



PROSPECTUS 2024 / 2025



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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About the College



Vision

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

1

Mission

To acquire a gamut of responsive programmes that are sentient to the changing global and technological factors driving our economy to be accessed through multiple modes of teaching and learning

2

Values

- Leadership
- Teamwork
- Agility and Adaptability
- Accountability and Dependability
- Lifelong Learning
- Professionalism
- Inclusivity

3

Motto - Valued skills for life

College Profile



South West Gauteng College is a public Technical and Vocational Education and Training (TVET), formerly, FET college, operating under the auspices of the Department of Higher Education and Training (DHET) in terms of the Continuing Education and Training Act, Act No.16 of 2006, as amended. The College is accredited by Umalusi and several Sector Education and Training Authorities (Seta's) to offer education and training, mostly in the FET band (NQF Level 2 to 4). Some programmes are offered in the Higher Education band i.e. the N4 to N6 levels. At over 30 000 enrollments, the college is one of the biggest colleges in the country

With its head office located at Molapo Campus, Soweto and campuses spread through Soweto (3) to Roodepoort (2) and Randburg (1), Including the "LAND IS WEALTH FARM" in Sterkfontein, the College is a real citadel of education and training for communities in its wide catchment area and beyond.

With the Distance learning and e-learning mode, driven through the Technisa Campus in Randburg, it is no exaggeration to say "we now surface everywhere!"

Starting from 2007, the (FET) TVET colleges have been offering the new three year TVET curriculum, which culminates in the awarding of the National Certificate (Vocational) [NC (V)] to students. This qualification is opening two doors to the successful students. Since their education will have had a deliberate vocational slant, the students completing the NC (V) Level 4 qualification are able to enter the job market. The first cohort of NC (V) graduates came out at the end of 2009 and was received well by the economy.

The Level 4 NC (V) graduates are also able to proceed to the Higher Education and pursue some post-NQF Level 4 education at Universities or Universities of Technology, depending on their results in Level 4. If they choose this route, they do so on a very strong technical foundation, which they have obtained from their three years at the College. The entry requirements for Higher Education for students who have completed NC (V) Level 4 qualification can be obtained from the College's website, Student Support or Marketing Offices and in the College Prospectus.

The important thing is that if one wants to follow a vocational direction, either in Engineering Studies, Business Studies, or Utility Studies, one does not need to stay at school until one has passed Grade 12, since colleges are offering a three-year vocational qualification. To

enrol for this qualification, one only needs to have passed the minimum of Grade 9, but the qualification is more suitable for learners with a higher school grade, e.g. Grade 11 or even Grade 12.

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

Come join us!!!

TM

SWGC, Period! Enough Said!



Word From The Council Chairperson



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

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

Many who joined this college in previous years have come out as Administrators, Electrical and Mechanical Artisans, Human Resources Practitioners, IT Technicians, Police Officers, Accounting Assistants, Educare Practitioners – the list is endless. The possibilities and programmes on offer have become even more varied, as is evident in the pages that follow.

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

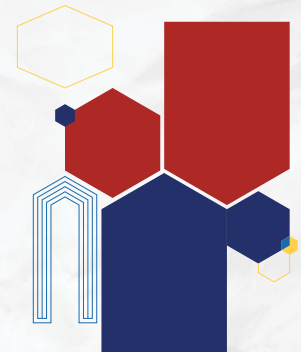
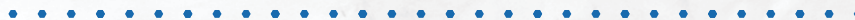
Our guarantee to you is that you will not fault the level of stimulation and support which will be made available to you as a student of this college, regardless of the campus you will be enrolled at.

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

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

Enjoy!

Mr Z Dlamini
Chairperson of the Council



Word From The Principal



Dear Prospective Student

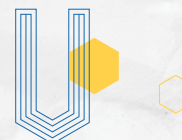
South West Gauteng TVET College is a Public Technical and Vocational Education and Training (formerly FET) College operating under the auspices of the Department of Higher Education and Training in terms of the Continuing Education and Training Act of 2006, as amended. The College is one of the biggest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

The College uses mostly modern and state of the art facilities for the delivery of its programmes at its campuses and sites, spread over Soweto, Randburg, Roodepoort in Gauteng Province and Sterkfontein where the College 'houses' its 'Land is Wealth Farm' for Primary Agriculture Training. These facilities are being continually improved every year for the benefit of the students of the College.

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

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

Prepare to work hard and enjoy doing so! You will have noted in the first paragraph that students are the most important element of the College equation – without students there is no College and we cannot lay claim to practising education and training as practitioners. After all, the College exists for the sole purpose of providing education and training to students. *Continues...>*



Word From The Principal - Continued



We therefore, want you to see this College that is depicted in this prospectus, South West Gauteng TVET College, as one where you as a student are placed at the centre of everything we do. We call ourselves successful when our students succeed with their studies and also with their post-College endeavours. The College's programme offerings are varied and appeal to the tastes and ambitions of many people. You will also find a programme which will appeal to you, and once you have found your own programme, follow the steps given for, first applying for enrolment and, when invited to enrol, do so without delay, attend the orientation programme, and ask whatever questions you may have, make the College your own and work with us to make your dream come true, like the many who have done so before you.

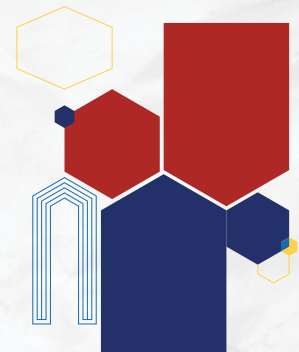
Should money be a problem, do not worry, since most of the programmes in this prospectus are covered by the Department's bursary for needy and academically capable students. Some of the programmes are also available on e-learning / distance delivery mode, whilst many of the College campuses offer programmes both on full-time and part-time mode – all intended for your convenience.

Remember, the College is much bigger than this prospectus and so, talk to us if you do not find what you are looking for in the prospectus! Note that for the past ten years the College has been sending its Top Ten students College-wide, in terms of academic performance, overseas to our partner College, Noorderpoort in the Netherlands, just for being in the College's Top Ten. That is something you can work towards after registering with the College. This is just one of the many life-changing possibilities and opportunities of being a student at SWGC! You will soon understand why, many people stop and listen when our students declare in unison, that: 'SWGC, Period! Enough Said! They do not stop there, by the way, they also say... indeed, it is 'cool2b@SWGC!' Who can blame them?

I look forward to welcoming you as a student of South West Gauteng TVET College and to hear you join these declarations.

Mr. M J Monyamane

Principal/CEO



Word From The SRC President



Thank you

TSHIRELETSO MAFORA

SRC Acting President.

Dear prospective students

It is a privilege and an honor to welcome you on behalf of the South West Gauteng TVET College Student Representative Council.

Let me laud you on the wise decision you have taken to be part of the SWGC fraternity and further your studies with us. Should you require any assistance, the SRC offices in all our six campuses are always open to help and support you every step of the way. What you make of the opportunities you receive here will only be limited by the limits you place on yourself, so spread your wings and make the most of what SWGC has to offer.

As you start with your academic journey, take advantage of the many services available at your disposal, to help you reach your full potential.

I encourage you to get involved, participate in Student Governance, and take part in the collection of opportunities and the many initiatives hosted by the Students Representative Council and Student Support Services throughout the year. A crucial aspect of our vision for the college is promoting personal and professional development opportunities. The college is not just about academic achievements. It's also about personal growth and preparing for the challenges of the real world. We strive to organize workshops, seminars, and mentorship programmes that will equip students with the necessary skills and knowledge to succeed in their chosen fields of study. By collaborating with industry professionals and alumni, we can create internship and job placement opportunities that enhance our career prospects.

We are here to guide you. As you become the best version of yourselves, together let us create a college experience that we can all be proud of. Remember to make it a great year. Once more, you are welcome to South West Gauteng TVET College.

Section A:

General Information



ONLINE APPLICATION



1. Application Procedure

- 1.1. Online Applications can be found on the College's Website: www.swgc.co.za and / or https://ienable.swgc.co.za/pls/prodi03/w99pkg.mi_login and maybe completed electronically, please ensure to follow the system rules.

2. Important information

- 2.1. Applicants must have a valid email addresses or mobile numbers in order to apply at the college. All Communication with regard to your application will be sent via email/ sms.
- 2.2. Please note that you will be required to come on campus to complete Learner Profiler. The test informs and educates students on a variety of career options underlying all fields of study included in the NC (V) programmes. At the same time it gauges the student's personal interest in the different careers on offer.
- 2.3. Incomplete applications may result in the delay of finalisation of your application
- 2.4. Continuation with a programme depends on sufficient numbers being enrolled
- 2.5. Meeting the minimum admission requirements for a specific programme does not necessarily guarantee admission to that particular programme
- 2.6. Online application related enquiries may be sent via email to headoffice@swgc.co.za or you may contact the College on 010 1411000
- 2.7. To verify or update your email address and /or mobile number, please contact the College on 010 1411000

3. Application Cycle

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

- 3.1.1.Online Applications to be open from **1st September** No later than **13th December**.

3.2.Second Trimester

- 3.2.1.Opening **1st February – 30th April**.

3.3.Second Semester

- 3.3.1.Opening **1st March – 30th June**.

3.4.Third Trimester

- 3.4.1.Opening **1st June – 31st August**.

3.5.Distance Learning

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

General Information - Continued



4. Registration procedure

- 4.1 Campuses can be contacted for registration dates, fees and commencement of classes
- 4.2 Visit the College website: www.swgc.co.za
- 4.3 Please note: A minimum registration fee (First Instalment) of R1000.00 for NC(V) / R500.00 for Report 191 (Semester) / R330.00 for Report 191 (Trimester) will be required when the student is enrolling.
- 4.4 All students must submit the following documents on date of registration:
 - 4.4.1 An original certified copy of the latest school report /senior certificate or certificate of results
 - 4.4.2 An original certified copy of the identity document /affidavit and a photograph for in case their identity document or birth certificates are lost
 - 4.4.3 Be accompanied by a parent/ guardian if you are under 18 years of age.

