



- ART & DESIGN
- BEAUTY THERAPY
- BUILDING & CIVIL ENGINEERING
- BUSINESS STUDIES
- EDUCATION & TRAINING
- ELECTRICAL ENGINEERING
- HAIRCARE
- HOSPITALITY
- INFORMATION & COMMUNICATION TECHNOLOGY
- MECHANICAL ENGINEERING
- TRAVEL & TOURISM

ASPIRING FUTURE FOR INSPIRED MINDS


#aspire

WHY WAIT? YOUR FUTURE STARTS AT WWW.CCT.EDU.ZA

086 010 3682 • 021 404 6700 • info@cct.edu.za

 College of Cape Town - Inspiring Minds

 CCT_Official

 College of Cape Town

SABS
1 5 0 9 0 0 1



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

COLLEGE OF CAPE TOWN 
Inspiring minds

INDEX





MESSAGE FROM THE PRINCIPAL	4
APPLICATION PROCEDURE	4
INTERNATIONAL STUDENTS	5
STUDENT ACCOMMODATION	6
FINANCIAL AID OVERVIEW	6
WORK PLACEMENT SERVICE	8
NATIONAL CERTIFICATE (VOCATIONAL) - NC(V)	9
REPORT 191 (N1 - N3, N4 - N6)	9
SHORT SKILLS AND PART - TIME PROGRAMMES	10
CAMPUS DETAILS	11

PROGRAMMES OFFERED



ART & DESIGN	12
--------------	----



BEAUTY THERAPY	16
----------------	----



BUILDING & CIVIL ENGINEERING	22
------------------------------	----



BUSINESS STUDIES	32
------------------	----



EDUCATION AND TRAINING	44
------------------------	----



ELECTRICAL ENGINEERING	60
------------------------	----



HAIRCARE	66
----------	----



HOSPITALITY	70
-------------	----



INFORMATION & COMMUNICATION TECHNOLOGY (ICT)	74
--	----



MECHANICAL ENGINEERING	82
------------------------	----



TRAVEL & TOURISM	92
------------------	----

MESSAGE FROM THE PRINCIPAL

APPLICATION PROCEDURE

DEAR PROSPECTIVE STUDENT

We are exceptionally proud of the successes of our institution, our students and the successes that our graduates achieve in life after College.

Our performance indicators show that we continue to improve in achieving excellent results in a number of areas. We take particular pride in the quality of and the wide range of academic programmes that are on offer. The diversity of our programmes, campuses and the student profile contributes to the flavour, culture and experiences on our campuses.

The College of Cape Town has established itself firmly within the Technical, Vocational and Occupational Education and Training environment and continues to contribute towards the local, provincial and national policy directives as well as responding to the needs of business and industry, societal and community needs.

Over the many years of our existence we have remained focused and dedicated to provide both students and staff with the quality of service that they would like to be associated with.

Student enrolments have maintained a consistent growth in both the National Certificate Vocational (NC(V)) as well as the Report 191 programmes. The occupational programmes, learnerships, artisan and skills (NQF qualification) licencing opportunities are also growing fast and will be a focal point of future growth.

I am positive that College of Cape Town will continue to inspire young minds well into the future!

Louis van Niekerk
Principal

IMPORTANT: All students must apply for admission first. If you are successful you will be invited to register. You become a student of the College of Cape Town only once we have issued you with an official proof of registration.

HOW TO APPLY IF YOU ARE A STUDENT TRANSFERRING FROM ANOTHER TVET COLLEGE

You will follow the procedure set out below for new students in points 1-9. You will need the original Statement of Results/Academic Record and a letter of good conduct from the TVET College. These documents will be returned to you. If you wish to apply for subject credits, you should do so during registration.

HOW TO APPLY IF YOU ARE A STUDENT ALREADY REGISTERED WITH COLLEGE OF CAPE TOWN AND CONTINUING YOUR STUDIES

1. Obtain your Statement of Results at campus.
2. Consult with academic staff on your direction of study. Then complete the same process as the new students in points 2 - 9 to allow your application to be captured for the new academic year.
3. Check the status of your account. If there is an outstanding balance you will have to clear it first, or have a credit application and debit order approved, before the system will allow you to register.

HOW TO APPLY IF YOU ARE A STUDENT ENROLLING AT COLLEGE OF CAPE TOWN FOR THE FIRST TIME

This process applies to South African citizens, foreigners with permanent residence or persons with officially recognised refugee status. International students follow a different process. (Please see the relevant section for details).

1. Select the course you want to study. To confirm your best direction of study you are able to contact our Info Centre at tel. 086 010 3682 or via email info@cct.edu.za for guidance and information taking into account your interests and current qualifications. You can also make an appointment with one of the Student Support Officers at any of our campuses for a free career assessment.
2. You need to complete the Application Form available from our website at www.cct.edu.za or from a campus near you.

INTERNATIONAL STUDENTS FIRST TIME APPLICANTS

3. Complete the Application Form in full and attach all documents as requested in the form. Please remember that all information supplied must be correct, truthful and verifiable.

4. Return the Application Form to the address indicated on the front of the form, or fax it to the number indicated on the form or to the relevant campus where the course you are applying for is offered. You can also deliver it to the relevant campus in person.

5. The College of Cape Town will send a SMS notification to your mobile phone number acknowledging receipt of your application.

6. You will be contacted about the further steps you will need to take. This could include interviews, tests and assessments related to your field of study.

7. You will be informed about the College's decision. If successful, you will be required to pay fees. OR

8. In order to register you must complete your bursary application or sign a financial agreement with the College.

9. You will be invited to register on dates as set out in your letter of admission from the campus where you have applied. To complete the final stage of registration on the assigned date, ensure that you bring all the required documentation, including your original ID book or passport and originals of qualification results on your registration day. A copy of your refugee status is also required, if applicable.

Should you wish to enquire about the status of your application at any time, please contact the relevant Campus Coordinator and/or Programme Manager at the campus at which you applied to study, as set out in this booklet.

1. All applicants who did not obtain their qualifications in South Africa must submit all their qualifications to the South African Qualifications Authority (SAQA) for evaluation. The College requires you to submit a certificate issued by SAQA stating the NQF level of your qualifications with your application form. Please visit the SAQA website at www.saqa.org.za for more information about the process.

2. Complete the Application process as outlined in points 1-3.

3. If you are successful, the College of Cape Town will send you a letter of acceptance to your home address in your country of residence.

4. You need to apply for a valid study permit from the South African consulate responsible for your country. They require that you provide proof of comprehensive medical insurance valid in South Africa (Hospital Plan or Life Insurance only will not be accepted).

5. Once you are in possession of a study permit and any necessary visa, complete the Application Form and submit it with proof of payment to the College. Certified copies of documents should be posted to us well in advance of your arrival.

6. Complete the final stage of registration on the assigned date.

There is a different application form for non-resident foreign students.

Evaluation of Foreign Qualifications Call Centre:

Tel: +27 12 431 5070

Helpdesk: 086 010 3188

Switchboard: +27 12 431 5000

Fax: +27 12 431 5039

OPTIONS FOR FURTHER STUDIES

Options for further studies are indicated for each qualification included in this prospectus. Knowledge of specific entry criteria required for you to study further is necessary.

As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

STUDENT ACCOMMODATION

The College of Cape Town has 3 student residences allowing students to live close to or on our campuses while studying.

CITY RESIDENCE (LADIES AND GENTS)

Corner of Primrose and Constitution Street
Cape Town

Tel: +27 21 464 3829

Fax: +27 21 464 3829

CRAWFORD RESIDENCE (LADIES AND GENTS)

Corner of Kromboom and Thornton Road
Crawford

Tel: +27 21 696 5133

Fax: +27 21 696 5136

THORNTON RESIDENCE (LADIES AND GENTS)

Corner of Cedar and Poplar Road Thornton

Tel: +27 21 531 2105

Fax: +27 21 531 0361



FINANCIAL AID OVERVIEW

DEPARTMENT OF HIGHER EDUCATION & TRAINING (DHET) TVET COLLEGE BURSARY SCHEME

The Department of Higher Education & Training (DHET) TVET College Bursary Scheme, administered by the National Student Financial Aid Scheme (NSFAS) is available for qualifying students who meet the following criteria:

1. Only South African citizens are eligible for this bursary scheme (Must have a valid South African ID).
2. A student must be registered or intending to register on an NC(V) or Report 191 programme at any of the fifty (50) public TVET colleges in South Africa.
3. In need of financial assistance (a Means Test is administered to determine whether or not a student meets this criterion. A Means Test is an electronic tool used to determine the level of financial need of students).
4. An ability to demonstrate potential for academic success or proven academic performance (academically deserving).

MINIMUM REQUIRED DOCUMENTATION

In order for your application to be processed, please ensure that you complete all sections of the application form and attach all supporting documents. You must write your identity number on every page of all of your supporting documents in order for your application to be processed. NSFAS will not be able to process applications without an ID number.

Please attach **certified** copies of the following documents:

NOTE: All the certified copies must not be older than three (3) months. Your documents can be certified at the South African Police Service or the South African Post Office.

* If you are under the age of 18 or if you are 18 and older and are **STILL DEPENDENT** on the household income of your parent or legal guardian, then this also applies to you.

- Certified copy of your Identity Document. If you are younger than 16 years of age, and do not have a green bar-coded ID or smart ID card, you must submit a certified copy of your unabridged birth certificate.

- *Certified copy of Identity Document of each household member including parents or legal guardian.

- Certified copy of your latest academic transcript or exam results. If you are currently in Grade 12, you do not need to submit this.

- If you have been exempted from paying school fees, please provide a letter from the school informing NSFAS that you have been exempted.

- *Certified or official copy of recent payslip, letter of employment, not older than three months, for each parent, or the person who supports you, or your guardian or yourself if you are employed. This is for all types of employment or all forms of income for all members of the household. This includes any income received from SASSA grants, Unemployment Insurance Fund (UIF), or any retirement, life, disability or other benefits paid as a lump sum or in monthly payments.

- *If your parents or the person who supports you or your legal guardian are retired, please provide a copy of an official pension slip or bank statement showing pension payment.

- *If your parents or the person who supports you or your legal guardian works as an informal trader, please provide an affidavit signed by them to confirm this employment.

- If either of your parents is deceased, please provide a certified copy of the death certificate.

- If your parents are divorced, please provide a certified copy of the divorce decree.

- If either of your parents does not live at home, please provide an affidavit explaining the reasons.

- If you are supported by someone who is not your parent or legal guardian, please provide an affidavit explaining the reasons.

- *Certified copy of a SASSA letter if any of your family members are receiving a social grant and are also contributing to your household income. This also applies to your legal guardian.

- *If you have indicated that a dependent in your household is a student, please provide proof of registration or acceptance at the TVET college or university for each dependent.

- If you have a disability, please complete the relevant supporting documents and submit them with your application form.

Apply for this bursary directly via the NSFAS website www.nsfas.org.za.

For more information, contact your nearest campus or Bursary Administration Officer.

STUDENT LOANS

FUNDI (PREVIOUSLY KNOWN AS EDULOAN)

FUNDI is a private finance company that exclusively focuses on educational finance.

FUNDI assists people, who are not able to pay for their own, or the studies of their dependents, and who do not qualify for traditional financing through the formal banking sector or government aid schemes.

Tel: 086 055 55 44

Email: support@fundi.co.za

Website: www.fundi.co.za

For more information, contact your nearest campus or Student Support Services Officer.

WORK PLACEMENT SERVICE

The Work Placement Officers of the College of Cape Town link the College with a variety of temporary and permanent work opportunities across various industry sectors. A Work Placement Officer is located at each campus and provides a comprehensive support service to potential employers, students and lecturers across their relevant programmes.

The purpose of the Work Placement Officer is to identify various work opportunities within industry and to link suitably qualified students and graduates for appointment in such vacancies. Opportunities may vary from temporary vocational workplace experience, practical internships for N6 students to permanent employment for graduates.

Many South African employers and companies have found excellent solutions for the shortage of adequately qualified and experienced staff by sourcing students at TVET Colleges. Time spent in a real-life situation develops students' skills and work experience and for many young people obtaining this kind of work experience has been life-transforming.

They develop a better understanding of their chosen career and how it is practised in the workplace. This can motivate them to work harder to succeed. Many students have forged relationships with employers that led to immediate offers of employment after graduation.

Work Integrated Learning has become a foundation for many young people to qualify for access to employment opportunities which require some form of experience. This work-integrated learning programme for students is aligned with the Department of Higher Education and Training's vision to adequately prepare students for the world of work and create more employment opportunities for TVET College students.

Students may register now by visiting the following link and following the directives provided <https://webapps.dhet.gov.za/iWIL>.

Employers who have placement opportunities for students seeking placement may register now by clicking on the same link provided above and by following the directives provided.

Contact DHET

Call Centre: 0800 372 222 or 086 999 0123

SMS Helpline: 072 204 5056

Email: iWILSupport@dhet.gov.za

Website: www.dhet.gov.za

The College will assist students in finding placement and employment opportunities, however it still remains the students' responsibility to find these opportunities on their own.

NATIONAL CERTIFICATE (VOCATIONAL) – NC(V)

REPORT 191 (N1-N3, N4-N6)

From January 2007 the College of Cape Town (and all other Public TVET Colleges) has been offering exciting, modern and relevant programmes of study in vocational career fields. These vocational programmes have specifically been designed and introduced at public TVET Colleges to directly respond to the priority skills demand of the modern economy within South Africa.

These qualifications provide a first step qualification towards a set career path.

The National Certificate (Vocational), or NC(V), gives students with a Grade 9 qualification a vocational alternative to an academic Grade 10 - 12 by offering industry-focused training on the NQF Levels 2 - 4.

These qualifications are designed to provide training at both the theoretical and practical levels. The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with the opportunity to experience work situations during the period of study. The qualification will also provide an opportunity to enter Higher Education studies at Universities or Universities of Technology subject to appropriate subject combinations and meeting the required admission requirements for these institutions.

WE OFFER THE FOLLOWING NATIONAL CERTIFICATE (VOCATIONAL) COURSES:

- Civil Engineering & Building Construction
- Education and Development
- Electrical Infrastructure Construction
- Engineering & Related Design
- Finance, Economics & Accounting
- Generic Management
- Hospitality Studies
- Information Technology & Computer Science
- Marketing
- Office Administration
- Primary Health
- Tourism
- Transport & Logistics

The College offers various post-school programmes (should the student meet the minimum academic requirements). These include the Report 191 programmes that culminate in a National N-Diploma after completing the required in-service training. College of Cape Town offers National Certificate N1 - N3 and N4 - N6 programmes.

Students are required to complete all subjects included in each of the National Certificates N4 – N6 as well as the prescribed amount of practical experience in industry in the field in which they studied before they qualify for the National N-Diploma. The prescribed amount of practical experience is 18 months.

Examinations in these programmes take place at the end of each trimester for Engineering-related programmes and at the end of each semester for Art & Design, Educare, Hospitality, Tourism and Business-related programmes. These examinations are national examinations and are quality assured by Umalusi. The National N-Diploma and National Certificates are issued by the accrediting body Umalusi and the Department of Higher Education and Training.

WE OFFER THE FOLLOWING REPORT 191 COURSES (ALL OF WHICH ONLY INCLUDE THE NATIONAL CERTIFICATES N4 – N6):

- Art & Design
- Building & Civil Engineering
- Business Management
- Educare
- Electrical Engineering
- Financial Management
- Hospitality & Catering Services
- Human Resources Management
- Management Assistant
- Mechanical Engineering
- Tourism

PLEASE BE ADVISED

Students will need to supply the Department of Higher Education and Training with National N4 - N6 Certificates and produce logbooks where the relevant practical hours have been captured before applying for the National N-Diploma. Students must ensure that all in-service training meets the qualification outcomes in order to qualify for a diploma. Students completing in-service training that does not meet the qualification outcomes, will not qualify for a diploma and will be required to repeat their in-service training.

SHORT SKILLS, PART - TIME AND DISTANCE LEARNING PROGRAMMES

SHORT SKILLS PROGRAMMES

We offer a variety of short courses that allow individuals to gain skills in a relatively short period of time. Short courses are aimed at saving you time and making you more efficient. Short courses can be done for the following reasons:

- To gain formal acknowledgement of skills already obtained
- To acquire new skills
- To become more efficient and increase quality of work

A variety of accredited and non-accredited courses are offered. The entrance requirements as well as the duration depends on the short course programme offered.

