition for the skills they have acquired in a particular vocational/occupational area. It will create the opportunity for learners with an interest in a particular vocational/occupational area to develop their skills and knowledge thereby improving their employability and at the same time create opportunities for them to study further in their chosen field.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

A Medical Secretary, or Medical Administrative Assistant, responsible for handling administrative and clerical tasks at a hospital or clinic. Their duties include accepting calls from patients and either answering their questions or directing their call, coordinating appointments for patients based on doctor availability and processing invoices and payments.

PROGRAMME OUTLINE

National N4

Instructional Offering:

- Office Practice N4.
- Communication N4.
- Kommunikasie N4.
- Introductory Information Processing N4.
- Information Processing N4.
- Medical Practice N4.

Programme Requirements:

Compulsory instructional offerings:

- Office Practice N4.
- Medical Practice N4.
- Information Processing N4.
- Introductory Information Processing N4.

And

- Kommunikasie N4.
- Communication N4.

National N5

Instructional Offering

- Office Practice N5.
- Communication N5.
- Kommunikasie N5.
- Information Processing N4.
- Information Processing N5.
- Medical Practice N5.

Compulsory instructional offerings:

- Information Processing N4.
- Information Processing N5.
- Office Practice N5.
- Medical Practice N5.
- Kommunikasie N5.

- Communication N5.

National N6

Instructional Offering:

- Financial Accounting N4.
- Office Practice N6.
- Entrepreneurship and Business Management N4.
- Public Relations N5.
- Communication N6.
- Kommunikasie N6.
- Information Processing N5.
- Information Processing N6.
- Computer Practice N4.
- Computer Practice N5.
- Medical Practice N5

Compulsory instructional offerings:

- Medical Practice N6.
- Information Processing N5.
- Information Processing N6.

Optional instructional offerings:

Two of the following:

- Office Practice N6.
- Entrepreneurship and Business Management N4.
- Financial Accounting N4.
- Computer Practice N4.
- Computer Practice N5.
- Public Relations N5.
- Kommunikasie N6.
- Communication N6.

TYPE OF PROGRAMME

Full Time: Minimum 18 Months

In-Service Training: 18 Months

ADMISSION REQUIREMENTS

(Introduction N4-N4)

National Senior Certificate / Grade 12/ N3 Certificate/ NCV Level 4 Certificate/ ABET Level 4 Certificate.

Registering for this course and successfully completing N4 and N5 will allow students to obtain credits for articulation to most Universities of Technology (UOTs) with a provision that you obtain at least 50% in each subject.

LEARNER MATERIAL

All textbooks and other required manuals are excluded from the tuition fees. A list of textbooks will be provided by your campus academic department.

All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

CERTIFICATION

Certificates and diploma are issued by the Department of Higher Education and Training. All qualifications are nationally recognised by industry and universities.

Upon successful completion of this programme, learners will receive a:

- National Certificate at each level N4, N5, N6
- National N Diploma in Hospitality and Catering Services (on completion of N4-N6 and 18 months in-service training)

ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

A minimum of 12 advanced instructional offerings, with at least a pass in three instructional offerings in each of the following levels: N4, N5 and N6, but with a maximum of five N4 instructional offerings.

2 instructional offerings at N6 level must be relevant to the candidate's vocation.

The candidate must obtain work experience of 18 months in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.

At the end of this period, the candidate is required to produce documentary proof to the DHET (letter from employer,

stating KPAs and date of employment period) of applicable experience.

Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply

for the National N Diploma.