Foreign Certificates

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

5. How to apply for NSFAS Bursary?

- 5.1. Prospective Students who wish to study at the College through NSFAS Bursary must APPLY ONLINE on www.nsfas.org.za
- 5.2. Where students do not have access to internet, they can come and apply on campus.

TM

SWGC, Period!
Enough Said!



General Information - Continued



6. Refunds

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

6.2 Refund of class fees

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

7. Cancellation of Programmes

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

8. Examinations

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

9. Supplementary Examinations

9.1 NC (V): February-March

- 9.1.1 Please Note: An Examination fee per subject is payable when enrolling for supplementary examinations. Fees are also payable for remarking and rechecking of results. A deposit is payable upon registration.
- 9.1.2 Closing date for remarking and rechecking:
Two weeks after issuing/publishing of results



General Information - Continued



10. College Working Hours

- 10.1 Subject to internal adjustments per individual campuses
- 10.2 Office Hours
 - 10.2.1 Monday to Thursday: 7h30 – 16h00
 - 10.2.2 Fridays: 7h30-13h30
- 10.3 Lecturing Hours (Full - Time)
 - 10.3.1 Monday to Friday: 07h45 – 14h30
 - 10.3.2 Report 191 Part - Time Classes are also offered from 14h30 - 17h00
- 10.4 Part-time Programmes:
 - 10.4.1 Programmes are offered on a part time basis at specific campuses. Please contact campuses for more details.
Monday to Friday: 07h30 – 14h30

11. DIPLOMA APPLICATION PROCEDURE

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

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

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

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

11.4 What happens next?

- 11.4.1 DHET records your application
- 11.4.2 We capture your details onto our system and create a paper file
- 11.4.3 A reference number is allocated to you application

11.5 DHET Process your Application

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

11.6 Collecting of your National N Diploma

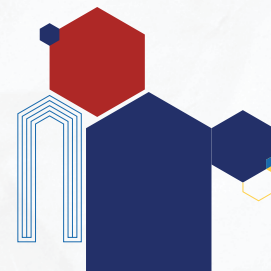
- 11.6.1 You will be notified by the College when your National N Diploma is ready for collection.
- 11.6.2 The College institution will need your ID DOCUMENT, passport or drivers licence when you Collect your National N Diploma
- 11.6.3 Duration: the entire process will not take more than three months.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

OCCUPATIONAL PROGRAMMES:

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

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

Department of Higher Education and Training
Directorate: Resulting and Certification (IT Systems)
222 Struben Street
Pretoria
001



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

Section B:

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

1. Business Studies



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

ENTRY REQUIREMENTS:

- Minimum requirement is a successful Grade 9, but even better is successful Grade 10, 11 and Grade 12.
- A year-end school report for Grade 9, 10 or Grade 11
- An NQF Level 1 Qualification; or
- ABET Level 4

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

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

Course structure: One year per NQF level

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

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



1.1 Finance, Economics and Accounting NC (V)



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

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• Applied Accounting • Economic Environment • Financial Management • New Venture Creation	• Applied Accounting • Economic Environment • Financial Management • New Venture Creation	• Applied Accounting • Economic Environment • Financial Management • New Venture Creation

Career Paths

- Perform Accounting Duties
- Keep records of wages, salaries, petty cash, Value Added Tax (VAT), reconciliations
- Prepare Financial Statements
- Manage budgets, analyse finances of the business etc

Career Opportunities

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

FINANCIAL



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

1.2 Management NC (V)



The purpose of this programme is to equip students with skills in the managerial field. The programme integrates academic knowledge and theory with practical skills.

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• Management Practice • Operations Management • Financial Management	• Management Practice • Operations Management • Financial Management	• Management Practice • Operations Management • Financial Management
and one of the following	and one of the following	and one of the following
• Entrepreneurship • New Venture Creation	• Project Management • New Venture Creation	• Project Management • New Venture Creation

Career Paths

- Assist with communication Management in organisations
- Participate in human resources structures in organisations
- Manage productivity within an organisation

- Contribute to change management and transformation in an organisation

Career Opportunities

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



1.3 Marketing NC (V)



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

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• Marketing • Advertising and Promotions • Marketing Communication	• Marketing • Advertising and Promotions • Marketing Communication	• Marketing • Advertising and Promotions • Marketing Communication
Optional: • Contact Centre Operations • Graphic Design • Consumer Behavior	Optional: • Consumer Behaviour • Contact Centre Operations • Graphic Design	Optional: • Consumer Behaviour • Contact Centre Operations • Graphic Design

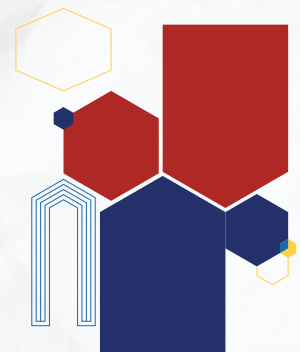
Career Paths

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

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

Career Opportunities

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



1.4 Office Administration NC (V)



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

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• 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 • New Venture Creation

Career Paths

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

Career Opportunities

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



2. Engineering Studies NC (V)



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

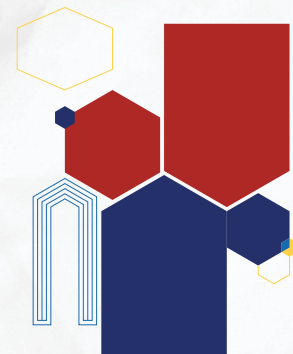
ENTRY REQUIREMENTS:

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

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

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

Course structure: One year per NQF level



2.1 Civil Engineering and Building Construction NC(V)



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

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• Construction Planning • Plant & Equipment • Materials	• Construction Planning • Plant & Equipment • Materials	• Construction Planning • Construction Supervision • Materials
and one of the following	and one of the following	and one of the following
• Carpentry & Roof Work • Masonry • Plumbing	• Carpentry & Roof Work • Masonry • Plumbing	• Carpentry & Roof Work • Masonry • Plumbing

Career Opportunities

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

Career Paths

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



2.2 Electrical Infrastructure Construction NC (V)



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

Fundamental Compulsory Subjects:

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

Vocational Subjects

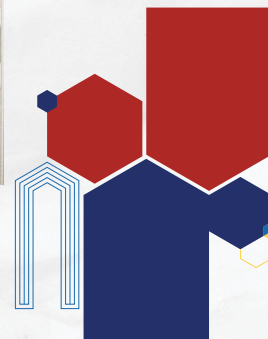
LEVEL 2	LEVEL 3	LEVEL 4
• Electrical Principles and Practice • Electronic Control and Digital Electronics • Workshop Practice • Electrical Systems and Construction	• Electrical Principles and Practice • Electronic Control and Digital Electronics • Electrical Workmanship • Electrical Systems and Construction	• Electrical Principles and Practice • Electronic Control and Digital Electronics • Electrical Workmanship • Electrical Systems and Construction

Career Paths

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

Career Opportunities

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



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

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

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• Engineering Fundamentals • Engineering Technology • Engineering Systems	• Engineering Practice & Maintenance • Material Technology • Engineering Graphic and Design	• Engineering Processes • Professional Engineering Practice • Applied Engineering Technology
Optional: • Welding • Fitting & Turning • Automotive Repair and Maintenance	Optional: • Welding • Fitting & Turning • Automotive Repair and Maintenance	Optional: • Welding • Fitting & Turning • Automotive Repair and Maintenance



Career Opportunities

- Participate in designing and construction of buildings
- Take part in manufacturing of tools, machines and engines
- Take part in the operation maintenance an of machines
- Extraction of metallic and non-metallic minerals
- Design of shaft and ventilation systems
- Interpret and produce engineering drawings, maps and sketches
- Extract tools, equipment, methods and processes to produce components

Career Paths

- Metallurgical and Materials Engineering
- Fitting and Machining
- Mechanical Engineering
- Car Manufacturing
- Aerospace Engineering
- Tool Making
- Automotive Repair and Maintenance



2.4 Pre-Vocational Programme (PLP)



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

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

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

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

SUBJECTS

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

Programme Outcome

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

Examinations

Internal Examinations



3. School of Utility Studies NC (V)



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

ENTRY REQUIREMENTS

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

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

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

Course structure: One year per NQF level

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

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

3.1 Education and Development NC (V)



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

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• Art & Science of Teaching • Human & Social Development • Learning Psychology • Early Childhood Development	• Art & Science of Teaching • Human & Social Development • Learning Psychology • Early Childhood Development	• Art & Science of Teaching • Human & Social Development • Learning Psychology • Early Childhood Development

Career Paths

- Work in the education sector e.g. schools and early childhood centres development centres; creches; etc.

- Work in hospitals, nursing homes, hospice and community centres
- Provide services in private homes; e.g. child minding, etc.

Career Opportunities

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



3.2 Hospitality NC (V)



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

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• Hospitality Generics • Food Preparation • Client Services & Human Relations • Hospitality Services	• Hospitality Generics • Food Preparation • Client Services & Human Relations • Hospitality Services	• Hospitality Generics • Food Preparation • Client Services & Human Relations • Hospitality Services

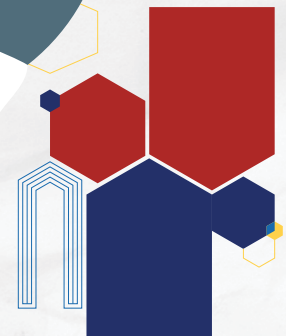
Career Paths

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

- Work as assistant cook / chef preparing food in a restaurant, hotel or guest house
- Work as waitron or as a housekeeper in a hotel/Inn / Guesthouse

Career Opportunities

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



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



This Programme covers the interpretation of software applications, as well as the installation of network cables together with information technology principles and data processing. This programme integrates academic knowledge and theory with practical skills and values.