SHORT SKILLS PROGRAMMES

- Automotive Engineering: Know & Service your car
- Plumbing (Fixing of Leaks)
- Haircare Operations course
- Haircare Hair Designing & make up
- Haircare Operations course
- Haircare Hair Designing & make up
- Make-up
- ECD: Foetal Alcohol Syndrome
- Baby Shaken Syndrome
- Pre-Natal Drug Exposure
- CAPS Training
- NCF Training
- Assessor
- Moderator
- CCNA 1-4
- IT Essentials
- Store Person
- Shelf Filler General
- Shelf Filler General Merchandiser
- Checkout Operator
- Call or Contact Centre Agent (Helpdesk)
- Craft Course
- Biscuits & Cup Cake decorating
- Coffee tasting & sweet treat pairing
- Food Safety Maritime
- Java Fundamentals
- Amazon Web Services

PART - TIME PROGRAMMES

We offer a wide range of part time studies that is tailored for individuals who want to continue working while studying. This usually involves committing after hours to attend classes or lectures. We are committed to cover the same amount of information as our full time offering to ensure exam readiness. The entrance requirements as well as the duration depends on the programme offered.

PART - TIME PROGRAMMES

- Installation Rules paper 1
- Installation Rules paper 2
- Practical Refrigeration domestic
- Practical Refrigeration Industrial
- Safe handling of refrigeration
- Practical electrical - wiring
- Programme logic controllers basic
- Programme logic controllers advanced
- Practical Electrical - basic
- Practical Electrical - motors and starters
- AutoCAD (Introduction)
- Hospitality (Report 191)
- Tourism (Report 191)
- Human Resource Management (Report 191)
- Business Management (Report 191)
- NC Hairdressing L2
- NC Hairdressing L3
- FETC Hairdressing L4
- B Ed Foundation Phase

DISTANCE LEARNING PROGRAMMES

- Tourism (Report 191) Semester 2
- Hospitality (Report 191) Semester 2
- Management Assistant (Report 191) Semester 2
- Educare (Report 191) Semester 1+ Semester 2



CAMPUS DETAILS

CENTRAL OFFICE

334 ALBERT ROAD, SALT RIVER
POSTAL ADDRESS:
P.O. BOX 1054, CAPE TOWN, 8000
TEL: 021 404 6700
FAX: 021 404 6701

ATHLONE CAMPUS

CORNER OF PROTEA & ELAND
STREET, ATHLONE
TEL: 021 637 9183
FAX: 021 638 3255

Mechanical Engineering (Automotive)

- National Certificates N1 - N2:
Engineering Studies
- Diesel Fitter CBMT
- Motor Mechanics
- NC(V) Engineering &
Related Design
- Trade Testing

CITY CAMPUS

CORNER OF LONGMARKET &
BUIENKANT STREET, CAPE
TOWN

TEL: 021 462 2053
FAX: 021 461 1608

Art & Design

- National Certificates N4 - N6:
Art & Design
- Graphic Design
- Photography
- Jewellery Trade Testing

Business Studies

- National Certificates N4 - N6:
Business Management
- National Certificates N4 - N6:
Financial Management
- National Certificates N4 - N6:
Management Assistant
- NC(V) Management
- NC(V) Marketing
- NC(V) Transport & Logistics

Hospitality

- National Certificates N4 - N6:
Hospitality & Catering
Services
- NC(V) Hospitality

Travel & Tourism

- National Certificates N4 - N6:
Tourism
- NC(V) Travel & Tourism
- UNISA Level 5 Higher
Certificate in Tourism
Management

CRAWFORD CAMPUS

KROMBOOM ROAD,
CRAWFORD
TEL: 021 696 5133
FAX: 021 696 5136

Business Studies

- National Certificates N4 - N6:
Business Management
- National Certificates N4 - N6:
Human Resources
Management
- NC(V) Finance, Economics
& Accounting
- NC(V) Office Administration

Education & Training

- NC(V) Education &
Development
- NC(V) Primary Health
- National Certificates N4 - N6:
Educare
- Early Childhood Development
- UNISA B.Ed Degree
(Foundation Phase)

Information & Communication Technology

- CISCO Network Specialist
- NC(V) IT & Computer Science
- CPUT Higher Certificate
in IT Services Management
- Microsoft™ IT Academy

GARDENS CAMPUS

BREDA STREET, GARDENS
TEL: 021 461 9418
FAX: 021 464 3857

- Business Development Centre

GUGULETU CAMPUS

CORNER OF STEVE BIKO
DRIVE & NGAMBU STREET,
GUGULETU
TEL: 021 638 3131/637 0606
FAX: 021 637 0344

Business Studies

- National Certificates N4 - N6:
Business Management
- NC(V) Management
- NC(V) Office Administration

Electrical Engineering

- National Certificates N1 - N3:
Engineering Studies

PINELANDS CAMPUS

JAN SMUTS DRIVE, PINELANDS
TEL: 021 531 2105/6/7
FAX: 021 531 0361

Electrical Engineering

- National Certificates N4 - N6:
Engineering Studies
- NC(V) Electrical Infrastructure
Construction
- Accredited Practical
Programmes
- Trade Testing

THORNTON CAMPUS

CORNER OF CEDAR & POPLAR
ROAD, THORNTON
TEL: 021 531 9124
FAX: 021 531 9150

- Furniture-making:
Wood (Upholstery)

Building & Civil Engineering

- National Certificates N1 - N3:
Engineering Studies
- National Certificates N4 - N6:
Engineering Studies
- NC(V) Civil Engineering &
Building Construction

Mechanical Engineering

- National Certificates N1 - N3:
Engineering Studies
- National Certificates N4 - N6:
Engineering Studies
- Accredited Practical
Programmes
- NC(V) Engineering &
Related Design
- Trade Testing

WYNBERG CAMPUS

BROAD ROAD,
WYNBERG
TEL: 021 797 5540
FAX: 021 797 6682

Beauty Therapy Haircare



ART & DESIGN





**NATIONAL CERTIFICATES N4-N6:
ART & DESIGN**

(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)

NATIONAL CERTIFICATES INTRO N4-N6: ART & DESIGN

(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)



This course offers students the opportunity to specialise in the fields of graphic design, photography or graphic processes. This course consists of an N4 Certificate, N5 Certificate and N6 Certificate. After completion of the National N6 Certificate, students can apply to convert the certificate to a National Diploma. For this a portfolio of evidence needs to be compiled showing evidence of industry experience gained in two subject offerings to the Department of Higher Education and Training, before they can qualify for the National N-Diploma.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

Upon completion of this course, you will be able to work in industry in your field of study, or continue studying towards a B.Tech degree within your chosen field.

WHAT WILL I BE ABLE TO DO ONCE I'VE OBTAINED THIS QUALIFICATION?

You will be able to work in any of the following fields/perform the following duties:

GRAPHIC DESIGN

- Below-the-line advertising
- DeskTop Publishing operator
- Reprography (Repro) houses
- Own enterprise/business
- Publication layout and design

PHOTOGRAPHY

- Freelance photographer
- Photography in the film industry
- Journalistic photographer
- Own enterprise/business
- Reprography (Repro) houses

GRAPHIC PROCESSES

- Textile industry
- Own enterprise/business
- Printing companies
- Reprography (Repro) houses

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Advertising
- Graphic Design
- Photography
- Printmaking
- Any industry that requires these skills

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

After completing this course, you can continue studying towards a B.Tech degree at a University of Technology.

Should you not wish to continue studying once you've completed this qualification, you will be able to work within your chosen field within the graphic design, advertising, photography or printmaking industries (depending on the field of study you specialised in).

As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

To complete the Intro N4 – N6 Certificates:

- Enterprise and Business Management (EBM)
- Drawing
- History of Art
- Photography/Graphic Design/Graphic Processes (Choose 2)



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- To enter N4 – Intro N4 - Grade 12
- To enter N5 – N4 Certificate
- To enter N6 – N5 Certificate
- To apply for a National N-Diploma – (Aggregate 60%) N6 Certificate plus 2 000 hours of practical experience in industry (to be logged in a prescribed logbook).
- Enrolment in January and July

DURATION

- Intro N4 – N6: 2 years
- Enrolment in January and July
- 2 000 hours of practical experience in industry (Part-time - Available on demand)

*Please note that students will need to buy an art kit and materials for the course.

Part Time Classes in:

ACA (Adobe Certified Associate International):

- Adobe Photoshop
- Adobe InDesign
- Adobe Illustrator





BEAUTY THERAPY





BEAUTY THERAPY ITEC DIPLOMA
(LEVEL 2, 3 & 5)

BEAUTY THERAPY ITEC DIPLOMA
(LEVEL 4 & 5)

BEAUTY THERAPY ITEC DIPLOMA

LEVEL 2, 3 AND 5

The College of Cape Town's Beauty Therapy Department is fully accredited to offer the International Therapy Examination Council (ITEC) qualifications. ITEC has been awarding high quality and respected industry qualifications since 1947. It is now one of the world's leading and most successful awarding bodies specialising in the Beauty and Complementary Therapies.

ITEC offers one of the largest beauty qualification portfolios including qualifications for employability, specialist subjects and skills enhancement leading to Continuous Professional Development (CPD). The College of Cape Town with ITEC ensures that the qualifications obtained from the institution have global recognition and that they meet the quality standards as required, both nationally and internationally.

The Beauty Therapy ITEC qualification commences at Level 2 to allow access to those that have successfully completed Grade 9. This three-year qualification offers the prospective student an opportunity to gain theoretical, practical and integrated college and industry work experience thereby ensuring readiness for employment. The qualification offers a structured work placement component. After each level the students will acquire various new skills sets and competencies whilst building on previously acquired knowledge and experience.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

Beauty Specialist in Facial, Body and Complementary Therapies

WHAT WILL I BE ABLE TO DO?

- Manicures and Pedicures
- Salon Receptionist Duties
- Basic and Advanced Facial Skin Care
- Photographic Make-up
- Themed Face Painting
- Basic Make-up Application
- Swedish and Seated Massage
- Waxing Services
- Indian Head Massage
- Basic and Advanced Nail Art
- Eyelash Extensions
- Threading
- Electrical Body Treatments
- Nail Technology
- Hot Stone Therapy
- Spa Treatments
- Facial Electrical Treatments
- Retail Displays in the salon
- Maintain Health and Safety in the Salon
- Salon Business Practice
- First Aid

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

Upon completion of your ITEC Diploma Level 5, you will be able to work in any service-orientated business that requires the services of a qualified Beauty Therapist or someone skilled in dealing with customers, e.g. beauty salons on cruise liners, health spas, hotels, your own business, industry-related consultancy, industry-related sales and marketing, lecturing at an industry-related educational/training institution.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

After completing this qualification you will be able to either start your own business within the industry or become employed and work towards promotion within your career by working within your field of study. As with any other career, you would need to work hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career. You can further your studies in advanced therapies offered by ITEC by attending College on a part-time basis. The Beauty Therapy sector is a dynamic industry with constant changes so it is up to all aspiring therapists to ensure that they remain relevant to latest trends.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Level 2 (Year 1)

- Introduction to the Hair and Beauty Sector
- Follow Health and Safety in the salon
- Create and maintain retail displays in the salon
- Providing Basic Manicures and Pedicures
- Salon Reception Duties
- Basic Facial Skin Care
- Seated Massage
- Basic Application of Make-up
- The Art of Photographic Make-up
- Themed Face Painting
- Create a Hair and Beauty Image
- Case studies for Basic Nail Art
- Working with others in the Hair and Beauty Sector
- Computer Literacy

Enrichment Courses Year 1

- First Aid
- Community and Corporate work/events
- Various cosmetic house product training

Level 3 (Year 2)

- Advanced Facial Skin Care
- Advanced Make-up
- Advanced Manicure and Pedicure
- Waxing
- Nail Technology
- Threading (Short course)
- Eyelash Extensions (Short course)
- Hot Stone Therapy (Short course)
- Salon Practice
- Anatomy & Physiology I
- Case studies for all practical subjects
- Business Awareness and Professional Conduct

Enrichment Courses Year 2

- Various new and advanced cosmetic house product training
- Community and Corporate work/events

L2

Level 5 (Year 3)

- Electrical Body Treatments I+II
- Facial Electrical Treatments
- Swedish Massage
- Anatomy and Physiology II
- Nail Art (Basic and Advanced)
- Body Treatments I+II
- Spa Treatments
- Case studies for all practical subjects
- Indian Head Massage
- Salon Practice
- Community and Corporate work/events
- Various new and advanced cosmetic house product training



L3

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 9 or equivalent for entry into Level 2
- Passed ITEC Level 2 for entry into Level 3
- Passed ITEC Level 3 for entry into Level 5
- Students must meet the personality profile of a prospective Beauty Therapy Candidate.
- Students must be physically fit.

Students will be required to complete a competency test for literacy and numeracy, a placement test and undergo an individual interview process to assess suitability prior to acceptance.

DURATION

- 3 years full-time
- Enrolment in January (Part-time - Available)

BEAUTY THERAPY ITEC DIPLOMA

LEVEL 4 & 5

The College of Cape Town's Beauty Therapy Department is fully accredited to offer the International Therapy Examination Council (ITEC) qualifications. ITEC has been awarding high quality and respected industry qualifications since 1947. It is now one of the world's leading and most successful awarding bodies specialising in the Beauty and Complementary Therapies. ITEC offers Colleges and students one of the largest beauty qualification portfolio including qualifications for employability, specialist subjects and skills enhancement leading to Continuous Professional Development (CPD). The College of Cape Town together with ITEC ensures that the qualifications obtained from the institution have global recognition and that they meet the quality standards as required, both nationally and internationally.

The Beauty Therapy ITEC qualification commences at Level 4 to allow access to those that have successfully completed Grade 12. This two-year qualification offers the prospective student an opportunity to gain theoretical, practical and integrated college and industry work experience thereby ensuring readiness for employment. The qualification offers a structured work placement component. After each level the student will acquire various new skills sets and competencies whilst building on previously acquired knowledge and experience.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

Beauty Specialist in Facial, Body and Complementary Therapies

You would be able to work in industry-related sales and marketing, run your own business, lecture at an industry-related educational/training institution, consult in industry or work in spas on cruise liners.

WHAT WILL I BE ABLE TO DO?

Upon completion of this course, you will be able to do the following:

- Electrical Body Treatments
- Facial Electrical Treatments and Skin Care
- Holistic, Seated, Hot Stone and Indian Head Massage
- Make-up Services
- Manage a Beauty Therapy Business
- Manicure & Pedicure Services
- Nail Art (Basic and Advanced)
- Nail Technology Services
- Waxing Services
- First Aid
- Eyelash Extensions
- Threading
- Use cosmetic house products effectively
- Participate/manage Community/ Corporate events

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

After completing this qualification you will be able to either start your own business within the industry or become employed and work towards promotion within your career by working within your field of study. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career. You can further your studies in advanced therapies offered by ITEC by attending College on a part-time or full-time basis. The Beauty Therapy sector is a very dynamic sector with constant changes so it is up to all aspiring therapists to ensure that they remain relevant to the latest trends, thereby ensuring Continuous Professional Development.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

Upon completion of your ITEC Diploma Level 5, you will be able to work in any service-orientated business that requires the services of a qualified Beauty Therapist or someone skilled in dealing with customers, e.g. beauty salons, hotels or health spas.



PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Level 4 (Year 1)

- Facial Skin Care
- Waxing
- Manicure & Pedicure
- Make-up
- Body Treatments I
- Nail Technology
- Anatomy & Physiology I
- Business Awareness and Professional Conduct
- Case studies in all practical subjects
- First Aid
- Product training courses for various cosmetic houses
- Eyelash Extensions (Short course)
- Threading (Short course)
- Participate in Community/Corporate work/events

Level 5 (Year 2)

- Facial Electrical Treatments
- Case studies in all practical subjects
- Swedish Massage
- Salon Practice
- Electrical Body Treatments I+II
- Indian Head Massage
- Nail Art (Basic and Advanced)
- Anatomy & Physiology II
- Hot Stone Therapy
- Participate and/or manage community/corporate work/events
- Product training for various new and advanced work/events cosmetic house

L4



L5

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 12 or equivalent
- Mature student exemption: 23 years or older for entry into Level 4
- Students must meet the personality profile of a prospective Beauty Therapy Candidate.
- Students must be physically fit.