Entry Requirements

- Mathematics Grade 9
- English

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• Introduction to Information System • Electronics • Introduction to Systems Development Optional: • Multimedia Basics • Electronic Control and Digital Electronics • Entrepreneurship	• Systems Analysis and Design • Computer Hardware and Software • Principles of Computer Programming Optional: • Multimedia Content • Project Management • Electronic Control and Digital Electronics	• Systems Analysis and Design and • Data Communication Networking • Computer Programming Optional: • Multimedia Service • Project Management • Electronic Control and Digital Electronics

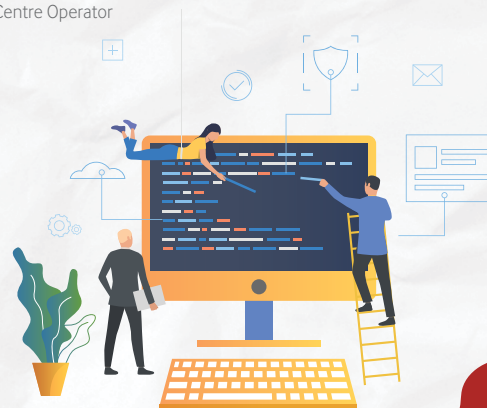


Career Paths

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

Career Opportunities

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



3.4 Primary Agriculture NC (V)



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

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• Soil Science • Plant Production • Animal Production • Agribusiness	• Soil Science • Plant Production • Animal Production • Agribusiness	• Farm Planning and Mechanisation • Advanced Plant Production • Animal Production • Agribusiness

Career Paths

- Advise farmers on farming techniques / methods
- Work at a nursery, botanical garden etc.
- Work at a company, advising farmers on management of finances
- Advise farmers on marketing, advertising and selling agricultural products

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

Career Opportunities

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



3.5 Primary Health NC (V)



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

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• The South African Health Care System • Public Health • The Human Body and Mind • Community Oriented Primary Care	• The South African Health Care System • Public Health • The Human Body and Mind • Community Oriented Primary Care	• The South African Health Care System • Public Health • The Human Body and Mind • Community Oriented Primary Care

Career Paths

- Nursing
- Community Care Workers
- Social Worker
- Physiotherapy
- Counselling
- Occupational health and safety
- Occupational Therapy
- Practising in clinics and health support services
- Supporting the Department of Health community health programmes

Career Opportunities

- A generic, academic educational platform for entry into higher education
- Opportunities to enter a career path on level 5 midlevel and other professional programmes in nursing, medicine, physiotherapy, forensic and radiology
- Matriculants with inadequate results in life science and Physical Science get an opportunity to enter into a health programme.
- Access to other health support careers



Please Note: This is not a nursing qualification

3.6 Safety in Society NC (V)

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

Entry Requirements

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

Fundamental Compulsory Subjects:

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

Vocational Subjects

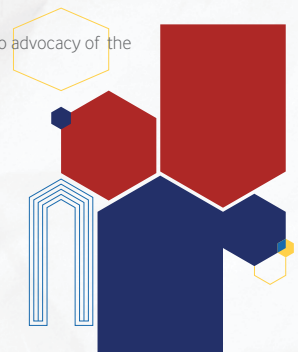
LEVEL 2	LEVEL 3	LEVEL 4
• Introduction to Governance • Introduction to Law • Principles of Criminal Justice • Introduction to Policing Practices	• Governance • Criminal Law • Criminal Justice Structure and Mandates • Theory of Policing Practices	• Governance • Law Procedures and Evidence • Criminal Justice Process • Applied Policing

Career Paths

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

Career Opportunities

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



3.7 Tourism NC (V)

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

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• 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 and Regional Travel • Tourism Operations	• Science of Tourism • Client Services and Human Relations • Sustainable Tourism in SA and International Travel • Tourism Operations

Career Paths

- Work as a tour guide
- Own a tourism business
- Drive Tourists around
- Work at a hotel



- Work at a casino
- Provide an opportunity to Market South Africa
- Work at a game reserve etc.

Career Opportunities

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



3.8 Transport and Logistics NC (V)



The purpose of the programme is to provide qualifiers with necessary knowledge, skills and applied competency to manage logistics in an enterprise and in integrated manner. The programme focuses on lower and middle management. Emphasis is placed on distribution with brief reference also to procurement and production. People working in an environment where customer service, warehousing, inventory management, transport management, materials management, and order processing is of particular importance, would benefit from this programme.

Fundamental Compulsory Subjects:

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

Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
• Freight Logistics • Transport Economics • Transport Operations • Entrepreneurship	• Freight Logistics • Transport Economics • Transport Operations • Project Management	• Freight Logistics • Transport Economics • Transport Operations • Project Management

Career Paths

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

Career Opportunities

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

Section C:

Report 191/ Nated N4-N6

1. Business Studies - Campus Spread



Entry Requirements:

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

Registration

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

Duration: three year diploma course

18 Months (N4 – N6) Theory

18 Months Practical Experience

Career opportunities

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

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

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

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

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

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



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

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



1.1 BUSINESS MANAGEMENT N4 – N6

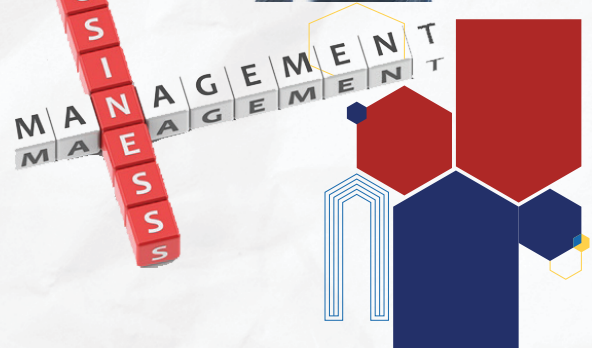
NB: An accounting background is essential if you want to register for this module.

N4	N5	N6
• Entrepreneurship and Business Management • Management Communications • Computer Practice • Financial Accounting N4	• Entrepreneurship and Business Management • Sales Management • Computer Practice Optional: • Financial Accounting N4 • Public Relations • Financial Accounting N5	• Entrepreneurship and Business Management • Computer Practice • Sales Management Optional: • Financial Accounting N5 • Public Relations • Financial Accounting N6

1.2 FINANCIAL MANAGEMENT N4 – N6

NB: A Grade 12 accounting pass with a minimum of 50% is mandatory.

N4	N5	N6
• Financial Accounting • Entrepreneurship and Business Management • Management Communication • Computerised Financial System	• Financial Accounting • Entrepreneurship and Business Management • Computerised Financial System • Cost and Management Accounting	• Financial Accounting • Entrepreneurship and Business Management/ Income Tax N6 • Computerised Financial System • Cost and Management Accounting



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



1.3 HUMAN RESOURCE MANAGEMENT N4 – N6

N4	N5	N6
• Entrepreneurship and Business Management • Management Communication • Personnel Management • Computer Practice	• Personnel Management • Personnel Training • Labour Relations • Computer Practice	• Personnel Management • Personnel Training • Labour Relations • Computer Practice

1.4 MANAGEMENT ASSISTANT N4 – N6

N4	N5	N6
• Communication • Office Practice • Computer Practice Optional • Introductory Information Processing • Information Processing	• Office Practice • Computer Practice • Communication Optional • Information Processing N4 • Information Processing N5	• Office Practice • Computer Practice • Communication Optional • Information Processing N5 • Information Processing N6

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

1.5 MARKETING MANAGEMENT N4 – N6

N4	N5	N6
• Entrepreneurship and Business Management • Marketing Management • Management Communication • Computer Practice	• Entrepreneurship and Business Management • Marketing Management • Sales Management • Computer Practice	• Sales Management • Marketing Management • Marketing Communication • Marketing Research



1.6 PUBLIC MANAGEMENT N4 – N6

N4	N5	N6
• Public Administration • Computer Practice • Entrepreneurship and Business Management • Management Communication	• Public Administration • Computer Practice • Public Finance • Municipal Administration	• Public Administration • Computer Practice • Public Law • Municipal Administration



2. Engineering Studies Report 191 / Nated N2 - N6 - Campus Spread



Phasing out of some Report 191 programmes

in alignment with the objective to make the program mix at Technical and Vocational Education and Training (TVET) colleges more responsive to South Africa's economic conditions, certain Report 191 programs will be gradually phased out. This strategic move aims to better align educational offerings with the current and future needs of the South African economy. Students are strongly advised to take note of the following information regarding the last registration and rewrite opportunities for these programmes.

1. **N2 Engineering:** The final registration period for new students is In Term 1 (T1) of 2024. Students who do not pass will have opportunities to rewrite exams in Term 2 (T2) and Term 3 (T3) of 2024.
2. **N3 Engineering:** The final registration period for new students is In Term 3 (T3) of 2024. Students who do not pass will have opportunities to rewrite exams in Term 1 (T1) and Term 2 (T2) of 2025.