Students will be required to complete a competency test for literacy and numeracy, a placement test and undergo an individual interview process to assess suitability prior to acceptance

YOU MUST HAVE PASSED THE FOLLOWING SUBJECTS AT SCHOOL:

- Life Science (Biology knowledge and background at Grade 12 level)

DURATION

- 2 years full-time
- Enrolment in January
 (Part-time - Available)

Short courses on offer: Contact Wynberg Campus on 021 - 797 5540.





BUILDING & CIVIL ENGINEERING



**NATIONAL CERTIFICATES N1-N3:
ENGINEERING STUDIES**

**NATIONAL CERTIFICATES N4-N6:
ENGINEERING STUDIES**
(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)



NATIONAL CERTIFICATE (VOCATIONAL)
CIVIL ENGINEERING & BUILDING CONSTRUCTION
LEVEL 2 - 4

AUTOCAD INTRODUCTION 2D
PART-TIME STUDIES

AUTOCAD REVIT
PART-TIME STUDIES

NATIONAL CERTIFICATE:
FURNITURE-MAKING: WOOD LEVEL 2

NATIONAL CERTIFICATE:
FURNITURE-MAKING: WOOD LEVEL 2

NATIONAL CERTIFICATES N1-N3: ENGINEERING STUDIES



The National Certificates N1 to N3 in the Building and Civil Engineering programme cover all the trades in Building and Civil-related industries.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

The holder of a National N1–N3 Certificate in Building and Civil Engineering will be able to take up employment in one of the following fields in construction:

- Carpentry
- Bricklaying
- Plumbing
- Painting
- Wood machinist and joinery
- Specialised field in the industry (roofing, tiling, glazing, cabinetmaking, waterproofing, trainee draughtsperson)

WHAT WILL I BE ABLE TO DO?

Take up a position as an apprentice or learner technician to gain the necessary industrial experience to be able to do a trade test.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

In any Building and Civil-related industry.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level in N3 of this course will enable you to continue studying the N4–N6 Certificates and ultimately obtain the National N-Diploma. Alternatively the N4 Certificate with Mathematics and Engineering Science also gives access to enter Higher Education at Cape Peninsula University of Technology (CPUT) should you meet the entry requirements for that institution.

DURATION

Each level is one trimester (12 weeks)
Enrolment in January, May or September
(Part-time - Available)

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- N1: Minimum of Grade 11 with Mathematics above 50%
- N2: N1 or equivalent
- N3: N2 or equivalent

HOW DO I GET AN APPRENTICESHIP TO ALLOW ME ENTRY INTO THIS COURSE?

- You must be registered as an apprentice with a company.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

N1 Certificate

- Mathematics
- Building Drawing
- Engineering or Building Science
- Woodworkers/Plumbing/Bricklaying/
Painting Theory (*Choose one*)

N2 Certificate

- Mathematics
- Building Drawing
- Engineering or Building Science
- Carpentry and Roofwork/Plumbing/
Bricklaying/Painting Theory (*Choose one*)

N3 Certificate

- Mathematics
- Building Drawing
- Engineering or Building Science
- Building and Civil Technology

All examinations are external (national), conducted by the DHET and quality assured by Umalusi.

N1

N2



NATIONAL CERTIFICATES: N4-N6: ENGINEERING STUDIES

(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)



This course consists of an N4 Certificate, N5 Certificate and N6 Certificate. After completing the N6 Certificate students need to submit proof to the Department of Higher Education and Training, of 24 months experience in industry/practical before they can qualify for the National N-Diploma. This qualification will enable students to enter the Building and Construction industry in the capacity of supervisor or foreman.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

You will be qualified as a technician in the Building and Civil Industry.

In which industries will I be able to work?

- Architectural Industry
- Building Construction
- Building Industry and related trades
- Civil Engineering
- Local Government (Municipalities)
- Quantity Surveying
- Road Construction
- Structural Surveying Companies

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Once you have obtained your National N-Diploma you will be fully qualified as a technician in the Building and Civil industry. This will equip you to work at any organisation within the industry that requires a technician or artisan with your qualifications. You will be able to work towards promotion within your career by working within your field of study and gaining experience within the industry. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

Achieving the necessary entry requirements at academic level upon completion of your National N-Diploma will enable you to continue studying at an institution of Higher Education, such as a University of Technology or a University if you meet the entry requirements for the institution.

DURATION

12 weeks per level plus 2 years practical experience in the Building industry.
Enrolment in January, May or September
(Part-time - Available)

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

National Certificate N4

- Mathematics
- Engineering Science
- Building Administration
- Building and Structural Surveying
- Building and Structural Construction
- Quantity Surveying

N4

National Certificate N5

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

N5

National Certificate N6

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

N6



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE? FULL-TIME

- To enter N4 – Grade 12 with 4 appropriate subjects above 40%, N3 or equivalent qualification with appropriate subjects
- To enter N5 – N4 Certificate or equivalent qualification
- To enter N6 – N5 Certificate or equivalent qualification

DISTANCE LEARNING

- To enter: N3 or 24 years and 5 years' experience in Building & Construction or related industry.

* Distance Learning available via Pinelands Campus only *

NATIONAL CERTIFICATE (VOCATIONAL)

CIVIL ENGINEERING AND BUILDING CONSTRUCTION LEVEL 2 - 4

FULL-TIME
Thornton
Campus

The National Certificate (Vocational) Civil Engineering and Building Construction course covers construction, masonry building and woodworking; design, drainage and sanitation in a practical, theoretical, management and design environment. This course integrates academic knowledge and theory with practical skills and values.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

This course is a good basis to obtain employment within your specific study field or to complete further training towards a qualification in a specific chosen field. It also provides entry to Higher Education, such as a University or University of Technology.

WHAT WILL I BE ABLE TO DO?

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

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Architectural Industry
- Building Construction
- Building Industry
- Local Government (Municipalities)
- Road Construction

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

After successfully completing the NC(V) Level 4 Civil Engineering & Building Construction course, you will be able to continue studying at a TVET College to obtain your N-Diploma (after completing N4 - N6), or at an institution of Higher Education, such as a University of Technology or a University.

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- To enter Level 2 – Grade 9 Completed with Maths & Science with 50% pass
- To enter Level 3 – Level 2 qualification
- To enter Level 4 – Level 3 qualification

YOU MUST HAVE PASSED THE FOLLOWING SUBJECTS AT SCHOOL:

- Mathematics
- English

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Level 2 – 4 Fundamental Subjects (Compulsory)

- English
- Mathematics
- Life Orientation

Plus the Core subjects below

Level 2 Vocational Core Subjects

- Construction Planning (includes Drawings, Setting out, Quantities & Costings)
- Plant and Equipment
- Materials
- Plumbing

L2

Level 3 Vocational Core Subjects

- Construction Planning (includes Drawings, Setting out, Quantities & Costings)
- Plant and Equipment
- Materials
- Plumbing

L3

Level 4 Vocational Core Subjects

- Construction Planning (includes Drawings, Setting out, Quantities & Costings)
- Construction Supervision
- Materials
- Plumbing

L4



DURATION

- 3 years full-time
- Enrolment in January
(Part-time - Not available)

AUTOCAD INTRODUCTION

2D PART-TIME STUDIES



AutoCAD is a popular Computer Aided Design (CAD) programme used extensively in industry to complete drawing projects in any discipline.

The objective of the course is to introduce the student to AutoCAD concepts and how to use the commands to complete drawing projects.

CAREER OPTIONS

WHAT WILL I BE ABLE TO DO ONCE I'VE COMPLETED THIS COURSE?

You will have a solid foundation and knowledge on how to use the programme to take them to the next level within the drawing office environment.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Building Industry
- Local Government (Municipalities)
- Road Construction
- Building Construction
- Architectural Industry
- Any Engineering Field

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Complete further courses in AutoCAD and gain experience within industry by applying the skills learnt.



PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Modules

- Introduction to AutoCAD 2013
- Organising your drawing setup
- Using coordinate system
- Using object with AutoCAD
- Editing methods in AutoCAD
- Using object snap in AutoCAD
- Controlling the drawing display
- Dimensioning in AutoCAD
- Working with text in AutoCAD
- Hatching in AutoCAD
- Calculating with Auto CAD
- Block and xrefs in AutoCAD
- Plotting a drawing in AutoCAD

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

You will need a drawing background of at least the equivalent of N3, or a draughting background in industry.

DURATION

The course is offered over a period of 40 hours, 2 days per week or 4 hours per week.

Classes are offered during the evenings:
16:00 to 18:00.

Enrolment in January, May and September.

AUTOCAD REVIT

PART-TIME STUDIES



This program is conceived to allow an easy start to Autodesk Revit Architecture and to get a extensive overview of the Building Information Modelling (BIM)-based work.

The objective of the course is to introduce the student to Autodesk Revit Architecture concepts and how to use the commands to create Professional Mass Modelling.

CAREER OPTIONS

WHAT WILL I BE ABLE TO DO ONCE I'VE COMPLETED THIS COURSE?

You will have a solid foundation and knowledge on how to use the programme to create and manipulate 3D models.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Building Industry
- Architectural Firm
- Mechanical Industry
- Self-Employed

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Complete more advanced courses in AutoCAD Revit and gain experience within industry by applying the skills learnt.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Modules

- Create grid lines
- Draw walls, columns and floor modifications
- Splitting elements, match properties and attach elements
- Interior wall/extend elements and doors
- Railing and modifications of curtain walls
- Able to import files, Building pad and place site components
- Group, rooms and room tags, colour scheme
- Dimensions
- Wall construction, wall wrapping, schedule, tag elements, sectioning
- View template, view properties, sheets
- Creating Freeform
- Sun path, camera and navigation wheel, rendering properties

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

You will need a drawing background and at least the Introduction to AutoCAD Course.

DURATION

The course is offered over a period of 40 hours, which could be 10 weeks of 4 hours per week. Classes are offered during the evenings: 16:00 to 18:00. Enrolment in January, May and September.



NATIONAL CERTIFICATE: FURNITURE-MAKING: WOOD LEVEL 2: UPHOLSTERY



The purpose of this qualification is to provide the student with upholstery skills to enable him/her to enter into a career in furniture production. All projects are industry-based and students are given the opportunity to job shadow and to do in-service training. The culmination of the course is the student portfolio of work, which provides the student access into the furniture industry.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

On completion of this course, the student will be able to work as a semi-skilled upholsterer.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Furniture industry

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

After completing this course, you can continue your studies and complete the Furniture-making: Wood NQF Level 3 course at the College of Cape Town's Thornton Campus.



PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

- Theory of Upholstery
- Engineering Drawing
- Upholstery Practical
- English Communication
- Mathematical Literacy

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 9 or equivalent
- 16 years or older
- Students will be required to complete a one-day practical aptitude test, write a letter of motivation, and construct a miniature sculpture. An individual interview process will be conducted prior to acceptance.

YOU MUST HAVE PASSED THE FOLLOWING SUBJECTS AT SCHOOL:

- English
- Mathematics

DURATION

- 1 year full-time
- Enrolment in January

NATIONAL CERTIFICATE:

FURNITURE-MAKING: WOOD LEVEL 3: UPHOLSTERY



The purpose of this qualification is to further develop the student's upholstery woodworking skills, and thereby to enable him/her to enter into a career in furniture production. All projects are industry-based and students are given the opportunity to job shadow and to do in-service training. The culmination of the course is the student portfolio of work, which provides the student access into the furniture industry.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

On completion of this course, the student will be able to work as a semi-skilled upholsterer and furniture maker/cabinet maker.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Furniture industry

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

After completing this course, you can continue studying furniture design courses at private institutions that specialise in furniture or interior design. You could also investigate studying towards a qualification in management, import/export and quality assurance to assist you in furthering your career in the furniture industry at large.



PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

- Theory of Upholstery and Restoration of Furniture
- Engineering Drawing II
- Upholstery Practical II
- English Communication
- Mathematical Literacy
- Computer Literacy



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Furniture-making: Wood Level 2, or Grade 12
- 17 years or older
- Students will be required to complete a one-day practical aptitude test, write a letter of motivation, and construct a miniature sculpture. An individual interview process will be conducted prior to acceptance.

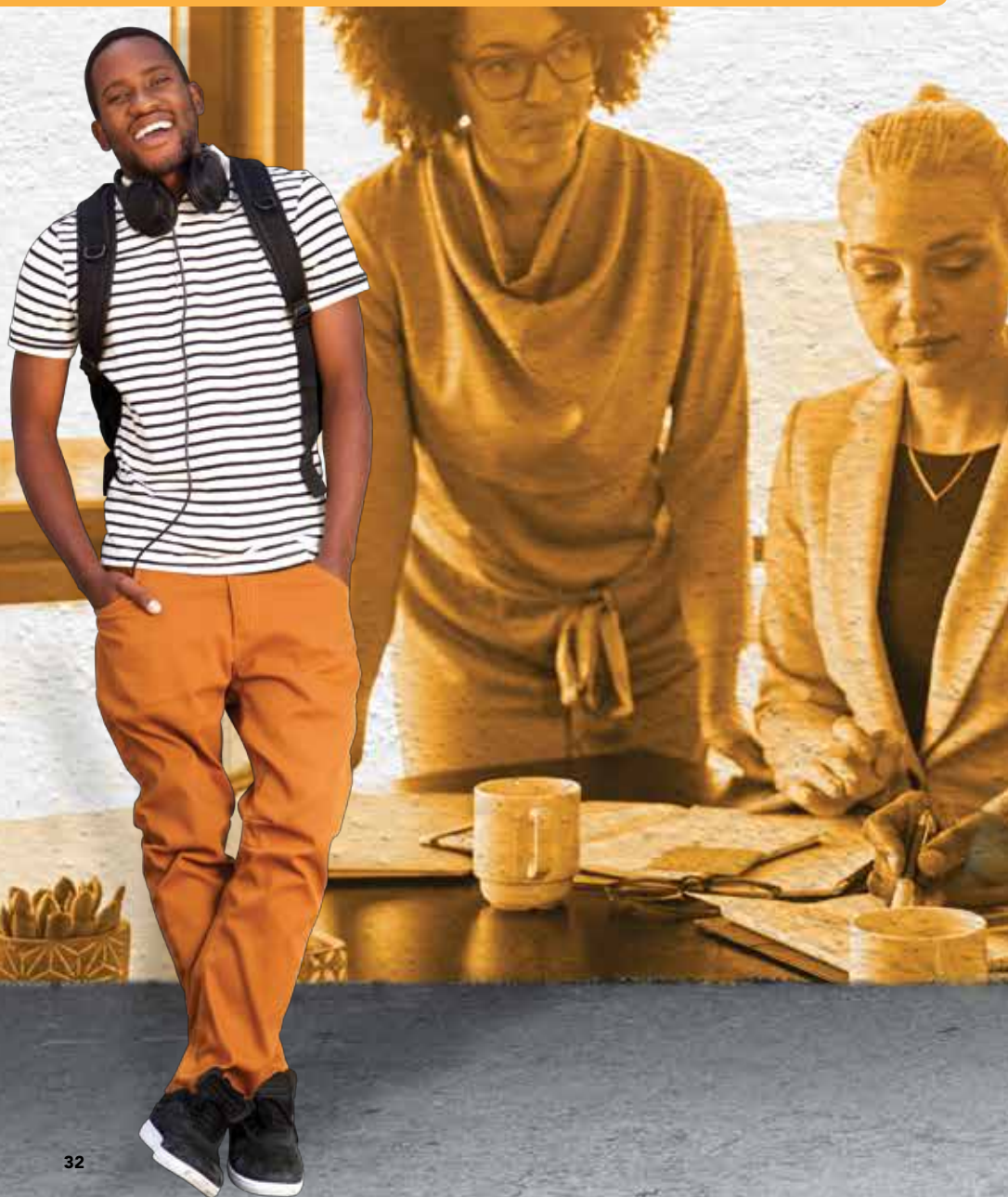
DURATION

- 1 year full-time
- Enrolment in January





BUSINESS STUDIES



A woman with long brown hair and glasses is looking down at a document in a meeting. She is wearing a dark blazer. In the background, another person with long, curly blonde hair is partially visible. The scene is lit with warm, golden light, suggesting an indoor setting near a window.

NATIONAL CERTIFICATES N4-N6:
BUSINESS MANAGEMENT
FINANCIAL MANAGEMENT
HUMAN RESOURCES MANAGEMENT
MANAGEMENT ASSISTANT
(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)

NATIONAL CERTIFICATE (VOCATIONAL)
FINANCE, ECONOMICS AND ACCOUNTING LEVEL 2 - 4

NATIONAL CERTIFICATE (VOCATIONAL)
GENERIC MANAGEMENT LEVEL 2 - 4

NATIONAL CERTIFICATE (VOCATIONAL)
MARKETING LEVEL 2 - 4

NATIONAL CERTIFICATE (VOCATIONAL)
OFFICE ADMINISTRATION LEVEL 2 - 4

NATIONAL CERTIFICATE (VOCATIONAL)
TRANSPORT AND LOGISTICS LEVEL 2 - 4

NATIONAL CERTIFICATES N4-N6: BUSINESS MANAGEMENT

(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)

The foundation of this course lies in Entrepreneurship. The candidate that would make a success of this course and a career in Business Management is the person that is motivated to start their own business. They have tenacity (the "bulldog-mentality" of not letting go), endurance and the will and enthusiasm to succeed.

After completion of the N4 – N6 Certificates students need to complete 18 months in industry/practical before qualifying for National N-Diploma through the department of Higher Education and Training. This course enables students to use the business skills and knowledge learned to pursue a career in Entrepreneurship, run their own businesses, or work in a retail, wholesale or generic management environment.



CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- Entrepreneurship/start and run your own business
- General Management
- Salesperson

WHAT WILL I BE ABLE TO DO?

- Draw up a business plan in order to start your own business
- General management roles within any industry, but mostly the wholesale and retail industry
- Sell products and services

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

The variety of industries in which you could work is very wide. All industries need people to sell their products and/or services. Most candidates find positions in Wholesale and Retail, but also in the Insurance and Banking Industry. The ultimate goal would be to start your own small/micro enterprise and build that up so that you could become the employer of people.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level, this course will enable you to continue studying in a business-related field of study. This can be done by completing your National N-Diploma at a TVET College, or studying towards a specific business qualification at an institution of Higher Education, such as a University or University of Technology, based on your academic achievements meeting their specific admission requirements.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Business Management N4 (6 Months)

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

Business Management N5 (6 Months)

- Entrepreneurship & Business Management N5
- Sales Management N5
- Public Relations N5
- Computer Practice N5

Business Management N6 (6 Months)

- Entrepreneurship & Business Management N6
- Sales Management N6
- Cost and Management Accounting N5
- Public Relations N6

Note: After completing the N6 Certificate, students need to complete 18 months of practical experience in their area of study to obtain a National N-Diploma.

N4

N5

N6



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 12 or an equivalent qualification

An average percentage of 45% or higher will be to the candidate's advantage (Business Studies and English). The medium of teaching in this course is English and students must be able to speak and write English.

DURATION

- 6 months per level full-time (3 semesters to complete up to N6 level)
- 18 months practical experience
- Enrolment in January and July (Part-time - Crawford Campus only)

NATIONAL CERTIFICATES N4-N6: FINANCIAL MANAGEMENT

(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)



This qualification is designed to encourage access to the accounting profession. It is offered to those candidates who would like to enter the world of finance as their career.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

Act as support to:

- Accountant for a small firm
- Accounting Technician/Clerk
- Bookkeeper
- Debtors/Creditors Clerk
- Payroll Administrator
- Assistant to a Cost Accountant
- Internal Auditor Clerk

WHAT WILL I BE ABLE TO DO?

- Financial accounting
- Bookkeeping
- Payroll administration (salaries and wages)

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

You will be able to work in any industry.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level, this course will enable you to continue studying in a business-related or finance-related field of study. This can be done by studying towards a specific business qualification at an institution of Higher Education, such as a University or University of Technology, based on your academic achievements meeting their specific admission requirements.

Should you not wish to continue studying once you've completed this qualification, you will be able to work towards promotion within your career by working within your field of study and gaining experience within the industry. You would also be able to start and manage your own small business. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Financial Management N4 (6 Months)

- Financial Accounting N4
- Computerised Financial Systems N4
- Entrepreneurship N4
- Management Communication N4

Financial Management N5 (6 Months)

- Financial Accounting N5
- Computerised Financial Systems N5
- Entrepreneurship N5
- Cost & Management Accounting N5

Financial Management N6 (6 Months)

- Financial Accounting N6
- Computerised Financial Systems N6
- Entrepreneurship N6
- Cost & Management Accounting N6

Note: All final exams are set by the Department of Higher Education and Training. After completing the N6 Certificate, students need to complete 18 months of practical experience in their area of study to obtain a National N-Diploma.

N4

N5

N6



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 12 or an equivalent qualification with Accounting

An average percentage of 45% or higher will be to the candidate's advantage (Business Studies and English). The medium of teaching in this course is English and students must be able to speak and write English. Candidates may also be asked to attend an Accounting assessment.

DURATION

- 6 months per level full-time (3 semesters to complete up to N6 level)
- 18 months practical experience
- Enrolment in January and July

NATIONAL CERTIFICATES N4-N6: HUMAN RESOURCES MANAGEMENT

(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)

• PART-TIME •
Crawford
Campus

The Human Resource Officer is accountable for policies and practices that deal with the recruitment and selection of employees. In addition, HR officers manage the training and development of staff, and ensure that performance and productivity are maintained and improved. HR officers are responsible for creating good relationships between managers and employees.

This course consists of an N4 Certificate, N5 Certificate and N6 Certificate. After completing the N6 Certificate students need to submit proof of 18 months' experience in industry/practical in order to qualify for the National N-Diploma through the Department of Higher Education and Training.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

Once you have completed the National Certificate N6: Human Resources Management, you will be able to apply for the following career options:

- Human Resources
- Training and Development
- Labour Relations/Industrial Relations
- Recruitment Agent
- Personnel Manager

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

All industries need Human Resources practitioners.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level during this course will enable you to continue studying in a business-related field of study. This can be done by completing your National N-Diploma at a TVET College, or studying towards a specific business qualification at an institution of Higher Education, such as a University or University of Technology, based on your academic achievements meeting their specific admission requirements.

DURATION

- 6 months per level full-time (3 semesters to complete up to N6 level; 1 semester to complete Information Processing N6)
- 18 months practical experience
- Enrolment in January and July
(Part-time - Available at Crawford Campus)

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Human Resources Management N4 (6 months)

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

Human Resources Management N5 (6 Months)

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

Human Resources Management (6 months)

- Entrepreneurship & Business Management N6
- Labour Relations N6
- Personnel Training N6
- Personnel Management N6

N4

N5

N6

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 12 or an equivalent qualification

Candidates are expected to pass a short literacy (English) assessment before acceptance into this course. The medium of teaching in this course is English and students must be able to speak and write English.

NATIONAL CERTIFICATES N4-N6: MANAGEMENT ASSISTANT



This Management Assistant qualification provides opportunities to access typist, office administration, secretarial, receptionist and personal assistant careers. The person that will make a success of a career in administration or as management assistant is a person that is organised and methodical.

This course consists of an N4 Certificate, N5 Certificate and N6 Certificate. After completing the N6 Certificate students need to submit proof of 18 months experience in industry/practical in order to qualify for the National N-Diploma through the Department of Higher Education and Training.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- Administrative Assistant
- Data Capturer
- Management Assistant
- Office Administrator
- Personal Assistant
- Receptionist
- Secretary
- Typist

WHAT WILL I BE ABLE TO DO?

- Data capturing
- Manage office administrative duties
- Secretarial work

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

All industries need a person to assist with the admin, type the letters, run their office, etc. This is a person that is sought after in all industries – small and large.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level during this course will enable you to continue studying in a business-related field of study. This can be done by completing your National N-Diploma at a TVET College, or studying towards a specific business qualification at an institution of Higher Education, such as a University or University of Technology, based on your academic achievements meeting their specific admission requirements.

DURATION

- 6 months per level full-time (3 semesters to complete up to N6 level; 1 semester to complete Information Processing N6)
- 18 months practical experience
- Enrolment in January and July

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Management Assistant N4 (6 months)

- Communication N4
- Office Practice N4
- Introductory Information Processing N4
- Computer Practice N4

N4

Management Assistant N5 (6 Months)

- Communication N5
- Office Practice N5
- Information Processing N4
- Computer Practice N5

N5

Management Assistant N6 (1st - 6 months)

- Communication N6
- Office Practice N6
- Information Processing N5
- Public Relations N5
- Information Processing N6 (In order to work towards a National N-Diploma, you must complete Information Processing N6)



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 12 or an equivalent qualification
- Students with competency in Compu-Typing, Typing, Information Processing or Computer Application Technology (CAT) will receive preference.

An average percentage of 45% or higher will be to the candidates advantage (Business Studies and English). The medium of teaching in this course is English and students must be able to speak and write English.

NATIONAL CERTIFICATE (VOCATIONAL)

FINANCE, ECONOMICS AND ACCOUNTING LEVEL 2 - 4

FULL-TIME
Crawford
Campus

The Finance, Economics and Accounting course is aimed at students who are interested in pursuing a career or further studies in the financial, economic and accounting sector. This course integrates academic knowledge and theory with practical skills and values.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

On completion, students will obtain an NQF Level 4 qualification which will enable them to find employment in the financial, economic and accounting sector, or will allow students admission into Higher Education institutions such as Universities or Universities of Technology for further studies.

WHAT WILL I BE ABLE TO DO?

The NC(V) Finance, Economics & Accounting Level 4 qualification provides opportunities to access any one of the careers listed below:

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

SKILLS ATTAINED:

- Basic bookkeeping skills (Manual and computerised)
- Computer literacy
- Entrepreneurial skills (starting your own business)
- Financial planning
- Good communication skills
- Interpretation and understanding of the economy (Domestic and International)

An added advantage is that the students will be trained in Pastel Accounting, which is currently the preferred software application used by companies.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

You will be able to work in any industry that requires financial, economic and accounting skills.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level will enable you to continue studying towards a qualification related to the fields of Finance, Economics and Accounting at a TVET College or an institution of Higher Education, such as a University or University of Technology.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Level 2 – 4 Fundamental Subjects (Compulsory)

- Language
- Mathematics/Mathematical Literacy
- Life Orientation

Level 2, 3 And 4 Vocational Core Subjects

- Applied Accounting
- Financial Management
- Economic Environment
- Wholesale/Retail Level 2-4



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Level 2 – Grade 9
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification

DURATION

- 3 years full-time (1 year per level)
- Enrolment in January
(Part-time - Not available)

NATIONAL CERTIFICATE (VOCATIONAL)

GENERIC MANAGEMENT LEVEL 2 - 4

FULL-TIME
City
Campus

FULL-TIME
Guguletu
Campus

The National Certificate (Vocational) Generic Management course is a 3-year qualification with its primary goal set at providing the certificate holder the opportunity to be employed in industry without any additional training. The various subject components all complement and support each other to best reflect the student's interest and needs.

This course is a combination of theory and practical components. It develops the certificate holder's various cognitive abilities in order to not only operate in the vocational field but also to be responsive to a dynamic, ever-changing economy.

The NC(V) certificate holder has two paths they may choose: the primary one being employed in industry by filling the skills gap within South Africa and the other to further develop their knowledge and skills at an institution of higher learning.

The course is structured in such a way as to have a seamless transition from the TVET training sector to the Higher Education (HE) sector, i.e. University or University of Technology. An NC(V) introduction letter, when submitted with an application document, will allow the certificate holder the opportunity to be considered at the same level as all other applicants wishing to gain access to Higher Education institutions.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- Administrator
- Administration Clerk
- Data Capturer
- Finance Clerk
- Management Assistant
- Operations Manager Assistant
- Project Manager Assistant

WHAT WILL I BE ABLE TO DO?

Students completing this qualification will be able to find employment in any of the economic sectors within the fields of

- Assisting in operations management
- Assisting in project management
- Data capturing
- Management
- Fulfilling duties related to administration

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

Successful students will be able to work in any industry where their specific skills are required.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level, Level 4 of this course will enable you to continue studying in a business-related field of study. This can be done by studying towards a specific business qualification at a TVET College or an institution of Higher Education, such as a University or University of Technology.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Level 2 – 4 Fundamental Subjects (Compulsory)

- Language
- Mathematical Literacy
- Life Orientation

Level 2 Vocational Core Subjects

- Management Practice
- Operations Management
- Financial Management
- Entrepreneurship

Level 3 and 4 Vocational Core Subjects

- Management Practice
- Operations Management
- Financial Management
- Project Management



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Level 2 – Minimum Grade 9
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification

DURATION

- 3 years full-time (1 year per level)
- Enrolment in January
(Part-time - Not available)

NATIONAL CERTIFICATE (VOCATIONAL)

MARKETING LEVEL 2 - 4



The National Certificate (Vocational) Marketing course is a 3-year qualification primarily aimed at providing the certificate holder the opportunity to be employed in industry without any additional training. The various subject components all complement and support each other to best reflect the student's interest and needs.

This course is a combination of theory and practical components. It develops the certificate holder's various cognitive abilities to not only operate in the vocational field but also to be responsive to a dynamic, ever-changing economy.

The NC(V) certificate holder has two paths they may choose: the primary one being employed in industry by filling the skills gap within South Africa and the other to further develop their knowledge and skills at an institution of higher learning.

The course is structured in such a way as to have a seamless transition from the TVET training sector to the Higher Education (HE) sector, i.e. University or University of Technology. An NC(V) introduction letter, when submitted with an application document, will allow the certificate holder the opportunity to be considered at the same level as all other applicants wishing to gain access to HE institutions.

CAREER OPTIONS

WHAT WILL I BE ABLE TO DO?

The NC(V) Marketing Level 4 qualification provides opportunities to access any one of the fields listed below:

- Customer Relations
- Marketing
- Marketing Research
- Product Development
- Public Relations
- Purchasing Management
- Sales Management
- Call Centre Agent

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

Successful students will be able to work in any industry where their specific skills are required.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level in Level 4 of this course will enable you to continue studying in a Marketing-related field of study. This can be done by studying towards a specific Marketing-related qualification at an institution of Higher Education, such as a University or University of Technology.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Level 2 – 4 Fundamental Subjects (Compulsory)

- Language
- Mathematical Literacy
- Life Orientation

Level 2, 3 And 4 Vocational Core Subjects

- Marketing
- Advertising & Promotions
- Marketing Communications
- Contact Centre Operations



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Level 2 – Minimum Grade 9
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification

DURATION

- 3 years full-time (1 year per level)
- Enrolment in January
(Part-time - Not available)

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE ADMINISTRATION LEVEL 2 - 4

FULL-TIME
Crawford
Campus

FULL-TIME
Guguletu
Campus

The National Certificate (Vocational) Office Administration gives Grade 9 learners a vocational alternative to an academic Grade 10-12 by offering industry-focused training on the NQF Levels 2-4.

These qualifications are designed to provide both the theory and practice. 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 real work situations during the period of study.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- Administration Officer
- Entrepreneur
- Financial Administrator
- Human Resource Administrator
- Personal Assistant
- Receptionist/Switchboard Operator
- Secretary

WHAT WILL I BE ABLE TO DO?

- Any administrative related work e.g. prepare and conduct meetings, report writing, managing customers, filing, and utilising office equipment e.g. email, fax, telephone, photocopy machine, etc.
- Project Management-related activities e.g. planning, conducting and doing administration of micro and small projects.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

Successful students will be able to work in any industry where their specific skills are required.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level during this course will enable you to continue studying in a business-related field of study. This can be done by studying towards a specific business qualification at an institution of Higher Education, such as a University or University of Technology.

DURATION

- 3 years full-time (1 year per level)
- Enrolment in January
(Part-time - Not available)

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Level 2 – 4 Fundamental Subjects (Compulsory)

- Language
- Mathematical Literacy
- Life Orientation

Level 2 Vocational Core Subjects

- Business Practice
- Office Practice
- Office Data Processing
- Entrepreneurship

Level 3 Vocational Core Subjects

- Business Practice
- Office Practice
- Office Data Processing
- Project Management

Level 4 Vocational Core Subjects

- Business Practice
- Office Practice
- Office Data Processing
- Personal Assistance at Crawford Campus / Project Management at Guguletu Campus

L2

L3

L4



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Level 2 – Minimum Grade 9
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification

NATIONAL CERTIFICATE: (VOCATIONAL)

TRANSPORT AND LOGISTICS LEVEL 2 - 4



Transport and Logistics are two interrelated fields which offer good career opportunities for graduates. A growing Transport and Logistics sector ensures the sound functioning of the economy and plays a very significant role in the supply chain for many other sectors of the economy. Logistics describes the management of activities associated with the planning and movement of materials, parts and finished goods across companies, together with the information flow that accompanies it. This course is a combination of theory and practical components. It develops the certificate holder over a 3 year period to develop their various cognitive abilities in order to not only operate in the vocational field but also to be responsive to a dynamic, ever-changing economy.