Entry Requirements:

- N2 entry requirements:
 - Passed N1 Certificate
 - Grade 10 passed Technical with Mathematics and Science 40%
- N3 entry requirements:
 - Passed N2 Certificate
 - Grade 11 passed Technical with Mathematics and Science 40%

Recognition of Prior Learning (RPL)

The College acknowledges the value of prior learning

Registration

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

Duration: three year diploma course

15 Months (N2 – N6) Theory

18 Months Practical Experience

Career opportunities

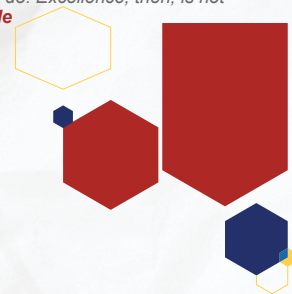
- Apprentice
- Artisan in the Trade offered at the Campus
- Engineer
- Engineering Technician and Technologist

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

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

PROGRAMME OFFERED	LEVEL	MOLAPO CAMPUS	ROODEPOORT WEST CAMPUS	TECHNISA CAMPUS
Civil Engineering	N2 - N6	✓	✓	(On Distance Learning) ✓
Electrical Engineering	N2 - N6	✓ N2 - N3	(On Full-Time and Part-Time Learning)	(On Distance Learning) ✓
Mechanical Engineering	N2 - N6	✓	✓	(On Distance Learning) ✓
Chemical Engineering	N4 - N6		✓	✓
Multi-Disciplinary Drawing Office Practice	N4 - N5	✓		
Water & Waste - Water Treatment Practice	N2 - N3		✓	(On Distance Learning) ✓

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



2.1 Civil Engineering N1 - N6

2.2 Electrical Engineering N1 - N6



2.1 CIVIL ENGINEERING N2 – N6

N2	N3	N4
• Building Science • Building Drawing • Mathematics • Bricklaying and Plastering (OR) • Plumbing Theory	• Building Science • Building Drawing • Mathematics • Building and Civil Technology	• Building & Structural Surveying • Building & Structural Construction • Quantity Surveying • Mathematics (OR) • Building Administration
N5	N6	
• Building & Structural Surveying • Building & Structural Construction • Quantity Surveying • Mathematics (OR) • Building Administration	• Building & Structural Surveying • Building & Structural Construction • Quantity Surveying • Mathematics (OR) • Building Administration	

2.2 ELECTRICAL ENGINEERING N2 – N6

N2	N3
• Electrical Trade Theory • Mathematics • Industrial Electronics • Engineering Science	• Electrotechnology • Mathematics • Industrial Electronics • Engineering Science

N4	N5	N6
• Electrotechnics plus any three of the following • Mathematics • Industrial Electronics • Fault Finding and Protective Devices • Supervisory Management • Engineering Science (only N4)	• Electrotechnics plus any three of the following • Mathematics • Industrial Electronics • Fault Finding and Protective Devices • Supervisory Management • Engineering Physics	• Electrotechnics plus any three of the following • Mathematics • Industrial Electronics • Fault Finding and Protective Devices • Supervisory Management • Engineering Physics



2.3 Mechanical Engineering N1 - N6 | 2.4 Water and Waste - Water Treatment Practice N1 - N3 | 2.4.1 Chemical Engineering N4-N6 2.5 Multi-Disciplinary Drawing Office Practice N4 & N5



2.3 MECHANICAL ENGINEERING N2 – N6

N2	N3	N4
- Mathematics - Engineering Science - Engineering Drawing (OR) - Fitting and Machining Theory (OR) - Diesel Trade Theory	- Mathematics - Engineering Science - Engineering Drawing - Mechanotechnology	- Mechanical Draughting - Mathematics - Engineering Science - Mechanotechnics
N5	N6	
- Mathematics - Mechanotechnics - Power Machines - Strength of Materials and Structures	- Mathematics - Mechanotechnics - Power Machines - Strength of Materials and Structures	

2.4 WATER AND WASTE - WATER TREATMENT PRACTICE N2 - N3

N2	N3
- Water and Waste - Water Treatment Practice - Plant Operation Theory - Mathematics - Engineering Science	- Water Treatment Practice - Plant Operation Theory - Mathematics - Engineering Science

2.4.1 CHEMICAL ENGINEERING N4 - N6

N4	N5	N6
- Engineering Science - Chemical Plant Operations - Chemistry - Mathematics	- Engineering Physics - Chemicals Plant Operations - Chemistry - Mathematics	- Chemical Plant Operation - Chemical Technology - Engineering Physics - Mathematics

2.5 MULTI-DISCIPLINARY DRAWING OFFICE PRACTICE N4 - N5

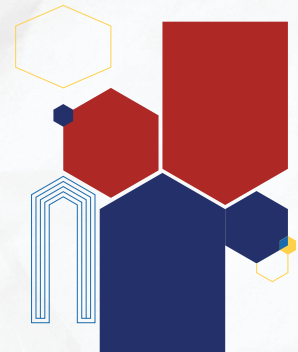
N4	N5
- Mechanical and Drawing – Office Orientation - General Draughting - Mechanical Draughting - Pictorial Draughting	- Building Draughting - Structural Steel Detailing - Electrical Draughting - Technical Illustration - Computer - Aided Draughting

Entrance Requirements:

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

Duration:

- Full- time: Two trimesters



3. Utility Studies N4 - N6

3.1 Educare N4 - N6 |

3.2 Hospitality & Catering Service N4 - N6

Entry Requirements:

- National Senior Certificate (NSC)/ N3 or a Grade 12 Certificate or equivalent

Registration

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

Duration: three year diploma course

18 Months (N4 – N6) Theory

18 Months Practical Experience

Programmes offered at:

Roodepoort Campus

PROGRAMME OFFERED	LEVEL	DOBSONVILLE CAMPUS	GEORGE TABOR CAMPUS	ROODEPOORT CAMPUS	TECHNISA CAMPUS
Clothing Production	N4 - N6		✓		
Educare	N5 - N6			✓	✓
Hospitality & Catering Services	N4 - N6			✓	
Popular Music	N4 - N6	✓			
Tourism	N4 - N6		✓		FULL TIME & (ON DISTANCE)

3.1 EDUCARE N5 – N6

N5	N6
• Day Care Communication • Educational Psychology • Educare Didactics: Theory and Practical • Entrepreneurship and Business Management N4	• Day Care Management • Day Care Communication • Education Psychology • Educare Didactics: Theory and Practice • Computer Practice

3.2 HOSPITALITY & CATERING SERVICES N4 – N6

N4	N5	N6
• Sanitation & Safety • Applied Management • Catering Theory & Practical • Nutrition & Menu Planning	• Applied Management • Catering Theory & Practical • Food & Beverage Service • Entrepreneurship and Business Management N4	• Applied Management • Catering Theory & Practical • Communications & Human Relations • Computer Practice N4



3.3 Popular Music N4 - N6

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

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

3.3.1 POPULAR MUSIC: COMPOSITION N4 – N6

N4	N5	N6
• Music Business and Styles • Arranging and Production • Electronic Music and Keyboard Technique • Harmony and Composition	• Music Business and Styles • Arranging and Production • Electronic Music and Keyboard Technique • Harmony and Composition	• Music Business and Styles • Arranging and Production • Electronic Music and Keyboard Technique • Harmony and Composition

3.3.3 POPULAR MUSIC: STUDIO WORK

N4	N5	N6
• Music Business and Styles • Arranging and Production • Electronic Music and Keyboard Technique • Sound Engineering	• Music Business and Styles • Arranging and Production • Electronic Music and Keyboard Technique • Sound Engineering	• Music Business and Styles • Arranging and Production • Electronic Music and Keyboard Technique • Sound Engineering

3.3.2 POPULAR MUSIC: PERFORMANCE N4-N6

N4	N5	N6
• Music Business and Styles • Aural and Ensemble • Improvisation Practical Instrument on one of the following: vocal, guitar, piano/ keyboard, bass guitar, drums /percussion, woodwind, brass	• Music Business and Styles • Aural and Ensemble • Improvisation Practical Instrument on one of the following: vocal, guitar, piano/ keyboard, bass guitar, drums /percussion, woodwind, brass	• Music Business and Styles • Aural and Ensemble • Improvisation Practical Instrument on one of the following: vocal, guitar, piano/ keyboard, bass guitar, drums /percussion, woodwind, brass



3.4 Clothing Production N4 - N6



3.4 CLOTHING PRODUCTION N4 – N6

3.4.1 INTRODUCTORY CLOTHING PRODUCTION N4

INTRODUCTION

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

3.4.2 CLOTHING PRODUCTION N4 – N6

N4	N5	N6
• Fashion Drawing • Pattern Construction • Clothing Construction • Entrepreneurship & Business Management	• Fashion Drawing • Pattern Construction • Clothing Construction • Computer Practice N4	• Fashion Drawing • Pattern Construction • Clothing Construction • Computer Practice N5

3.5 Tourism N4 – N6



Entrance requirements:

3.5.1 An NQF level 4 qualification i.e Tourism N4 – N6

Programme offered at:

- George Tabor Campus
- Technisa Campus

Entrance requirements:

- An NQF level 4 qualification i.e. National Senior Certificate/ N3
- Pass NC (V) level 4 Tourism
- An equivalent qualification

N4	N5	N6
• Travel Office Procedures • Tourism Communication • Travel Services • Tourist Destination • Computer Practice	• Travel Office Procedures • Tourism Communication • Travel Services • Tourist Destination	• Travel Office Procedures • Hotel Reception • Travel Services • Tourist Destination

NB: All Five subjects on N4 are compulsory.

Examinations are written in June and November of each year.
Tourist Destinations and Tourist Communication are both open-book examinations.

Pass Requirements

A pass mark of 50% must be obtained in each subject except in Travel Services where a pass mark of 60% on N4 and N5 level is required. The pass mark for Travel Services at N6 is 70%.