The NC(V) certificate holder has two paths they may choose: the primary one is being employed in the industry by filling the skills gaps within South Africa and the other to further develop their knowledge and skills at an institution of higher learning.

The course is structured in such a way as to have a seamless transition from the TVET training sector to the Higher Education (HE) sector, i.e. University or University of Technology. An NC(V) introduction letter, when submitted with an application document, will allow the certificate holder the opportunity to be considered at the same level as all other applicants wishing to gain access to HE institutions.

CAREER OPTIONS

WHAT WILL I BE ABLE TO DO?

The NC(V) Transport and Logistics Level 4 qualification provides opportunities to access any of the following careers listed:

- Freight Forwarder
- Logistics and Distribution Manager Assistant
- Passenger Transport Manager Assistant
- Transport Planner
- International Trade Agent
- Air Freight Administrator
- Shipping Officer
- Supply Chain Specialist
- Transport Engineer
- Logistics Specialist
- Warehouse Specialist
- Dispatch Supervisor
- Marketing and Sales positions in warehousing, logistics and freight transport

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

Many sectors in our economy make use of some mode of transportation to deliver goods and services to their customers. Industries such as agriculture, forestry and fishing; mining; manufacturing; construction; wholesale and retail; transport, storage and communications; as well as government are examples.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Depending on entry requirements you can continue studying in a business-related field of study. This can be done by studying towards a specific business qualification at a TVET College or an institution of Higher Education, such as a University or University of Technology.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Level 2 -3 Fundamental Subjects

- Language
- Life Orientation
- Mathematical Literacy

Level 2 Vocational Core Subjects

- Freight Logistics
- Transport Economics
- Transport Operations
- Entrepreneurship

Level 3 Vocational Core Subjects

- Freight Logistics
- Transport Economics
- Transport Operations
- Project Management

Level 4 Vocational Core Subjects

- Freight Logistics
- Transport Economics
- Transport Operations
- Project Management

L2

L3

L4



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Level 2 – Minimum Grade 9
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification

DURATION

- 3 years full-time (1 year per level)
 - Enrolment in January
- (Part-time - Not available)





EDUCATION AND TRAINING

NATIONAL CERTIFICATE (VOCATIONAL)
EDUCATION & DEVELOPMENT LEVEL 2 - 4

NATIONAL CERTIFICATE (VOCATIONAL)
PRIMARY HEALTH LEVEL 2 - 4

**LEVEL 4 FURTHER EDUCATION
AND TRAINING CERTIFICATE:**
EARLY CHILDHOOD DEVELOPMENT

LEVEL 5 HIGHER CERTIFICATE:
EARLY CHILDHOOD DEVELOPMENT

NATIONAL CERTIFICATES N4-N6: EDUCARE
(CAN BE CONVERTED TO A NATIONAL N-DIPLOMA)



UNISA B.ED DEGREE:
FOUNDATION PHASE

SHORT COURSE:
ASSESSOR/SAQA ACCREDITED UNIT STANDARD

SHORT COURSE:
MODERATOR/SAQA ACCREDITED UNIT STANDARD

SHORT COURSE:
CURRICULUM ASSESSMENT PRACTICES (CAPS)

SHORT COURSE:
NATIONAL CURRICULUM FRAMEWORK (NCF)

SHORT COURSE:
FOETAL ALCOHOL SYNDROME

NATIONAL CERTIFICATE (VOCATIONAL)

EDUCATION & DEVELOPMENT LEVEL 2 - 4

• FULL-TIME •
Crawford
Campus

The course is for students who have an interest in furthering their studies in the field of Education and Development within the sub-field of Early Childhood Development (ECD).

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- Early Childhood Development Assistant

WHAT WILL I BE ABLE TO DO?

- Assist in an educational environment with children (0-4 years)

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Any industry or organisation that offers Early Childhood Development services

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

When you have completed this qualification, you can continue your studies in Education at a TVET College, or study a specific teaching qualification at an institution of Higher Learning.

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Level 2 – Grade 9 or Level 1
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

The programme is offered as a full-time course over three years and is made up of the following subjects or modules per level.

LEVEL 2 – 4 FUNDAMENTAL SUBJECTS

- Languages
- Mathematics
- Life Orientation

Plus the Core subjects below

LEVEL 2 VOCATIONAL CORE SUBJECTS

- Early Childhood Development
- Human & Social Development
- Art & Science of Teaching
- Learning Psychology

L2

LEVEL 3 VOCATIONAL CORE SUBJECTS

- Early Childhood Development
- Human & Social Development
- Art & Science of Teaching
- Learning Psychology

L3

LEVEL 4 VOCATIONAL CORE SUBJECTS

- Early Childhood Development
- Human & Social Development
- Art & Science of Teaching
- Learning Psychology

L4



DURATION

- 3 years full-time (1 year per level)
 - Enrolment in January
- (Part-time - Not available)

NATIONAL CERTIFICATE (VOCATIONAL)

PRIMARY HEALTH LEVEL 2 - 4

• FULL-TIME •
Crawford
Campus

The programme focuses on courses in primary health care and is offered on Level 2, 3 and 4. This qualification will provide opportunities to students who would have an interest in the health field. It is designed to provide excellent theoretical learning and practical experience in a simulated and real environment. It is SAQA registered. The qualification is equivalent to a Grade 12 certificate.

CAREER OPTIONS

The NC(V) Primary Health Provides:

- A generic, academic educational platform for entry into further education.
- Opportunities to enter a career path in health support programmes such as phlebotomy, community-based disability practices, health promotion, counselling assistants.

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Level 2 – Minimum Grade 9
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification
- The student should be at least 16 years old.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

The programme is offered as a full-time course over three years and is made up of the following subjects or modules per level.

LEVEL 2 – 4 FUNDAMENTAL SUBJECTS

- First Additional Language (English)
- Mathematics or Mathematical Literacy
- Life Orientation

Plus the Core subjects below

LEVEL 2 - 4 VOCATIONAL CORE SUBJECTS

- The South African Health Care System (SAHCS)
- Public Health (PH)
- Human Body and Mind (HBM)
- Community Primary Care (COPC)

L4

DURATION

- 3 years full-time (1 year per level)
- Enrolment in January
(Part-time - Not available)



PROGRAMME STRUCTURE (continued)

The three vocational subjects provide a high degree of specialisation in the health sector, and COPC provides for vocational specialisation in community-oriented primary care.

FOCUS ON EACH SUBJECT

The South African Health Care System

This subject encompasses the sum of all organisations, institutions, resources, people and actions of which the primary intent is to promote, restore and maintain health. The health care system includes everyone responsible for good health. The South African Health Care System aims to equip the student with knowledge to be able to understand in different health modalities within the health system.

Public Health

Public Health is the science and art of promoting health and wellness, preventing and controlling disease rather than curing disease through organised and focused efforts at national, international, regional and community levels.

The subject aims to equip students with basic knowledge of infectious and non-infectious diseases and to identify causes of disease; and apply basic principles to prevent further infections, controlling disease from spreading, report suspicious signs and symptoms and encourage treatment.

Human Body and Mind

This is the study of the structure and function of the normal healthy body and the fundamental understanding of the human mind. Human Body and Mind explores the way the human body and mind develop throughout the lifespan from birth to old age and death.

Community Oriented Primary Care (COPC)

Community Orientated Primary Care is an approach to the knowledge and practice of health care and human well-being. The subject involves learning about the principles of COPC, the importance of individuals and families as well as the significance of the social structure of society on individual and community health.

National Examination papers are on all three levels and are set by the DHET.



NATIONAL CERTIFICATES N4-N6: EDUCARE

(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)



This qualification is offered to students who would like to work with children from 0 to 5 years. The qualification is made up of an N4 Certificate, N5 Certificate and N6 Certificate in Educare. On completion of the N6 Certificate, students will submit proof of 18 month's workplace experience at a registered Early Childhood Centre in order to obtain the National N-Diploma in Educare, through the Department of Higher Education and Training. Please note that students will only receive a qualification on completion of the workplace experience. Students who have a Grade 12, NQF Level 4 FETC certificate or an NC(V) Level 4 certification qualify to study this qualification.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

On completion of the 18-month workbased experience, you will be qualified as a practitioner with a Diploma in Educare . You will be able to work with children between the ages of 0-5 years.

WHAT WILL I BE ABLE TO DO?

- Educare practitioner
- Play group practitioner
- Manage an ECD site
- Starting your own ECD site
- Au Pair

IN WHICH INDUSTRIES WILL YOU BE ABLE TO WORK?

Education and Training - Early Childhood Development

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

You will achieve the National N-Diploma in Educare. This will enable you to continue studying in the Education field. You qualify to study the Bachelor Degree in Foundation Phase at an institution of Higher Education, such as a University (UNISA recognises students with a National N-Diploma).

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 12, or Level 4 National Certificate (NQF), or an NC(V) Level 4.
- Enrolment in January and July

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

National N4 Certificate

- Educare Didactics (Suitable Work-based Experience)
- Child Health
- Education
- Daycare Personnel Development

N4

National N5 Certificate

- Educare Didactics (Suitable Work-based Experience)
- Entrepreneurship and Management
- Educational Psychology
- Daycare Communication

N5

National N6 Certificate

- Educare Didactics (Suitable Work-based Experience)
- Day Care Management
- Educational Psychology
- Daycare Communication



**Please note that the National Curriculum Framework (NCF) curriculum will be followed in all lessons/activities.*

DURATION

6 months for each of the certificates on a full-time basis (N4, N5 and N6). The course will be run on a distance and full-time basis (4 days theoretical classes and 1 day work-based experience.)

To obtain a National N-Diploma in Educare requires a minimum of 18 months' theoretical study plus 18 months' of work-based experience.

LEVEL 4 FURTHER EDUCATION AND TRAINING CERTIFICATE:

EARLY CHILDHOOD DEVELOPMENT



This is an entry-level qualification for those who want to enter the field of Education, Training and Development, specifically within the sub-field of Early Childhood Development (ECD). Many of those who will seek this qualification are already practicing in the field, but do not have formal recognition.

This qualification will enable recipients of this qualification to facilitate the all-round development of young children in a manner that is sensitive to culture and individual needs (including special needs), and enable them to provide quality Early Childhood Development services for children in a variety of contexts, including community-based services, ECD centres, at home and in institutions.

In particular, recipients of this qualification will be able to:

- Plan and prepare for Early Childhood Development.
- Facilitate and monitor the development of babies, toddlers and young children.
- Provide care and support to babies, toddlers and young children.

This qualification can be achieved wholly or in part through recognition of prior learning (RPL) in terms of the defined exit level outcomes and/or individual Unit Standards.

Evidence can be presented in various ways, including international and/or previous local qualifications, products, reports, testimonials mentioning functions performed, work records, portfolios, videos of practice and performance records.

All such evidence will be judged in accordance with the general principles of assessment and the requirements for integrated assessment.

CAREER OPTIONS

- Early Childhood Development (ECD) Practitioner
- Educator of play group
- Au Pair
- Mentor Level 1 ECD students

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Early Childhood Development
- ECD community
- Private sector
- ECD sites

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Recognition of Prior Learning (RPL)
- Minimum of 3 years experience in a playroom
- Older than 25
- Pass pre-assessment literacy test

DURATION

HOW LONG WILL IT TAKE TO COMPLETE THIS COURSE?

18 months (intake in January).
4 Days in-service training

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

The qualification is divided into exit level outcomes. Assessment criteria are used to promote integrated assessment at the exit level outcome level.

EXIT LEVEL OUTCOMES (ELO's) & ASSOCIATED ASSESSMENT CRITERIA (AAC)

ELO 1: Communicate in a variety of ways within Early Childhood Development and societal settings.

AAC:

- Communication within and about Early Childhood Development planning, facilitation, care, monitoring and feedback is clear, understandable and effective.
- Communication with children and adults is appropriate to their needs and age.

ELO 2: Use mathematical literacy in real life and education, training and development situations.

AAC:

- The tools and concepts of mathematics are used effectively to facilitate planning and management of Early Childhood Development programmes and services.
- Applications of mathematics in personal and work-related contexts are consistent with the given mathematical processes and principles.

ELO 3: Plan and prepare for Early Childhood Development.

AAC:

- A practical knowledge of how children learn and develop underpins the planning of a wide range of learning activities and resources to facilitate integrated learning and holistic development.
- Decisions about children and programme planning are based on knowledge of Early Childhood Development and teaching practices, showing recognition of how personal values, opinions and biases can influence one's judgement.
- Activities are designed that are stimulating and developmentally appropriate.
- Space, equipment, materials and the environment are prepared to stimulate children's interest and promote development.

ELO 4: Facilitate and monitor the development of babies, toddlers and young children.

AAC:

- Facilitation is carried out using a developmentally appropriate range of activities and resources, thus promoting integrated learning and holistic development.
- Individuals and groups are effectively managed using a range of appropriate techniques.
- All activities and resources are culture-fair and free from race and gender bias, and are adapted where necessary for children with special needs.
- Children with disabilities and barriers to learning are helped to participate fully in the Early Childhood Development programme in co-operation with families, health practitioners and specialist agencies.
- Observations of children are continuous and provide sufficient information to establish patterns of development.
- Records of child development are useful for contributing towards assessment of individual development, referrals, design of programmes and activities, and evaluation of activities and programmes.

ELO 5: Provide care and support for babies, toddlers and young children.

AAC:

- Safety measures and routine practices for maintaining a clean, safe and healthy environment are implemented throughout the provision of Early Childhood Development services.
- Children are supervised appropriately for their developmental level in relation to the degree of risk involved.
- Responses to incidents or accidents are appropriate to the situation.
- Family members are encouraged to participate in activities with children and/or in activities related to maintaining a good programme.
- Available resources in the community are used to support the Early Childhood Development programme.
- Good quality services and the rights of children and families are advocated through working with families, the community and other practitioners.

LEVEL 5 HIGHER CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT

• PART-TIME •
Crawford
Campus

The Higher Certificate provides access to a higher education for many experienced and skilled Early Childhood Development (ECD) practitioners and trainers who do not have a recognised qualification. The purpose of this qualification is to:

1. *Develop ECD practitioners (e.g. home-based, centre- and school-based practitioners including Grade R, family and community ECD motivators, fieldworkers, facilitators, trainers and managers) to provide appropriate education, training and development services in the ECD sub-field.*
2. *Enable ECD practitioners to use their knowledge of child growth and development from birth to 6 years and relevant national policies to guide their professional practice in the ECD sub-field.*

This qualification provides an opportunity for practitioners with a Level 4 Certificate in ECD or an equivalent to further their professional development and to specialise in aspects of ECD practice e.g. Grade R. (Refer www.saqqa.org.za)

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- Early Childhood Development (ECD) Practitioner
- Reception Year Practitioner (until 2019)
- Trainer at private companies (ECD)

WHAT WILL I BE ABLE TO DO?

- Manage an Early Childhood Development site
- Mentor Level 1 and 4 in-service students in training
- Training Level 1 students for a non-governmental training provider
- Manage and be an educator to a play group
- Take care of children as an Au Pair
- Educate children at an Early Childhood Development Centre

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Early Childhood Development
- Play groups
- Private sector
- ECD community
- ECD sites

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

You can continue your studies in Education at a TVET College, or study towards a specific teaching qualification at an institution of Higher Education, such as a University if you meet their entry requirements.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Fundamental Unit Standards

- Present information in a public setting
- Apply Workplace Communication Skills

Core Unit Standards

- Mediate active learning in ECD programmes.
- Promote healthy development in ECD programmes.
- Develop and manage the ECD learning programme.

Elective Unit Standards

- Facilitate a life skills learning programme in the reception year.
- Facilitate a literacy learning programme in the reception year.
- Facilitate a numeracy learning programme in the reception year.

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 12, or equivalent qualification
- Level 4 National Certificate in ECD
- Level 4 TVET National Certificate: ECD
- Level 4 National Certificate (Vocational)

Note: Admission for the Level 5 Higher Certificate is subject to the successful completion of a PACE Assessment in numeracy and literacy. ECD experience will also be taken into account.