- National Senior Certificate/ N3
- Pass NC (V) level 4 Tourism
- An equivalent qualification

N5



Section D: Occupational Programmes And Part Qualifications



Occupational Qualification	Accreditation No.	Qualification Title	Credits	ID or OFO Code	NQF Level
QCTO	07-QCTO/SDP120521-1730	OC :Food Handler	32	110644	2
QCTO	07-QCTO/SDP120521-1730	OC :Cook	184	102296	4
QCTO	07-QCTO/SDP120521-1730	OC :Welder	373	94100	4
QCTO	07-SERVICES/SDP230621-2210	FETC : Administration Management	150	58344	4
QCTO	07-SERVICES/SDP230621-2210	NC : Hygiene amd Cleaning Supervision	120	20175	3
QCTO	07-SERVICES/SDP230621-2210	FETC : Project Management	136	50080	4
QCTO	07-SERVICES/SDP230621-2210	FETC : New Venture Creation	149	66249	4
QCTO	07-SERVICES/SDP230621-2210	NC : New Venture Creation (SMME)	138	49648	2
QCTO	07-SERVICES/SDP230621-2210	NC :Community Development : Project Management	147	83394	5
QCTO	QCTOSDP01200220-1906	OC : Bookkeeper	364	98959	5
QCTO	QCTOSDP01200305-1939	OC : Computer Technician	282	101408	5
QCTO	QCTOSDP00191127-1865	OC : Library Assistant	127	94598	5
QCTO	QCTOSDP00191127-1865	OC : Career Development Information Officer	120	96372	5
QCTO	QCTOSDP00191127-1865	OC : Community Development Practitioner	212	97691	5
QCTO	QCTOSDP00191127-1865	OC : Community Development Worker	150	97708	4
QCTO	QCTOSDP00191127-1865	OC : Early Childhood Development Practitioner	131	97542	4
QCTO	QCTOSDP01190930-1815	OC : Electrician	360	91761	4
QCTO	QCTOSDP01190930-1815	OC : Training and Development	190	101321	5
QCTO	QCTOSDP01190930-1815	OC : Project Manager	240	101869	5
QCTO	QCTOASC00210726-2530	OC : Electrician	360	91761	4
QCTO	07-SERVICES/SDP121022085103	NC : Generic Management : General Management	162	60269	5
QCTO	07-SERVICES/SDP121022085103	FETC : Marketing	139	59276	4
QCTO	07-SERVICES/SDP121022085103	NC : Organisational Transformation and change Management	127	49075	5

Contact New Business Development Unit on 010 141 1000 for more information pertaining to Skills Programme



Occupational Programmes And Part Qualifications - Continued



Occupational Qualification	Accreditation No.	Qualification Title	Credits	ID or OFO Code	Ref No.	NQF Level
AGRISETA		NC: Animal Production	120	48976		2
		NC: Animal Production	140	48979		4
		NC: Animal Production	120	49048		3
		NC: Horticulture	120	66589		2
		NC: Landscaping	120	66649		3
		NC: Mixed Farming Systems	120	48977		2
		NC: Plant Production	142	49009		4
ETDPSETA	ETDP11320	NC: Plant Production	120	49052		3
		NC: Environmental Education, Training and Development Practice	121	22901	APPL/2019/10/0000027	5
		HC: Early Childhood Development(LP Recorded Against Qualification ID 64649)	120	23117	APPL/2019/10/0000027	5
		ND: Early Childhood Development (LP Recorded Against Qualification ID 64650)	240	23118	APPL/2019/10/0000027	5
		NC: Occupationally Directed Education, Training and Development Practices	145	50331	APPL/2019/10/0000027	6
		ND: Occupationally Directed Education, Training and Development Practices	240	50333	APPL/2019/10/0000027	5
		FETC: library Practices	132	50520	APPL/2019/10/0000027	4
		FETC: Early Childhood Development	140	58761	APPL/2019/10/0000027	4
		NC: Inclusive Education	140	59429	APPL/2019/10/0000027	5
		GE&TC: Adult Basic Education and Training: Academic (ML)	120	64309	APPL/2019/10/0000027	1
CATHSSETA	ETDP11320	GE&TC: Adult Basic Education and Training: Early Childhood Development (ML)	120	73254	APPL/2019/10/0000027	1
		NC: Community Development: Youth Development (Recorded Against Qualification 80946)	147	83399	APPL/2019/10/0000027	5
		NC: Food and Beverage Services	133	14113	613/R/000420/2019	4
		NC: Accommodation Services	120	14110	613/R/000420/2019	2
		NC: Nature Conservation Resource	121	59389	613/R/000420/2019	2
		FETC: Sports Administration	172	67697	613/R/000420/2019	4
		FETC: Tourist Guiding	134	71549	613/R/000420/2019	4



Contact New Business Development Unit on 010 141 1000 for more information pertaining to Skills Programme

Occupational Programmes And Part Qualifications - Continued



Occupational Qualification	Accreditation No.	Qualification Title	Credits	ID or OFO Code	Ref No.	NQF Level
MICTSETA		NC : End User Computing	130	49077	ACC/2016/07/0039	3
		FETC : Information Technology : Technical Support	163	78964	ACC/2016/07/0039	4
		FETC : Information Technology : Systems Developmet	165	78965	ACC/2016/07/0039	4
		NC : Electronics	120	59569	ACC/2016/07/0039	3
		C : Broadcast Engineering	120	48792	ACC/2016/07/0039	5
CETA	5K55084	NC : Community House Building	124	24273		2
	5K55084	NC : Building and Civil Construction	140	65409		3
LGSETA	LGRS - 1131 - 140225	FET: Leadership Development	160	50081	8999908921	4
	LGRS - 1131 - 140225	FETC: Environmental Practice	140	50309	8999908921	4
	LGRS - 1131 - 140225	NC: Ward Committee Governance	120	57823	8999908921	2
	LGRS - 1131 - 140225	NC: Local Government Councillor Practices	122	58578	8999908921	3
	LGRS - 1131 - 140225	NC: Local Economic Development	142	36438	8999908921	5
	LGRS - 1131 - 140225	NC: Local Economic Development	142	36438	8999908921	5
	27Q270014551202	NC :Wholesaleand Retail Chainstore Operations	120	58206		2
	2003/072898/23	FET: Real Estate	150	59097		4
W&RSETA Services SETA	2003/072898/23	NC: Labour Relations Practice	121	93993		5
	2003/072898/23	FET: Commercial Property & Facilities Management	150	79626		4
	NP400068	FET: Generic Management-General Management	162	59201 LP 60269		5
	NP400068	FET: Marketing	139	67464 LP 59276		4
	NP400068	NC: Organisational Transformation and Change Management	127	49057		5
	400068	ND: Marketing Management	243	61593LP20900		5
	400068	GE&TC: Business Practice	121	61755		1
	400068	NC: Business Administration Services	120	67465		3
	400068	NC: Generic Management	162	59201		5
	400068	FETC: Generic Management	150	57712LP58344		4
	400068	NC: Project Management	120	58395		5
	400068	Apply The Principles Of Customer Care In Client Interactions	5	252170		4
	400068	NC: Labour Relations Practice	121	93993LP48641		5
	400068	NC: Contact Centre and Business Process Outsourcing Support	124	93997LP80566		3
	400068	NC: Contact Centre Support	128	71490LP73269		2

Contact New Business Development Unit on 010 141 1000 for more information pertaining to Skills Programme



Occupational Programmes And Part Qualifications - Continued



Occupational Qualification	Accreditation No.	Qualification Title	Credits	ID or OFO Code	Ref No.	NQF Level
INSETA	MOU 130233	FETC : Long - Term Insurance	140	449649		4
	MOU 130233	FETC : Wealth Management	150	57917		4
	MOU 130233	FETC : Short - Term Insurance	150	49929		4
	MOU 130233	FETC : Retail Insurance	140	49835		4
PSETA	P21/0122/GP956	FETC: Public Administration	146	57824		4
	P21/0122/GP956	NC: Public Administration	141	50060		5
	P21/0122/GP956	NC: Public Administration	157	57804		3
	17-QA/ACC/1086/15	NC : Welding application and Practice : Manufacturing and Engineering	158	58534,58535,58536		2
MERSETA	TETA18-992	Nc: Professional Driving	122	50285		3
TETA EWSETA	PORENER160516101	NC:Water and Wastewater Reticulation Services	124	60155	577	3
	PORENER160516101	NC : Water and Wastewater Reticulation Services	124	60169	577	2
	PORENER160516101	FETC : Watstewater and Water Reticulation Services	135	60189	577	4
	PORENER160516101	FETC : Water and Wastewater Treatment Process Control Supervision	166	61709	577	4
	PORENER160516101	NC : Community Water , Health and Sanitation Monitoring	130	64589	577	3
	PORENER160516101	NC : Hot Water System Installation	122	96404	577	2



Contact New Business Development Unit on 010 141 1000

Section E:

Distance eLearning | 1. General Information



eLearning: Embrace The Freedom of SWGC Distance Learning

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

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

Unfettered Learning, Unbridled Potential: With SWGC Distance, the adage of "earn while you learn" is not merely a slogan, but a lived reality. This mode of learning is a boon for individuals whose circumstances necessitate a balance between employment and education, exemplifying a progressive step towards a more inclusive educational sphere.

Learning Without Boundaries: The world is your classroom. Whether you find yourself amidst the morning calm, on a bustling train, or in the quiet corners of a cafe, eLearning is your companion. The possibilities are as vast as your imagination; every locale a potential haven of knowledge.

Autonomy and Personalization: eLearning bestows upon you the power of choice. You are the architect of your learning environment, choosing the conditions that foster your academic growth. This personalized learning experience ensures that you are not just a passive recipient but an active participant in your educational journey.

Transitioning From Brick to Click: As you venture from the tangible halls of traditional education to the expansive digital corridors of SWGC Distance Learning, you're not just embracing a new mode of learning; you're embarking on a journey of self-directed growth and boundless opportunities.

Embarking on a Journey of Choice: The essence of eLearning encapsulates more than just academic flexibility; it's about taking the reins of your destiny, crafting an educational experience that aligns with your life, your goals, and your aspirations.

SWGC Distance Learning is not merely a pathway to academic accomplishment, but a journey towards a self-curated, empowering, and enriching educational experience. Your voyage towards a realm of limitless learning beckons. Are you ready to answer the call?

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



Section E:

Distance eLearning | 1. General Information



Programmes Available

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

Levels	Engineering Studies	Business Studies	General Studies
N1	Grade 9 (with passes in Mathematics & Natural Science)		
N2	Pass in N1		
N3	Pass in N2		
N4	Pass in N3, a Technical Matric, or NCV L4	Matric, grade 12 or NCV L4	Matric, grade 12 or NCV L4
N5	Pass in N4	Pass in N4	Pass in N4
N6	Pass in N5	Pass in N5	Pass in N5

BUSINESS STUDIES

- In order to qualify for a diploma in Business Studies, one must pass at least one computer component, e.g. Computerised Financial Systems, Computer Practice and Information Processing on any level (N4, N5 or N6).
- A fifth and sixth subject may be taken per level in addition to the prescribed four subjects. These additional subjects will be endorsed on the certificate(s).
- Where more than one level of a subject is given as an elective option, the principle remains in force that the previous level must be passed before the next level can be attempted, except in the case of Mercantile Law N5.
- It is not compulsory to take all four prescribed subject at the same time. A subject may be written during the June or November examination.
- When Computerised Financial Systems N4, N5 or N6 are chosen, Financial Accounting N4, N5 or N6 must be taken simultaneously or should have been passed beforehand.
- When Computerized Financial Systems N6 is chosen, Cost and Management Accounting N6 must be taken simultaneously, or should have been passed beforehand.

REQUIREMENTS FOR THEORETICAL AND PRACTICAL WORK

Theoretical assignments: (N4 - N6)

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



1. General Information - Continued



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

Practical assignments (N4 - N6)

- Compulsory practical assignments are to be submitted online in respect of some N4 - N6 subjects.
- The theoretical and practical assignments are of utmost importance to N4 - N6 students seeing that the marks obtained, form part of the final examination mark.

Practicum

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

PASS REQUIREMENTS

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

EXAMINATIONS

- N4 – N6 examinations are written on a semester basis during June or November. Please report at the examination room 45 minutes before the commencement of all exams.

Examination registration and results

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

Registration dates for examinations

N4 - N6 register before: 13 March for June examination and before 8 August for November exams



1. General Information - Continued

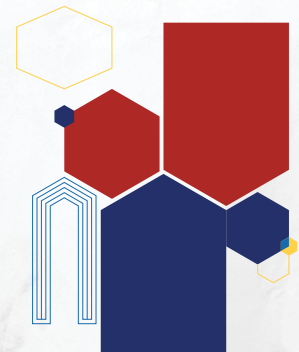
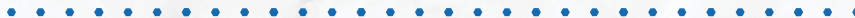


N Diploma

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

BURSARY

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



2. Business Studies Report 191 / Nated N4 - N6



2.1 MANAGEMENT ASSISTANT

N4	N5	N6
Compulsory: 1. Information Processing N4 2. Office Practice N4 3. Communication N4 4. Computer Practice N4	Compulsory: 1. Information Processing N5 2. Office Practice N5 3. Communication N5 4. Computer Practice N4 or N5	Compulsory: 1. Information Processing N6 2. Office Practice N6 3. Communication N6 4. Computer Practice N4 or N5 or N6

2.2 LEGAL SECRETARY

N4	N5	N6
Compulsory: 1. Information Processing N4 (E) 2. Office Practice N4 3. Communication N4 4. Computer Practice N4	Compulsory: 1. Information Processing N5 2. Office Practice N5 3. Computer Practice N4 or N5 4. Communication N5	Compulsory: 1. Information Processing N6 2. Legal Practice N6 3. Communications N6 4. Computer Practice N4 or N5 or N6

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



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

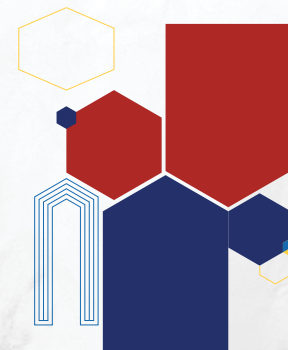


2.3 BUSINESS MANAGEMENT

N4	N5	N6
Compulsory: 1. Entrepreneurship and Business Management N4 2. Financial Accounting N4 3. Management Communication N4 4. Computer Practice N4	Compulsory: 1. Entrepreneurship and Business Management N5 2. Sales Management N5 3. Computer Practice N5 4. Cost Management Accounting N5	Compulsory: 1. Entrepreneurship and Business Management N6 2. Computer Practice N6 3. Cost Management Accounting N5 4. Sales Management

2.4 PUBLIC RELATIONS

N4	N5	N6
Compulsory: 1. Office Practice 2. Information Processing 3. Communication 4. Computer Practice	Compulsory: 1. Information Processing N5 2. Office Practice N5 3. Public Relations N5 4. Communication N5	Compulsory: 1. Information Processing N6 2. Public Relations N6 3. Office Practice N6 4. Communication N6



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



2.5 MARKETING MANAGEMENT

N4	N5	N6
Compulsory: 1. Marketing Management N4 2. Entrepreneurship and Business Management N4 3. Management Communication N4 4. Computer Practice	Compulsory: 1. Marketing Management N5 2. Sales Management N5 3. Entrepreneurship and Business Management N5 4. Computer Practice N5	Compulsory: 1. Marketing Management N6 2. Marketing Communication N6 3. Sales Management N6 4. Marketing Research N6

2.6 FINANCIAL MANAGEMENT

N4	N5	N6
Compulsory: 1. Financial Accounting N4 2. Entrepreneurship and Business Management N4 3. Management Communication N4 4. Computerised Financial Systems N4 5. Introductory Financial Accounting	Compulsory: 1. Financial Accounting N5 2. Cost and Management Accounting N5 3. Computerised Financial Systems N5 4. Entrepreneurship and Business Management N5	Compulsory: 1. Financial Accounting N6 2. Cost and Management Accounting N6 3. Computerised Financial Systems N6 4. Entrepreneurship and Business Management N5 or N6

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



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



2.7 HUMAN RESOURCES MANAGEMENT

N4	N5	N6
Compulsory: 1. Personnel Management N4 2. Entrepreneurship and Business Management N4 3. Management Communication N4 4. Computer Practice N4	Compulsory: 1. Personnel Management N5 2. Personnel Training N5 3. Labour Relations N5 4. Computer Practice N5	Compulsory: 1. Personnel Management N6 2. Personnel Training N6 3. Labour Relations N6 4. Computer Practice N6

Career Paths

Managerial positions; Human Resources; Marketing; Sales; Financial Business; Public Management; Secretarial positions; Legal Secretary Management Assistant; Public Relations Officer; Bookkeeper Administrative Officer; Audio Typist; Word Processor; Entrepreneurs

2.8 PUBLIC MANAGEMENT

N4	N5	N6
Compulsory: 1. Public Administration N4 2. Computer Practice N4 3. Management Communication N4 4. Entrepreneurship and Business Management N4	Compulsory: 1. Public Administration N5 2. Public Finance N5 3. Municipal Administration N5 4. Public Relations N5	Compulsory: 1. Public Administration N6 2. Public Law N6 3. Municipal Administration N6 4. Public Finance N6 • Public Finance N6 • Mercantile Law N4 or N5 • Computer Practice N4, N5 or N6

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

3. Engineering Studies Report191 / Nated N2 - N6



General Information

- All N certificate and diplomas are issued by the National Department of Education and are all recognized by commerce and industry. The minimum entrance requirement for N courses is Grade 9 or an equivalent qualification.
- N courses in the technical field range from N1 to N6. The N1 certificate in Engineering is equivalent to Grade 10; N3 to Grade 12 and N6, the highest level offered by TVET colleges, is a post-matric qualification.
- A learner will qualify for a National Diploma in Engineering Studies on completion of 12 subjects, ranging from N4 to N6 together with a minimum of two years in-service training in a related field.
- By taking certain prescribed subjects up to the N6 level, a learner can also qualify to be examined for the Certificate of Competency (Government Ticket) in either an Electrical or Mechanical Engineering field.
- Learners, who have already passed equivalent courses at any University of Technology in South Africa, may apply for possible exemption from certain N subjects.

Fields of Study

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

Certificate of Competency

Types of Certificate

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

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

Qualifying Examination

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

Various theoretical qualifications are accepted by the Commission.

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

FOR FACTORIES:

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

FOR MINES AND WORKS:

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

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

Mines & Works and Factories

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

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

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



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued

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

Note

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

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

ENGINEERING STUDIES N2 – N6 Entrance Requirements:

NATIONAL N2 CERTIFICATE

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

NATIONAL N3 CERTIFICATE

The candidate must have obtained an N2, or must have passed Grade 11 completely, with at least three relevant subjects on the higher or standard grade.

NATIONAL N4 CERTIFICATE

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

NATIONAL N5 and N6 CERTIFICATE

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

REGISTRATION DATES FOR EXAMINATIONS

Register before the following dates:

Refer to our website.