DURATION

- 18 months full-time (4 days in-service training + 1 day facilitation)
- Enrolment in January

UNISA B.ED DEGREE:

FOUNDATION PHASE (CODE 02593)

PART-TIME
Crawford
Campus

This course is endorsed by UNISA - everyone planning to start a new qualification must apply for admission at UNISA.

The Bachelor Degree in Foundation Phase is a qualification in Pre-Primary and Primary Education of children. This programme complies fully with these requirements, which include language and content subject proficiency, as well as practical training.

The programme consists of 40 modules, divided into three major study components.

A. Professional Studies: 15 Compulsory modules

B. Education Theme: 10 Compulsory modules

C. THREE School Subject: 15 Compulsory modules

(Two school subjects up to 2nd year level and Third school subject on 1st year level. It is compulsory to include English as well as either Afrikaans or an African Language as part of the school subject combination.)

There are compulsory Teaching Practice modules which are year modules and can ONLY be registered during semester 1 registration period. Teaching practice includes five weeks of compulsory practical training every year.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- Foundation Phase Educator (Grade R – Grade 3 teacher)
- ECD lecturer
- Youth worker
- Community-based and Non Profit Organisation
- Educational Institution - Public Schools
- Private Schools, TVET Colleges

WHAT WILL I BE ABLE TO DO?

- Work with children between the ages of 0-9 years
- Teach students studying Early Childhood Development.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Education sector

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level will enable you to continue studying towards a post-graduate qualification in Education (Honours). This can be done by studying at an institution of Higher Education, such as a University after obtaining your B.Ed degree.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

The course consists of 40 modules, with a maximum of 10 modules to study per year (five modules each semester). Tuition takes place on two Saturdays each month.

Modules

- Being a professional teacher
- Afrikaans/Xhosa
- English
- Early Childhood Teaching
- Health in Childhood Education
- Art and Handwork
- Teaching Practice 1
- Music & Movement
- Children's Literature
- The Reception Year
- Teaching Practice 2
- Teaching Practice 3
- Read, Write and Spell in First Language
- Read, Write and Spell in Second Language
- Mathematical Education
- Science and Technology
- Teaching Practice 4
- Psychology
- HIV/AIDS Care and Counselling
- Childhood Development
- Guidance, Counselling & Life Skill Development
- The Young Child and Learning
- Inclusive Education A
- Inclusive Education B
- Management of Institutions
- Theoretical Frameworks in Education
- Environmental Education
- Religious Education
- Social Education
- Computer Practice in the Classrooms

ADMISSION REQUIREMENTS & DURATION

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE, AND HOW LONG WILL IT TAKE TO COMPLETE THIS COURSE?

This part-time course consists of 40 modules of which a maximum of 10 modules are studied every year. Tuition takes place on 2 Saturdays a month. The duration of this course will depend on the qualification you already hold, but the course must be completed within a maximum period of 8 years.

REQUIREMENTS

1. A National Senior Certificate (NSC) with degree endorsement. (50% in the language of teaching and learning).

Number of Modules: 40

Minimum Duration: 4 years

OR

2. A National Senior Certificate with the required symbols + National N-Diploma: Educare

Number of Modules: 40

Minimum Duration: 4 years

Enrolment in January and July.

Application in September and April.

UNISA reserves the right to grant and/or decline applications

SHORT COURSE:

ASSESSOR/SAQA ACCREDITED UNIT STANDARD



This is a generic assessor unit standard for those who assess people for their achievement of learning outcomes in terms of specified criteria using pre-designed assessment instruments. People credited with this unit standard are able to carry out assessments in a fair, valid, reliable and transparent manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender and disability.

This course is not site-specific and may be offered at a venue convenient to both parties.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- Assessor in your sector

WHAT WILL I BE ABLE TO DO?

- Plan and conduct outcomes-based assessment of learning outcomes.
- Demonstrate understanding of outcomes-based assessment;
- Prepare for assessments;
- Conduct assessments;
- Provide feedback on assessments; and
- Review assessments.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- In all sectors - determined by your qualifications and expertise.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

- Conduct outcomes-based assessment.

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

Competence in:

- Communication/Grade 12
- It is assumed that the candidate has evaluative expertise within the area of learning in which s/he intends to assess. A formal qualification is therefore needed in his/her field of expertise. Refer to (www.saqa.org.za)

DURATION

- 4 days full-time skills course. The course is dependent on the number of students: a minimum of 20 students is required to run the course.

SHORT COURSE:

MODERATOR/SAQA ACCREDITED UNIT STANDARD

• FULL-TIME •
Crawford
Campus

This unit standard is for people who conduct internal or external moderation of outcomes-based assessments. The assessments could be in terms of outcomes defined in a number of documents, including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications. This unit standard will contribute towards the achievement of a variety of qualifications particularly within the field of Education Training and Development Practices and Human Resource Development. (Refer www.saqa.org.za)

This course is not site-specific and may be offered at a venue convenient to both parties

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- Moderator

WHAT WILL I BE ABLE TO DO?

- Plan and conduct moderation of outcomes-based assessment in a field that you are qualified and registered for.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- In all sectors - determined by your qualifications and expertise.

PROGRAMME STRUCTURE

WHAT SKILLS WILL I DEVELOP DURING THIS COURSE?

In particular, people credited with this unit standard are able to:

- Demonstrate understanding of moderation within the context of an outcomes-based assessment system;
- Plan and prepare for moderation;
- Conduct moderation;
- Advise and support assessors;
- Report, record and administer moderation; and
- Review moderation systems and processes. (Refer www.saqa.org.za.)



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

Competence in:

- Communication Grade 12
- Conduct Outcomes-based Assessment
- It is further assumed that the person has evaluative expertise within the field in which they are moderating assessments. (Refer www.saqa.org.za.)

DURATION

- 4 days full-time skills course

Note: This course will only be offered when a group of 20 students have registered and paid 50% of the fees.

SHORT COURSE:

CURRICULUM AND ASSESSMENT POLICY STATEMENT (CAPS)

• FULL-TIME •
Crawford
Campus

CAPS training focuses on teaching and assessing in Grade R. It provides a clear and practical breakdown of topics for each area of learning.

This course is not site-specific and may be offered at a venue convenient to both parties.

CAREER OPTIONS

- Teachers requiring support in teaching practice for Grade R
- Assistant Teaching in Grade R environments

CONTENT

- Develop a daily programme including the three subjects namely:
 - Mathematics
 - Home Language
 - Life Skills
- Assess Learner
- Report on progress

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Education

THE COURSE IS INTENDED FOR:

- Grade R
- Anyone interested in CAPS Training

DURATION

- 1 Day
- The course is dependent on the number of students.
A minimum of 20 students is required to offer the course.



SHORT COURSE:

NEW CURRICULUM FRAMEWORK (NCF) 0 - 4 YEARS

• FULL-TIME •
Crawford
Campus

NCF is a policy which focuses on an approach to teaching and makes use of a variety of settings and purposes to improve a child's learning experience.

This course is not site-specific and may be offered at a venue convenient to both parties.

CAREER OPTIONS

- Teachers requiring support in teaching practice for 0 - 4 years
- Assistant teaching in NCF environments

WHAT WILL I BE ABLE TO DO?

- Develop a daily programme including the Six Early Learning and Developmental Areas (ELDAs) namely:
 - Well-being
 - Identity and Belonging
 - Communication
 - Exploring Mathematics
 - Creativity
 - Knowledge and understanding of the world
- Assess learner
- Report on progress

THE COURSE IS INTENDED FOR:

- Daycare Practitioners
- Parents
- Au Pairs
- Caregivers
- Any adult working with babies, toddlers and young children from 0 - 4 years
- Anyone interested in CAPS Training

DURATION

- 2 Days

The course is dependent on the number of students. A minimum of 20 students is required to offer the course.



SHORT COURSE: FOETAL ALCOHOL SYNDROME (FAS)

• FULL-TIME •
Crawford
Campus

Foetal Alcohol Syndrome is a condition in a child resulting from alcohol exposure during the mother's pregnancy, manifesting in brain damage and growth problems.

This course is not site-specific and may be offered at a venue negotiated between the organisation requesting training and College of Cape Town.

CONTENT

- Impact and Results (Physical Symptoms)
- Long Term Care
- Effects of Prenatal Alcohol Exposure
- Prevention
- How to assist families of babies born with FAS

ADMISSION REQUIREMENTS:

- Communication Literacy (Level 4)
- Anyone interested in the course

DURATION

- 1 Day
- The course is dependent on the number of students.
A minimum of 20 students is required to offer the course.





ELECTRICAL ENGINEERING





**NATIONAL CERTIFICATES N1-N3:
ENGINEERING STUDIES**

**NATIONAL CERTIFICATES N4-N6:
ENGINEERING STUDIES**

(CAN BE CONVERTED TO NATIONAL
N-DIPLOMA)

NATIONAL CERTIFICATE (VOCATIONAL)

ELECTRICAL INFRASTRUCTURE CONSTRUCTION
LEVEL 2 – 4

ACCREDITED SKILLS COURSES

NATIONAL CERTIFICATES N1-N3: ENGINEERING STUDIES



The National Certificates N1-N3 in the Electrical Engineering, programme cover heavy current as well as light current. Heavy current includes the distribution of electricity, domestic wiring in civil and industrial industries. Light current includes fields such as digital electronics and industrial electronics.

CAREER OPTIONS

WHAT QUALIFICATION WILL I OBTAIN ONCE I'VE COMPLETED THIS COURSE?

The holder of a National Certificate N1 – N3 in Electrical Engineering will be able to take up employment in one of the following fields:

- Electrical Engineering & Construction
- Industrial Engineering
- Process Control
- Digital Electronic Engineering
- Industrial Electronic Engineering

WHAT WILL I BE ABLE TO DO?

- Take up a position as an apprentice or student technician to gain the necessary industrial experience to be able to do a trade test.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Any industry or organisation that requires a person with electrical qualifications and skills obtained through studying N1 – N3: Engineering Studies.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level in N3 of this course will enable you to continue studying in an electrical engineering-related field of study. This can be done by studying towards a specific electrical engineering qualification at a TVET College or an institution of Higher Education, such as a University or University of Technology.

DURATION

- Each level is one trimester (12 weeks)
- Classes offered full-time or part-time (Evening classes & distance learning)
- Enrolment in January, May or September

PROGRAMME STRUCTURE

WHAT SUBJECTS WILL I BE STUDYING DURING THIS COURSE?

N1 Certificate

- Mathematics
- Industrial Electronics
- Engineering Science
- Electrical Trade Theory

N1

N2 Certificate

- Mathematics
- Industrial Electronics
- Engineering Science or Logic Systems
- Electrical Trade Theory

N2

N3 Certificate

- Mathematics
- Industrial Electronics
- Engineering Science or Logic Systems
- Electrical Trade Theory or
- Electro-technology



All examinations are external (national examinations).

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- N1: Minimum of Grade 9 with Mathematics above 60%
- N2: N1 or equivalent
- N3: N2 or equivalent

HOW DO I GET AN APPRENTICESHIP TO ALLOW ME TO BECOME AN ELECTRICIAN

- You must be registered as an apprentice with a company or placed through the college at a company.

NATIONAL CERTIFICATES N4-N6: ENGINEERING STUDIES

(CAN BE CONVERTED TO A NATIONAL N-DIPLOMA)



The National N-Diploma is a three year post-matric qualification consisting of a theoretical part (N4 – N6) and two years industry experience in the Electrical Engineering field. The N4 – N6 Certificate Programmes are post-matric National Certificates leading towards obtaining a National N-Diploma. Each certificate is a qualification on its own and is offered over a period of 3 months. These certificate programmes differ from the NC(V) course in that there is no practical component included in this course.

CAREER OPTIONS

WHAT QUALIFICATION WILL I OBTAIN ONCE I'VE COMPLETED THIS COURSE?

- You will obtain an N6 Certificate: Engineering Studies.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- In the electrical industry or any other industry or organisation that requires the qualification, knowledge and skills obtained by studying towards the N6 Certificate: Engineering Studies.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Once you have obtained your N6 Certificate, you will be equipped to work at any organisation within the industry that requires your qualifications. You will be able to work towards promotion within your career by working within your field of study and gaining experience within the industry. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

Achieving the necessary entry requirements at academic level upon completion of your National N6 Certificate will enable you to continue studying at an institution of Higher Education, such as a University of Technology or a University.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

- The National N-Diploma consists of a 1 year theoretical component (N4 - N6) as well as an industrial practical component of 2 years.
- 12 subjects from N4 – N6 make up the theoretical component
 - Communication Electronics (Light Current) (this subject is only available through the Distance Learning option)
 - Digital Electronics
 - Electrotechnics (Heavy Current)
 - Industrial Electronics
 - Mathematics



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- To enter N4 – N3 Certificate or equivalent qualification
- To enter N5 – N4 Certificate or equivalent qualification
- To enter N6 – N5 Certificate or equivalent qualification

YOU MUST HAVE PASSED THE FOLLOWING SUBJECTS AT SCHOOL:

- Mathematics
- Science
- Electrical Technology/Electrician's Work
- English

DURATION

- 12 weeks per certificate full-time
- 2 years practical experience within industry in the Electrical Engineering field to apply for National N-Diploma
- Enrolment in January, May or September (Part-time - Available)

For information on part-time studies (Evening Classes and Distance Learning), please contact the Pinelands Campus at tel. +27 21 531 2105/6/7.

NATIONAL CERTIFICATE (VOCATIONAL)

ELECTRICAL INFRASTRUCTURE CONSTRUCTION LEVEL 2 – 4



The NC(V) Electrical Infrastructure Construction course covers heavy current as well as light current. Heavy current covers the distribution of electricity, domestic wiring, civil and industrial industries. Light current covers fields such as digital electronics, industrial electronics, communication electronics, sound engineering and instrumentation.

CAREER OPTIONS

WHAT WILL I BE ABLE TO DO ONCE I'VE COMPLETED THIS COURSE?

The holder of an NC(V) Electrical Infrastructure Construction Level 4 qualification will be able to accept employment in one of the following fields:

- Digital Electronic Engineering
- Electrical Engineering Construction
- Industrial Electronic Engineering
- Industrial Engineering
- Instrumentation
- Process Control
- Sound Technology
- Theatre Technology

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Any industry or organisation that requires a person with electrical qualifications and skills obtained through studying NC(V) Electrical Infrastructure Construction Levels 2 – 4.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level during the NC(V) Level 4 Electrical Infrastructure Construction course will enable you to continue studying at a TVET College National Certificate N4 – N6, or at an institution of Higher Education, such as a University of Technology or a University.

Should you not wish to continue studying once you've completed your NC(V) Level 4 qualification, you will be able to work towards promotion within your career by working within your field of study and gaining experience within the industry.

After obtaining sufficient experience, you can then complete the Trade Test to become a qualified electrician.

DURATION

- 3 years full-time (1 year per level)
- Enrolment in January
(Part-time - Not available)

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Level 2 – 4 Fundamental Subjects (Compulsory)

- English
- Mathematics
- Life Orientation

Plus the Core subjects below

Level 2 Vocational Core Subjects

- Electrical Principles & Practice
- Electronic Control & Digital Electronics
- Workshop Practices
- Electrical Systems & Construction

L2

Level 3 Vocational Core Subjects

- Electrical Principles & Practice
- Electronic Control & Digital Electronics
- Electrical Workmanship
- Electrical Systems & Construction

L3

Level 4 Vocational Core Subjects

- Electrical Principles & Practice
- Electronic Control & Digital Electronics
- Electrical Workmanship
- Electrical Systems & Construction



ADMISSION REQUIREMENTS

- Level 2 – Minimum of Grade 9 or Level 1 (preference will be given to candidates who have completed Grade 11 or 12 due to the complex nature of the course content)
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification

YOU MUST HAVE PASSED THE FOLLOWING SUBJECTS AT SCHOOL:

- Mathematics
- Physical Science
- English

ELECTRICAL ENGINEERING:

ACCREDITED SKILLS COURSES

These courses are hands-on practical courses accredited by the relevant SETAs to provide students with the skills and competency required to be able to perform the necessary tasks in the Electrical Engineering field.



CAREER OPTIONS

WHAT WILL I BE ABLE TO DO ONCE I'VE COMPLETED ONE OF THESE COURSES?

- Electrical work to the level of skills obtained through your training period.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Electrical industry and any other industry or organisation that requires a person with the skills obtained during training to perform functions related to the electrical field.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Obtain more industry experience in the Electrical Engineering field. This will enable you to do your Trade Test so as to become a qualified Electrician.