Pass requirements

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

Certificates

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

N Diploma

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



3. Engineering Studies Report 191 / Nated N2 - N3 - Continued



1.1 Paint Trades

Compulsory Subjects (N2-N3)

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

Optional

N2	N3
• Building Administration • Building and Structural Construction • Building and Structural Surveying (only available in N4 and N5) • Quantity Surveying	• Building Administration • Building and Structural Construction • Building and Structural Surveying (only available in N4 and N5) • Quantity Surveying



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



1.2 Building Trades

Compulsory Subjects (N2-N3)

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

Optional

N2	N3	
• Bricklaying and Plastering Theory • Plumbing Theory • Carpentry and Roofing Theory	• Building and Civil Technology	
N4	N5	N6
• Building Administration • Building and Structural Construction • Building and Structural Surveying (only available in N4 and N5) • Quantity Surveying • Building and Structural Surveying	• Building Administration • Building and Structural Construction • Building and Structural Surveying (only available in N4 and N5) • Quantity Surveying • Building and Structural Surveying	• Building Administration • Building and Structural Construction • Building and Structural Surveying (only available in N4 and N5) • Quantity Surveying • Building and Structural Surveying



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



1.3 Furniture Trades

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

Optional

N2	N3	N4	N5 and N6
• Furniture Makers Theory • Wood Machinery/ Joinery Shop Fitting Theory* • Upholstery and Trimming Theory	• Furniture Makers Theory • Building and Civil Technology • Upholstery and Trimming Theory	• Mathematics • Supervisory Management • Industrial Affairs • Communication (Technology) (N4) • Building Administration	• Mathematics • Supervisory Management • Industrial Affairs • Building Administration

Optional

N3	N4	N5 and N6
• A Trade Theory plus two of the above mentioned compulsory subjects • Supervision in the Industry Industrial Organisation and Planning	• Supervisory Management • Industrial Affairs Building Administration • Communication (Technology) (N4)	• Supervisory Management



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



1.4 Draughting

Building

N1 and N2	N3	N4	N5 and N6
- Mathematics - Building Drawing OR - Plating and Structural Steel Drawing - Building Science - Bricklaying and Plastering Theory	- Mathematics - Building Drawing OR - Plating and Structural Steel Drawing - Building Science - Building and Civil Technology	- Mathematics - Building and Structural Construction - Building Administration - Building and Structural Surveying is available OR - Quantity Surveying - Supervisory Management	- Mathematics or Supervisory Management - Building and Structural Construction - Building Administration - Building and Structural Surveying OR - Strength of Materials and Structures - Quantity Surveying

Optional

N4	N5	N6
- Mathematics - Aircraft Technology - Mechanical Draughting - Engineering Science	- Mathematics - Strength of Material and Structures - Fluid Mechanic - Mechanical Drawing and Design - Engineering Physics	- Mathematics - Strength of Material and Structures - Fluid Mechanic - Mechanical Drawing and Design - Engineering Physics



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



1.5 Foundry Trades

COMPULSORY SUBJECTS N1-N3

Trade Theory (see below)

Engineering Drawing

Engineering Science

Mathematics

PATTERN MAKER

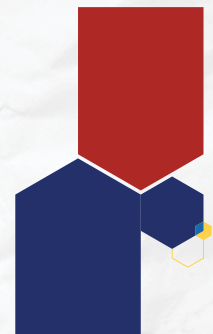
N2	N3	
Moulders Theory	Moulders Theory	
N4	N5	N6
- Mathematics - Mechanotechnics - Machines and Properties of Metals (N4 only) - Engineering Science (N4 only) - Mechanical - Draughting (N4 only)	- Mechanotechnics - Strength of Material and Structures - Mechanical Drawing and Design - Power Machines -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

MOULDER

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

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

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



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



1.6 Machining Trades

COMPULSORY SUBJECTS N1-N3)

Trade Theory (see below)

Engineering Drawing

Engineering Science

Mathematics

FITTER AND TURNER

N2	N3	N6
Fitting and Machining Theory	Mechanotechnology	
N4	N5	N6
- Mathematics - Machines and Properties of Metals (N4 only) - Engineering Science (N4 only) - Mechanotechnics - Mechanical Draughting (N4 only)	- Strength of Materials and Structures - Mechanotechnics - Power Machines - Engineering Physics	- Strength of Materials and Structures - Mechanotechnics - Power Machines - Engineering Physics

TOOLMAKER

N4	N2	N3
	Toolmakers' Theory/ Fitting and Machining Theory	Mechanotechnology
N4	N5	N6
- Mathematics - Machines and Properties of Metals (N4 only) - Engineering Science (N4 only) - Mechanotechnics - Mechanical Draughting (N4 only)	- Strength of Materials and Structures - Mechanotechnics - Power Machines - Engineering Physics	- Strength of Materials and Structures - Mechanotechnics - Power Machines - Engineering Physics



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



1.7 Metal Trades

COMPULSORY SUBJECTS N1-N3

Trade Theory (see below)

Mathematics

Engineering Science

Engineering Drawing or

Plating and Structural Steel Drawing (N3)

(Choice of Boilermaker and Sheet metal worker)

BOILERMAKER

N2	N3
Platers' Theory	Mechanotechnology

WELDER

N2	N3
Welders' Theory	Mechanotechnology

RIGGER

N2	N3
Rigging Theory	Mechanotechnology

N4	N5	N6
- Mathematics - Mechanotechnics - Machines and Properties of Metals (N4 only) - Engineering Science (N4 only) - Mechanical Draughting (N4 only) or Plating and Structural Steel Drawing	- Mechanotechnics - Strength of Materials and Structures - Mechanical Drawing and Design - Power Machines - Engineering Physics	- Mechanotechnics - Strength of Materials and Structures - Mechanical Drawing and Design - Power Machines - Engineering Physics

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



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



1.8 Motor Trades

COMPULSORY SUBJECTS (N1-N3)

Trade Theory (see below)

Mathematics

Engineering Science

Engineering Drawing

MOTOR MECHANIC

N2	N3
Motor Trade Theory	Motor Trade Theory

N6

PANELBEATER AND SPRAY PAINTER

N2	N3
Motor Bodywork Theory	Motor Bodywork Theory

DIESEL MECHANIC

N2	N3
Motor Trade Theory	Diesel Trade Theory

N6



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued

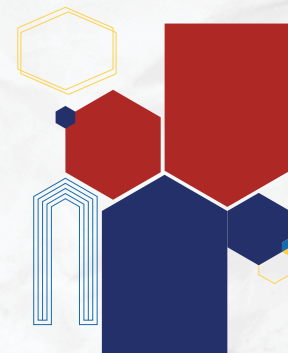


MOTOR MACHINIST

N2	N3
• Motor Machining Trade Theory	• Mechanotechnology

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

N4	N5	N6
Choose 4 or 5 subjects • Mathematics • Motor Vehicle Science (N4 only) • Mechanotechnics • Machines and Properties of Metals (N4 only) • Engineering Science (N4 only) • Mechanical Draughting (N4 only) • Communication (Technology) (N4 only) • Supervisory Management	• Mechanotechnics • Power Machines • Mechanical Drawing and Design • Strength of Material and Structures • Fluid Machines • Engineering Physics • (Note: The same subjects taken on N5 level must be taken on the N6 level)	• Mechanotechnics • Power Machines • Mechanical Drawing and Design • Strength of Material and Structures • Fluid Machines • Engineering Physics • (Note: The same subjects taken on N5 level must be taken on the N6 level)



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued

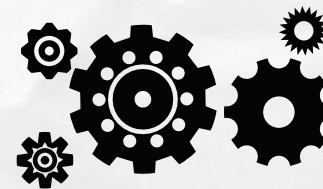
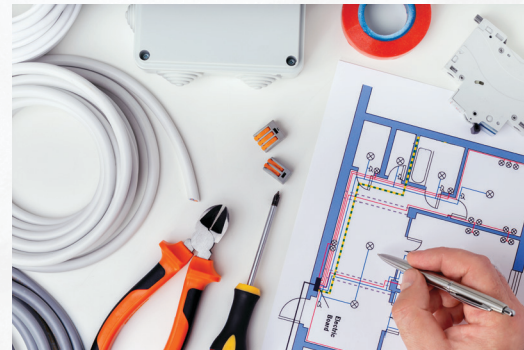


1.10 ELECTRICAL/ ELECTRONIC STUDY FIELDS

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

1.10.1 Electrician

N2	N3
- Electrical Trade Theory - Mathematics - Industrial Electronic	- Electrotechnology - Mathematics - Industrial Electronics
Optional: - Engineering Science - Industrial Orientation - Engineering Drawing - Logic System	Optional: - Engineering Science - Industrial Orientation - Engineering Drawing - Logic System - Supervision in Industry



Subjects from both alternatives (N4-N6) are exchangeable

Candidates who choose five subjects on N4 need to take only three subjects on N6 to comply with required total of 12 subjects. A minimum of two subjects must be job related and followed through N6. Engineering science N4 is prerequisite if strength of Materials and Structures N5 are taken.

3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



1.10.2 Armature Winder

N2	N3	N6
• Armature Winding Theory • Mathematics • Industrial Electronics Optional: • Engineering Science • Industrial Orientation • Engineering Drawing • Logic System	• Armature Winding Theory • Mathematics • Industrial Electronics Optional: • Engineering Science • Industrial Orientation • Engineering Drawing • Logic System • Supervision in Industry	
N4	N5	N6
• Electrotechnics Any three of the following: • Mathematics • Industrial Electronics • Engineering Science (only N4) • Industrial Instruments • Supervisory Management	• Electrotechnics Any three of the following: • Mathematics (N5 + N6) • Industrial Electronics • Industrial Instruments • Supervisory Management	• Electrotechnics Any three of the following: • Mathematics • Industrial Electronics • Industrial Instruments • Logic Systems • Supervisory Management • Control System



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



1.10.3 Instrument Mechanic

N2	N3	N6
• Electrical Trade Theory • Mathematics • Industrial Electronics Optional: • Engineering Science • Industrial Orientation • Engineering Drawing • Logic system	• Instrument Trade Theory • Mathematics • Industrial Electronics Optional: • Engineering Science • Industrial Orientation • Engineering Drawing • Logic system	
N4	N5	N6
• Industrial Instrument Any Three of the following: • Mathematics • Industrial Electronics • Electrotechnics • Engineering Science (only N4) • Logic Systems • Fault Finding and Protective Devices • Supervisory Management	• Industrial Instrument Any Three of the following: • Mathematics • Industrial Electronics • Electrotechnics • Supervisory Management • Logic system	• Industrial Instrument Any Three of the following: • Mathematics • Industrial Electronics • Electrotechnics • Industrial instruments (N5, N6) • Supervisory Management • Control Systems (only N6)

1.10.4 Motor Vehicle Electrician

N2	N3	N6
• Motor Electrical Theory • Mathematics • Industrial Electronics Optional: • Engineering Science • Industrial Orientation • Engineering Drawing • Logic system	• Motor Electrical Theory • Mathematics • Industrial Electronics Optional: • Engineering Science • Industrial Orientation • Engineering Drawing • Logic system	
N4	N5	N6
Any four of the following: • Mathematics • Industrial Electronics • Electrotechnics • Engineering Science (only N4) • Logic Systems • Fault Finding and Protective Devices • Supervisory Management	Any four of the following: • Mathematics • Industrial Electronics • Electrotechnics • Industrial instruments (N5, N6) • Logic Systems • Supervisory Management	Any four of the following: • Mathematics • Industrial Electronics • Electrotechnics • Supervisory Management • Control Systems (only N6)

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



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



1.10.5 Refrigeration Mechanic

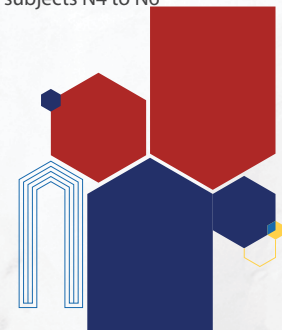
N2	N3	N6
- Refrigerator Trade Theory (only N2) - Industrial Electronics (N2) - Mathematics Optional: - Refrigerator Technology (Strongly recommended) - Engineering Science - Industrial Orientation - Engineering Drawing	- Refrigerator Trade Theory (only N2) - Industrial Electronics (N2) - Mathematics Optional: - Refrigerator Technology (Strongly recommended) - Engineering Science - Industrial Orientation - Engineering Drawing	
N4	N5	N6
Choose Any four of the following: - Refrigeration, Air – Conditioning & Ventilation - Mechanotechnics - Electrotechnics - Mathematics - Mechanical Draughting (only N4) - Industrial Electronics	Choose Any four of the following: - Refrigeration, Air – Conditioning & Ventilation - Mechanotechnics - Electrotechnics - Mathematics - Mechanical Drawing and Design (only N5 and N6) - Industrial Electronics	Choose Any four of the following: - Mechanotechnics - Electrotechnics - Mathematics - Mechanical Drawing and Design (only N5 and N6) - Industrial Electronics

Alternative Choice

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

NB: N4 – N6

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



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



1.10.6 Radio and Television Mechanics

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

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



1.11 Water and Waste - Water Treatment Practice N2- N3

N2	N3
Compulsory: • Water and Waste-Water Treatment Practice Plus, three of the following • Plant Operation Theory • Mathematics • Engineering Drawing • Engineering Science	Compulsory: • Water Treatment Practice and/ or Waste-Water Treatment Practice Plus, three of the following • Plant Operation Theory • Mathematics • Engineering Drawing • Engineering Science

B: Government Certificate of Competency (Red Ticket)

Types of Certificate

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

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

Qualifying Examination

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

3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



• The practical qualifications are accepted on merit. You need to be at least 23 years of age and must have obtained a minimum of 50% in all relevant subjects from N3 to N6

• There are three routes that may allow you to qualify as GCC factories candidate:

- Route 1 is for applicants with a bachelor's degree in mechanical or electrical engineering obtained from a University

- Route 2 is for applicants with a national diploma in mechanical or electrical engineering from a Higher Education and Training institution such as UNISA, UJ, VUT, etc.

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

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

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

• It is therefore advisable to contact the Commission of Examination before commencing further studies. Correspondence in this regard must be addressed to:

FOR FACTORIES:

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

FOR MINES AND WORKS:

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

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

Mines & Works and Factories

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

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

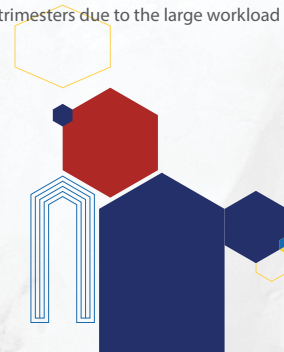
The following topics are covered by the Electrical Installations Rules course SANS 10142:

The Occupational Health and Safety Act (OSHACT, 85 of 1993)
Electrical Machinery Regulations (2011)
Electrical Installation Regulations (2009) installations

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

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

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



3. Engineering Studies Report 191 / Nated N2 - N6 - Continued



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

Note

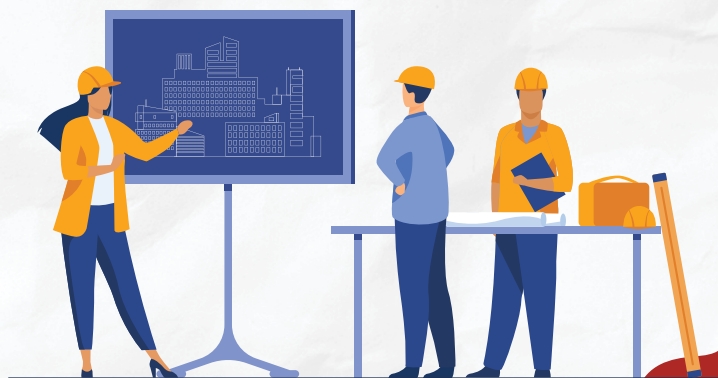
For accreditation purposes (i.e. to obtain a wireman's licence) all candidates must also have proof of the required competence with regards to the required level unit standards prescribed by the Department of Labour (at present this basically means that you must be a qualified electrician) and have passed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

No condonation will be considered.

D: Foremen (Supervisor's Course)

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

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



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



4.1 Educare

Career Opportunities

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

Entry Requirements

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

Course Structure

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

Assessments

All three assessments are done online.

N5 Educare: The last registration for this course will be in Semester 1 (S1) of 2024. Students who do not pass may rewrite in Semester (S2) of 2025.

N6 Educare: The last registration for this course will be in Semester 2 (S2) of 2024. Students who do not pass may rewrite in Semester 1 (S1) of 2025 and Semester 2 (S2) of 2025

N5	N6
• Day Care Communication • Education Psychology • Educare Didactics: Theory and Practical • Entrepreneurship and Business Management N4	• Day Care Management • Day Care Communication • Education Psychology • Educare Didactics: Theory and Practical

Practical work

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

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

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

Examination

Examinations take place in JUNE and NOVEMBER.

Examination Registration and Results

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

Pass Requirements

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

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

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

Bill Vaughan

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



4.2 Tourism

Career Opportunities

The following career paths maybe pursued

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

N4	N5	N6
• Tourist Destination • Travel Services • Travel Office Procedures • Tourism Communication • Computer Practice	• Tourist Destination • Travel Services • Travel Office Procedures • Tourism Communication	• Tourist Destination • Travel Services • Travel Office Procedures • Hotel Reception

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

Requirements for Admission

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

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

Pass Requirements

A pass mark of 50% must be obtained in each subject except in Travel Services where a pass mark of 60% on N4 and N5 level is required. The pass mark for Travel Services at N6 is 70%.

Examinations

Examinations are written on a semester base during June and November of each year. The duration of examination in all subjects is three Hours. Tourist destinations and Tourist Communication are both open book examinations.



Section F: E-Learning



E - Learning @SWGC

E-Learning may mean so many things to different people but at South West Gauteng TVET College, by eLearning we mean internet based learning using electronic devices like a smartphone, laptop or tablet.

These are all portable devices, meaning that you can learn anywhere anytime. It's like you have your class with you wherever you go. With eLearning, there are no boundaries or barriers to learning; you can learn anywhere anytime you want. On the bus, in that long queue, on the train, at home, at work, in the park anywhere anytime. You choose when and where you want to learn!

Finally, your education is in your hands: you don't have to travel distances to learn, be in a specific class at a particular time. Yes, you do not have to be with others to learn. You choose the conditions of your learning. You are in control of your destiny. eLearning gives you the full power of choice.

Choose your subjects and make a request today.

Get more information right now from distance@swgc.co.za



Business Centres

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

1. Contact Centre

Recognising the potential for growth in the Contact Centre industry, and its capabilities for generating jobs, the College took the decision to introduce a course for Contact Centre agents. To prepare for this, a 40-seat Contact Centre cum Contact Centre Training facility was equipped in Dobsonville Campus.

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

Some of the Services Rendered

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

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

Typical industries and career opportunities that need Contact Centre skills:

- Banking
- Insurance
- Telecommunications
- Information Technology

Industries needing Contact Centre skills continued...

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

2. Dimonate Restaurant and Conference Centre

Conference Centre

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

The Restaurant

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



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



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

3. SMME Centre Services

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

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

George Tabor Campus

1440 Mncube Drive
Dube Village
1801
TEL: 010 141 5000

Dobsonville Campus

5604 Van Onselen Road
DOBSONVILLE
1863
TEL: 010 141 4000

Molapo Campus

Cnr Koma and Molele Streets
SOWETO
1801
TEL: 010 141 8000

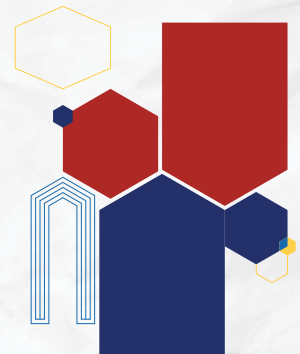
Roodepoort Campus

No. 3 Webber Avenue
Horizon View
ROODEPOORT
17243
TEL: 010 141 2000

Youth and SMMEs

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

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



4. SWGC Travel Centre

Introduction

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

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

Our Vision & Mission

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

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

SWGC Travel Staff

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

About Us

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

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



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

Our Service

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

Service Competencies:

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

Value Added Services:

- Charter Air
- Cost savings

Campuses/Sites

Head Office

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

Dobsonville Campus

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

Molapo Campus

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

Roodepoort West Campus

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

George Tabor Campus

Private Bag X33, Tshiawelo, 1817
1440 Mncube Drive, Dube Village, 1801
Tel: 010 141 5000
E-mail: gtabor@swgc.co.za

"Land is Wealth" Farm Lodge

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

Roodepoort Campus

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

Technisa Campus

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



TM



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SWGC, Period!
Enough Said!

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