SKILLS COURSES OFFERED

We Offer The Following Skills/Practical Courses:

- Electrical
- Refrigeration, Air-conditioning and Ventilation
- Electronics

WHAT WILL I BE STUDYING DURING THESE COURSES?

Practical skills in the Electrical Engineering field.



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THESE COURSES?

You need to have the right attitude and aptitude.

DURATION

- 10 weeks full-time for each skills course
- Enrolment in January, May and September
(Part-time - Available)



HAIRCARE





NATIONAL CERTIFICATE:

HAIRDRESSING LEVEL 2 - 3

**FURTHER EDUCATION AND
TRAINING CERTIFICATE:**

HAIRDRESSING LEVEL 4

NATIONAL CERTIFICATE: HAIRDRESSING LEVEL 2 - 3 AND FURTHER EDUCATION AND TRAINING CERTIFICATE: HAIRDRESSING LEVEL 4

The College of Cape Town Hairdressing Department offers three South African Qualification Authority (SAQA) qualifications over 3 years. These qualifications are fully accredited by the Department of Higher Education and Training (DHET) with the quality assurance falling under the auspices of the Quality Council for Trades and Occupations (QCTO) which was previously administered via Programme Approval with the Services SETA. The College of Cape Town is proud of the fact that it is one of a few Education and Training providers that have met all assessment and moderation requirements and have uploaded student achievements thereby resulting in certification endorsed by the Services SETA. This means that students that entered or will be entering this course have been and will be uploaded onto the National Learner data base thereby ensuring that they are in possession of educational qualifications that are accredited and that which will be recognized both nationally and internationally.

The Hairdressing Level 2 qualification allows access to students after grade 9 and/or Post-matric. Young and/or mature students will have the opportunity to follow a career in Hairdressing at a Technical and Vocational Educational and Training (TVET) College instead of following the formal school

learning path for pre-matric study. The primary purpose of the qualification is to empower students with the knowledge, skills, attitudes, and values required to succeed in the hairdressing industry. These qualifications lay the foundation for lifelong learning as well as creating the opportunity for further education.

The three year qualification in Hairdressing offered by the College of Cape Town meets the National Qualifications Framework criteria and standards in terms of duration and structured work placement. The structured work placement component is very successfully implemented thereby ensuring that students have relevant industry exposure during their studies. This ensures that students are equipped with all the relevant theoretical, practical and reflexive skills and competencies that make them marketable for employment or self-employment. These qualifications aim to simultaneously build the cognitive ability and provides the required fundamental learning, necessary to access related studies at further education level. After successfully completing the three year qualification and required industry hours the students will have access into the Hairdressing Trade Test, which is the highest National Qualification for Hairdressing in South Africa.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- You will become a Qualified Stylist with General Skills or a Qualified Stylist specialising in specific areas of choice

WHAT WILL I BE ABLE TO DO?

Upon completion of this course, you will be able to supply services in:

- Basic and Advanced Hair Therapy Services
- Hair Styling
- Hair Cutting
- Make-up
- Salon Administration
- Hair Colouring
- Retailing
- Sales and Marketing
- Professional Customer Care
- Salon Reception Duties
- Salon Support
- Salon Management

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Cruise liners
- Industry-related sales and marketing
- Hairdressing Industry
- Lecturing at an industry-related educational/training institution
- Industry-related consultancy institution.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

After completing this qualification at College you will be able to either start your own business within the industry or work towards promotion within your career by working within your field of study and gaining experience within the industry. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

DURATION

- 3 Years full-time – 1 year per level
- Enrolment in January (Part-time - Available)

Note:

- All sections of the full-time course are also available on a part-time basis through an apprentice model.
- Part-time studies are available for students employed full-time at a salon on an apprentice contract.
- Afrikaans Communication Classes offered on a Wednesday Morning.

Part-time Skills Courses available
Short courses on offer. For any enquiry please contact Wynberg Campus.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Level 2 (Year 1)

- Salon Support Services
- Hairdressing Communication
- English Communication
- Health and Safety
- Computer Practice
- Salon Practice – College Simulator
- Salon Administration
- Mathematical Literacy
- First Aid
- HIV/AIDS
- Basic Hair Cutting Techniques
- In-service Training in Industry

Level 3 (Year 2)

- Salon Support Services
- Hairdressing Communication
- English Communication
- Haircutting Techniques: Ladies and Gents
- Hairstyling Techniques
- Salon Practice – College Simulator
- Salon Administration
- Mathematical Literacy
- Make-up
- In-service Training in Industry
- Operate a Computer in a Wholesale and Retail Environment

Level 4 (Year 3)

- Salon Support Services
- Hairdressing Communication
- English Communication
- Chemical Services
- Make-up (History)
- Health and Safety
- Competition Techniques
- Salon Practice – College Simulator
- Life Skills (not applicable to part-time studies)
- Salon Administration
- Mathematical Literacy
- Afrikaans Communication
- HIV/AIDS
- Braiding, Dreadlocks and Hair Extensions
- Business Management
- In-service Training in Industry
- Advanced Hairstyling Techniques



WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 9 passed or equivalent qualification
- Entry into Level 3 will require competency in all Level 2 unit standards.
- Entry into Level 4 will require competency in all Level 3 unit standards.
- Must be 16 years or older

ADMISSION REQUIREMENTS

THE FOLLOWING ARE REQUIRED FOR ADMISSION INTO THIS COURSE:

- Students must meet the personality profile of a Prospective Hairdressing Candidate.
- Students must be physically fit.
- Students must have a placement salon to complete workplace training.
- Students attend college from Monday to Friday, but go to the workplace for practical training on the respective salon placement days.
- CV must be submitted with your application
- Project will be given to the applicant to complete prior to interviews.

Students will be required to complete an assessment to determine their level of competence in literacy and numeracy, a placement test and to undergo an individual interview process to assess suitability prior to acceptance.

ACCREDITED ARPL TRADE TEST CENTRE

The College of Cape Town Wynberg Campus has a fully functional Trade Test Centre. The Centre is fully accredited by the National Artisan Moderator Body and also the Quality Council for Trades and Occupations.

To apply for a Trade Test in Hairdressing please contact Wynberg Campus on 021 797 5540.



HOSPITALITY





**NATIONAL CERTIFICATES N4-N6:
HOSPITALITY & CATERING SERVICES**
(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)

NATIONAL CERTIFICATE (VOCATIONAL)
HOSPITALITY STUDIES LEVEL 2 – 4

NATIONAL CERTIFICATES N4-N6: HOSPITALITY & CATERING SERVICES

(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)

FULL-TIME
City
Campus

The National Certificates N4-N6 in Hospitality and Catering Services is accredited by the Department of Higher Education and Training and Quality assured by Umalusi.

This course is designed to focus on 3 disciplines in the Hospitality field i.e. Professional Cookery, Accommodation & House Keeping, and Food & Beverage Management. The College of Cape Town's Hospitality Department prides itself in offering Hospitality students the opportunity to refine, re-design and perfect their cooking and management skills in this dynamic, growing industry. The qualification places equal emphasis on academic, practical and integrated learning experience of the student. The qualification is aimed at individuals who are passionate about serving people and who have what it takes for this demanding industry.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

You will be job-ready and able to take up a position in the following sectors of the Hospitality industry:

- Hotel, Restaurant and Guesthouse Management
- Food and Beverage Service
- Function Catering
- Test Kitchens
- Tasting Room Facilitators
- Commis Chef/Chef de Partie
- Conference and Banqueting

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Upon successful completion of this course, students can further enhance their skills by completing skills courses that would enable them to specialise in the various sectors of the industry. Once you have completed an 18-month period of work in the industry, the National N-Diploma in Hospitality and Catering is awarded by the Department of Higher Education and Training.

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 12
- The ability to communicate effectively in English
- Prospective students will be required to undergo a placement assessment to assess suitability prior to acceptance.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

N4 Semester 1

- Catering Theory and Practical N4
- Nutrition and Menu Planning N4
- Applied Management N4
- Sanitation and Safety N4

N5 Semester 2

- Catering Theory and Practical N5
- Food and Beverage Service N5
- Applied Management N5
- Entrepreneurship and Business Management N4

N6 Semester 3

- Catering Theory and Practical N6
- Communication and Human Relations N6
- Applied Management N6
- Computer Practice N4

Enhancement Courses

- Industry-related demonstrations and workshops

N4

N5

N6



DURATION

- 18 months full-time, each level (N4-N6) takes 6 months
- 18 months' industry experience required to apply for N-Diploma
- Enrolment in January and July (Part-time - Not available)

NATIONAL CERTIFICATE (VOCATIONAL)

HOSPITALITY STUDIES LEVEL 2 – 4

• FULL-TIME •
City
Campus

This Hospitality course provides the student with both theoretical and practical skills to operate as an assistant in the fields of food preparation, food service or accommodation in the various Hospitality establishments. This course integrates academic knowledge and theory with practical skills and values.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I HAVE COMPLETED THIS COURSE?

- Waitron
- Housekeeper
- Kitchen Hand Assistant
- Commis Chef (Junior chef)

IN WHICH SECTORS OF THE INDUSTRY WILL I BE ABLE TO WORK?

- Hotels
- Restaurants
- Guesthouses
- Game lodges

WHAT COULD I DO TO IMPROVE MY SKILLS AND ENHANCE MY CAREER?

After completing your NC(V) Level 4 qualification you will be able to continue studying in a hospitality-related field at an TVET College or at an institution specifically focused on education and training in the hospitality industry, e.g. a hotel school or at a University of Technology.



ADMISSION REQUIREMENTS

WHAT QUALIFICATIONS DO I NEED TO HAVE BEFORE APPLYING FOR THIS COURSE?

- Grade 9
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification

DURATION

- 3 years full-time
- Enrolment in January (Part-time - Not available)

PROGRAMME STRUCTURE

Level 2, 3 and 4 Fundamental Subjects

- Language (English)
- Mathematical Literacy
- Life Orientation

Plus the Core subjects below

Level 2, 3 and 4 Vocational Core Subjects

- Hospitality Generics
- Food Preparation
- Client Services and Human Relations
- Hospitality Services

Enhancement Courses

- First Aid
- Food & wine pairing
- Industry-related demonstrations and workshops





INFORMATION & COMMUNICATION TECHNOLOGY





```
class Test {
    public Test() {
        // ...
    }
}

class Main {
    public static void main(String[] args) {
        Test t = new Test();
        // ...
    }
}
```

CISCO IT SPECIALIST

MICROSOFT™ IT ACADEMY (MSITA)

NATIONAL CERTIFICATE (VOCATIONAL)
INFORMATION TECHNOLOGY & COMPUTER
SCIENCE LEVEL 2 – 4

**INFORMATION &
COMMUNICATION TECHNOLOGY:**
PART-TIME STUDIES

LEVEL 5: ICT SERVICES MANAGEMENT



The CISCO Networking Academy Programme (CNAF) has been in operation for a number of years and is a comprehensive e-learning program that provides students with the Internet technology skills in a global economy. It delivers web-based content, on-line assessments, student performance tracking, hands-on laboratories, instructor training and support, and preparation for industry standard certifications. The Department also won the FET Innovative Project Of The Year Award in 2007 from the Western Cape Education Department.

The course is primarily aimed at individuals wanting to obtain a post-Grade 12 certification in Computer Data Networking, i.e. they seek to obtain the International CISCO Certified Network Administrator (CCNA) certification. The Academy boasts state of the art facilities dedicated to equip students with not just theoretical knowledge, but also much needed technical and practical exposure to the latest industry equipment, in order to prepare them to successfully complete the curriculum as well as the international certification exams.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- Desktop Support Technician
- Network Administrator
- Networking Consultant
- PC Sales and Services
- Service Technician

WHAT WILL I BE ABLE TO DO?

- Computer sales and service
- Computer setup, maintenance and repair
- Designing, installing and maintaining computer networks
- Desktop support

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Any industry or organisation that makes use of computers.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level during the CISCO IT Specialist course will enable you to continue studying in a computer-related field of study at an institution of Higher Education, such as a University of Technology or a University.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

- IT Essentials
- MOS (Microsoft™ Office Specialist – Excel™, Word™, PowerPoint™, etc.)
- CCNA 1-4
- MTA - Networking Fundamentals
- MTA - Security Fundamentals
- MTA - Windows Server Admin Fundamentals

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 12 with Mathematics or Mathematical Literacy

DURATION

- 1 year full-time
- Enrolment in January (Part-time - Enquire within department)

MICROSOFT™ IT ACADEMY (MSITA)

• FULL-TIME •
Crawford
Campus

The MSITA Program is targeted at individuals wanting to obtain a post-Grade 12 certification in Internet Web Development & Design. The Development component is based on the latest Microsoft™ Certified Professional Web Developer (MCPD) curriculum and effectively prepares the students to successfully complete the three required certification exams. The Design or Creative component is based on the Adobe Certified Associate curriculum in which students are taught the fine art of front-end web design using Adobe's Creative Suite of Applications for Web Design (CS6) namely Fireworks™, Flash™, Photoshop™ and Dreamweaver™.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- Computer Programmer
- Front End Web-Developer
- Systems Support Technician
- Trainee Business Analyst
- Trainee Systems Analyst
- Web Application Developer

WHAT WILL I BE ABLE TO DO?

- Business analysis (at beginners level)
- Computer programming
- Designing websites
- Systems analysis (at beginners level)
- Computer systems installation, maintenance and repair

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Any industry or organisation that makes use of computers.
- Marketing and Advertising agencies offering web design services.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level during this course will enable you to continue studying in a computer-related field of study at an institution of Higher Education, such as a University of Technology or a University.



PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Microsoft™ MTA .Net 4.0

- Software Development Fundamentals
- HTML5 Application Development
- C#.Net Web Based Application Development
- ASP.NET Web Development Fundamentals

Adobe™ (CS6) – Web Development (Adobe Certified Associate)

- Dreamweaver
- Fireworks
- Flash
- Photoshop

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 12 with Mathematics or Mathematical Literacy

DURATION

- 1 year full-time
- Enrolment in January (Part-time - Enquire within department)

NATIONAL CERTIFICATE (VOCATIONAL)

INFORMATION TECHNOLOGY & COMPUTER SCIENCE LEVEL 2 – 4

The NC(V) Information Technology & Computer Science course covers the interpretation of software applications, as well as a basic introduction to computer data networking together with information technology principles and data processing. This course integrates academic knowledge and theory with practical skills and values.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

- Data Capturer
- Desktop Support Technician
- Help Desk Assistant
- Office Computer User
- Trainee Computer Programmer

WHAT WILL I BE ABLE TO DO?

- Data Capturing
- Desktop Support
- Help Desk Assistance
- Office Computing
- Trainee Programmer

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Any industry or organisation that makes use of computers.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level during the NC(V) Level 4 Information Technology & Computer Science course will enable you to continue studying in a computer-related field of study at an institution of Higher Education, such as a University of Technology or a University.

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Level 2 – Grade 9 or Level 1
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification



PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

The programme is offered as a full-time course spread over three years composed of the following subjects or modules per level.

Level 2 – 4 Fundamental Subjects (Compulsory)

- Languages
- Mathematics/Mathematical Literacy
- Life Orientation

Plus the Core subjects below

Level 2 Vocational Core Subjects

- Introduction to Information Systems
- Electronics
- Introduction to Systems Development
- Office Data Processing
- Multimedia Basics

L2

Level 3 Vocational Core Subjects

- Systems Analysis & Design
- Computer Hardware & Software
- Principles of Computer Programming
- Office Data Processing
- Multimedia Content

L3

Level 4 Vocational Core Subjects

- Systems Analysis & Design
- Data Communications & Networking
- Computer Programming
- Office Data Processing
- Multimedia Service

L4



DURATION

- 3 years full-time (1 year per level)
- Enrolment in January
(Part-time - Not available)





MOS (MICROSOFT™ OFFICE SPECIALIST)

Specialised training in Microsoft™ Office suite of end-user applications namely Word, Excel, PowerPoint, Outlook and Access.

IT ESSENTIALS (A+)

Building & repairing computers, installing and managing Windows™ Operating System, adding peripherals and multimedia capabilities, LAN basics and connecting computers to a LAN or Internet.

CCNA1 – CCNA4

Designing, installing and troubleshooting networks, computer hardware and software, networking terminology and protocols, LANs and WANs, structured cabling and network-to-network communications.

WEB DESIGN

Detailed tuition is also offered in the following modules based on the current Adobe Certified Associate (ACA) Curriculum for the Adobe Suite of Products.

- HTML Application Development
- C# Web-base Application Development

JAVA FUNDAMENTALS

This course of study engages students with little or no programming experience. Students are introduced to object-oriented concepts, terminology, and syntax, and the steps required to create basic Java programs using hands-on, engaging activities. Students will learn to programme 3-D animation, develop 2-D games and create Java applications.

Duration 100 hours.

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- You must be 16 years or older.

DURATION

Course duration ranges between 8 and 12 weeks. All part-time courses are subject to demand as well as facilitator availability.



LEVEL 5: ICT SERVICES MANAGEMENT

• FULL-TIME •
Crawford
Campus

The course prepares students for professional careers in Information Technology and specifically in the field of IT Service Management.

CAREER OPPORTUNITIES

There is an ongoing need for a wide range of highly skilled information technology personnel in South Africa. As the field is subject to rapid technological change, it requires professionals who are well trained in IT Service Management. A career path in this field ranges from an IT Service Desk Trainee to IT Service Manager.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Subject credits of 50% for the Higher Certificate in Information & Communication Technology can be carried over to the first year of the Diploma in ICT in the following academic year. Students must obtain a 65% aggregate in the Higher Certificate in Information & Communication Technology in order to apply for the Diploma in ICT at Cape Peninsula University of Technology. CPUT automatically accepts the top performing students into their diploma programme.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

First Semester

(All Subjects Are Compulsory)

- Information Technology Services Theory 1
- Personal Communication 1
- Information Technology Services Project 1
- Business Practice 1
- Computer Hardware 1
- Quantitative Techniques 1
- Computer Software 1

Second Semester

(All Subjects Are Compulsory)

- Information Technology Services Practice 1
- Strategic Communication 1
- Information Technology Services Project 1
- Business Practice 1
- Computer Networks 1
- Quantitative Techniques 1
- Computer Applications 1

DURATION

- One year full-time
- Enrolment in January
(Part-time - not available)

ADMISSION REQUIREMENTS

1. APPLICANTS WITH A HIGH SCHOOL UMALUSI MATRIC:

- Home Language 50%,
- Mathematics 40%
- OR
- First Additional Language 40%
- Mathematical Literacy 60%.
- In the instance of a high school Umalusi Matric qualification, these afore-mentioned subjects, plus three additional subjects (excluding Life Orientation) should amount to an Academic Point Score of between 30.0 (300%) and 35.9 (359%).
- In all instances one language must be English.

2. APPLICANTS WITH A TVET NC(V):

- English Language 50%,
- Mathematical Literacy 60%.
- Mathematics 40% or
- In the instance of a TVET NC(V) qualification, these afore-mentioned subjects, plus four additional subjects (excluding Life Orientation) should amount to an Academic Point Score of between 30.0 (300%) and 35.9 (359%).



MECHANICAL ENGINEERING





**NATIONAL CERTIFICATES N1-N3:
ENGINEERING STUDIES**

**NATIONAL CERTIFICATES N4-N6:
ENGINEERING STUDIES**
(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)

NATIONAL CERTIFICATE (VOCATIONAL)
ENGINEERING AND RELATED DESIGN LEVEL 2 – 4

**MECHANICAL ENGINEERING:
PRACTICAL SKILLS COURSES**

MECHANICAL ENGINEERING

Mechanical Engineering is one of the broadest engineering disciplines. Mechanical Engineering may involve the extraction and processing of raw materials, the design of new products, the manufacture and production of materials and components and the maintenance of equipment and machines.

The Mechanical Engineering division caters for and supports the Motor and General engineering industries. All the related education and training programmes are accredited by the applicable quality assurance bodies, namely the Department of Higher Education and Training and the relevant SETAs. All the campuses are equipped and meet with the standards of the various quality assurance institutions. The engineering workshops are also accredited as Trade Test Centers for the applicable SETAs.

The Motor division is accredited and a Centre of Specialisation that provides education and training programmes for the National Certificate (Vocational) programmes as well as the Occupational (theoretical and practical skills courses for apprentices and artisans) programmes. The Motor division is situated at the Athlone Campus and provides education and training for the following trades, namely: Motor Mechanic.

The General Engineering division is accredited and a Centre of Excellence that provides education and training programmes for the National Certificate (Vocational) programmes, the National N-Diploma Mechanical Engineering (including the N4, N5 and N6 Certificates), as well as the Occupational (theoretical and practical skills courses for apprentices and artisans) programmes. The Engineering division is situated at the Thornton Campus and provides education and training for the following trades, namely: Fitting & Turner, Fitter & Turner Machinist & Boilermaking [NC(V)].

The College is accredited to perform Trade Testing in the following trades.

- Motor Mechanic
- Fitting and Turning
- Fitting
- Machining
- Welding



NATIONAL CERTIFICATES N1-N2: ENGINEERING STUDIES



In the current system for Motor Mechanics you need at least an N2 with four subjects to do your Trade Test. If you want to be employed as an apprentice, all companies require an N3 with Mathematics and Engineering Science marks above 50%.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

Your N3 Certificate will allow you the opportunity to become an apprentice. After four years you will qualify as a motor mechanic, once you have completed your apprenticeship and passed your trade test.

Students wishing to complete their National Certificate N3: Mechanical Engineering will progress to Thornton Campus after completion of the National Certificate N2.

WHAT WILL I BE ABLE TO DO?

- Motor Mechanic
- Work in the motor trade in Parts Sales, Motor Sales, etc.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

Motor and diesel industries.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

You can study part-time (night classes) to study further and obtain a National N-Diploma in Mechanical Engineering. Once you have passed your N6 Certificate, and provided that your marks in the N-subjects are above 60%, you can further your studies at an institution of Higher Education, such as a University or University of Technology.



PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Subjects For N1 - N2 & INDUSTRIAL ELECTRONICS N1 & N2

- Mathematics
- Engineering Science
- Engineering Drawings
- Motor Trade Theory N1 & N2
OR
Diesel Trade Theory N2 as Motor Trade Theory is common to Diesel and Motor

N2

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 12 or equivalent, or
- NC(V) Level 3

HOW DO I GET AN APPRENTICESHIP TO ALLOW ME ENTRY INTO THIS COURSE?

- If a company employs you as an apprentice and you have the necessary qualification, you can enrol to study the N1 - N3 Certificate course.

DURATION

- 1 year full-time (each level is 12 weeks)
- Enrolment in January, May or September (Part-time - available)

NATIONAL CERTIFICATES N1-N3: ENGINEERING STUDIES

• FULL-TIME •
Thornton
Campus

The National Certificates N1 to N3 in the Mechanical Engineering programme caters for students who would like to study any of the following engineering subjects: Motor/Diesel Mechanic, Fitter and Turner.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

The holder of a National N1 – N3 Certificate in Mechanical Engineering will be able to take up employment in one of the following fields:

- Automotive Maintenance and Repair (Motor/Diesel)
- General manufacturing engineering
- General maintenance engineering
- Mining industry
- Marine industry

WHAT WILL I BE ABLE TO DO?

- Take up a position as an apprentice or learner technician to gain the necessary industrial experience to be able to do a trade test.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Any industry or organisation that requires a person with Mechanical Engineering qualifications and skills obtained through studying N1 – N3: Mechanical Engineering.

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Achieving the necessary entry requirements at academic level in N3 of this course will enable you to continue studying in a Mechanical Engineering-related field of study. This can be done by studying towards the National N-Diploma by doing the N4 – N6 Certificates in Mechanical Engineering, followed by 2 years' of practical work experience in the related field of study. Further studies can be undertaken at any institution of Higher Education, such as a University or University of Technology should you meet the necessary entry requirements.

DURATION

- 1 year full-time (each level is 12 weeks)
- Enrolment in January, May or September (Part-time - Not available)

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

N1 Certificate

- Mathematics
- Engineering Science
- Engineering Drawing
- Motor or Diesel Trade Theory or Fitting and Turning

N2 Certificate

- Mathematics
- Engineering Science
- Engineering Drawing
- Motor or Diesel Trade Theory or Fitting and Turning

N3 Certificate

- Mathematics
- Engineering Science
- Engineering Drawing
- Motor or Diesel Trade Theory, Mechanotechnology

All examinations are external (national).

N1



N3

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- N1: Minimum of Grade 11 with Mathematics above 50%
- N2: N1 or equivalent with the four appropriate subjects
- N3: N2 or equivalent with the four appropriate subjects

HOW DO I GET AN APPRENTICESHIP TO ALLOW ME ENTRY INTO THIS COURSE?

- You must be registered as an apprentice with a company.

NATIONAL CERTIFICATES N4-N6: ENGINEERING STUDIES

(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)

Students who matriculate with the required subjects and wish to complete their studies in Mechanical Engineering qualify to register for the N4 – N6 courses. Students who complete the N4 - N6 certificates and want to become qualified artisans may be indentured as apprentices in the trades listed below. The students are also suitably qualified to enter the higher level of engineering to become technicians and assistants to qualified engineers.

Once a student has completed his/her N4 - N6 Certificates, he/she needs to work towards obtaining his/her National N-Diploma. Students will qualify for the N-Diploma through the Department of Higher Education and Training, when they have completed at least two years' of practical work experience in their specific field of study.

Students who wish to further their academic qualifications may apply to any other institution of Higher Education, such as a University of Technology.



CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE OBTAINED THE N-DIPLOMA?

- Assistant Mechanical Engineer
- Boilermaker
- Diesel Mechanic
- Fitter & Turner
- Mechanical Engineering Technician
- Motor Mechanic
- Tool Maker
- Welder
- Fitter (e.g. Maintenance Fitter, Marine Fitter, Hydraulic Fitter, etc.)

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Aerospace industry
- Manufacturing industry
- Mining industry
- Packaging industry
- Motor vehicle maintenance and manufacturing
- Petrol and chemical industry
- Printing industry

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Your N6 Certificate will equip you to be indentured (sign a contract) as an apprentice and work at any organisation within the industry that requires artisans within the engineering sector. You will be able to work towards promotion within your career by working within your field of study and gaining experience within the industry. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and

be prepared to continue learning throughout your career.

Once you've completed your N6 Certificate, you need to work towards obtaining your National N-Diploma. Students will qualify for the N-Diploma when they have completed at least two years' of practical work experience in the field of study. Students who wish to further their academic qualifications may apply to any other institution of Higher Education, such as a University of Technology to further continue their studies in the Engineering field.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

N4 Certificate

- Mathematics
- Engineering Science
- Mechanical Drawing
- Mechanotechnology

N5 & N6 Certificates

- Power Machines
- Strength of Materials & Structures
- Mechanotechnology
- Fluid Mechanics

N4

N5

N6



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- To enter N4 – Grade 12, (with related subjects and 50% pass) N3 Certificate or equivalent qualification
- To enter N5 – N4 Certificate, 4 related subjects or equivalent qualification
- To enter N6 – N5 Certificate or equivalent qualification

YOU MUST HAVE PASSED THE FOLLOWING SUBJECTS AT SCHOOL:

- Mathematics
- Physics
- English

THE CRITERIA FOR APPLICATION FOR THE NATIONAL N-DIPLOMA ARE:

- A minimum of 4 subjects completed at each level of certification.
- A minimum of 2 years' of practical experience in the field of study.

DURATION

- 1 year (each level is 12 weeks)
- 2 years practical work experience in industry for a National N-Diploma
- Enrolment in January, May and September.

COULD I STUDY THIS COURSE PART-TIME?

Yes, but only the N4 – N6 Certificates which may be completed through the Distance Learning option.

For information on Distance Learning, please contact the Pinelands Campus at tel. +27 21 531 2105.

The National N-Diploma (practical) portion of this qualification is not available as a part-time option.

NATIONAL CERTIFICATE (VOCATIONAL) ENGINEERING AND RELATED DESIGN LEVEL 2 – 4

The NC(V) Engineering and Related Design course caters for a wide range of career opportunities for students who would like to become qualified artisans within the mechanical engineering sector. The prospective students will be exposed to a wide range of mechanical engineering subjects. The academic programme integrates the theoretical principles and the practical experience to form a holistic understanding of mechanical engineering. Students are thus prepared to fit into the activities and processes that are expected in the real world of work.

Students that successfully complete the Level 4 qualification may seek employment opportunities in his/her field of study. Students who wish to further their academic studies may advance to the N4-N6 Mechanical Engineering courses or apply to other Higher Education institutions such as a University of Technology.

CAREER OPTIONS

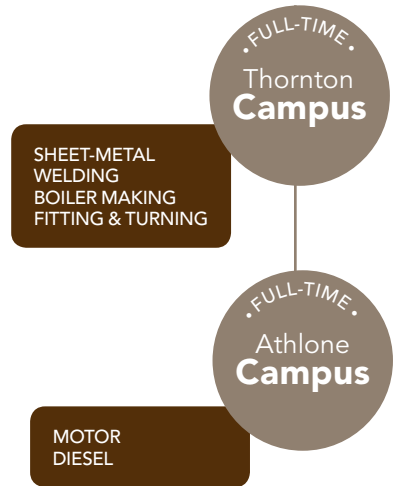
WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

This qualification is the first step towards a career path in one of the following:

- Auto Electrician
- Boilermaker
- Diesel Mechanic
- Fitter & Turner
- Motor Mechanic
- Sheet-metal Worker
- Tool Maker
- Welder
- Fitter (e.g. Maintenance Fitter, Marine Fitter, Hydraulic Fitter, etc.)

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Aerospace industry
- Manufacturing industry
- Mining industry
- Packaging industry
- Petrol and chemical industry
- Printing industry
- Motor vehicle maintenance and manufacturing



WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

By achieving the NC(V) Level 4 qualification in Engineering and Related Design, students may continue studying at a TVET College to obtain the National N-Diploma by completing the N4-N6 Certificates. Students may also apply to further their studies at an institution of Higher Education, such as a University of Technology or a University if they meet the entry requirements for the institution.



PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Level 2 – 4 Fundamental Subjects (Compulsory)

- English
- Mathematics
- Life Orientation

Level 2 Vocational Core Subjects

- Engineering Fundamentals
- Engineering Technology
- Engineering Systems
- Fitting & Turning OR Automotive Repairs & Maintenance OR Engineering Fabrication (Welding, Boiler Making, Sheet-metal Work)
(Choose one of these to specialise in)

Level 3 Vocational Core Subjects

- Engineering Practice & Maintenance
- Material Technology
- Engineering Graphics & Design (CAD)
- Fitting & Turning OR Automotive Repairs & Maintenance OR Engineering Fabrication (Welding, Boiler Making, Sheet-metal Work)
(choose one of these to specialise in, following on from your choice in Level 2)

Level 4 Vocational Core Subjects

- Engineering Processes
- Professional Engineering Practice
- Applied Engineering Technology
- Fitting & Turning OR Automotive Repairs & Maintenance OR Engineering Fabrication (Welding, Boiler Making, Sheet-metal Work)
(Choose one of these to specialise in, following on from your choice in Level 2)

L2

L3

L4



ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Level 2 – Grade 9 (with Maths & Science with 50% pass)
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification

YOU MUST HAVE PASSED THE FOLLOWING SUBJECTS AT SCHOOL:

- Mathematics
- English

DURATION

- 3 years full-time (1 year per level)
- Enrolment in January
(Part-time - Not available)

MECHANICAL ENGINEERING: PRACTICAL SKILLS COURSES

• FULL-TIME •
Thornton
Campus

The College offers practical training courses that are accredited by the SETAs such as the merSETA and CHIETA. Each practical course is modular or unit standard-based and are designed to support the apprentice or learnership programmes and artisans that need to improve on their skills. The courses prepare the student for the world of work, thus increasing the student's employment opportunities.

Practical skills courses are best suited to those individuals in the trade who wish to further their knowledge in their field of work. Students from school who are not placed in an apprenticeship (with Mathematics and Science at Grade 12 level) can also complete the CBMT Apprenticeship Training course to further improve their chances of being employed and get them workshop-ready for the apprentice training.

WELDING
FITTING & TURNING

• FULL-TIME •
Athlone
Campus

DIESEL FITTER
MOTOR MECHANICS
AUTOMOTIVE ELECTRICIAN

CAREER OPTIONS

WHAT WILL I BE ABLE TO DO ONCE I'VE COMPLETED THIS COURSE?

On the successful completion of the courses you may seek employment opportunities in learnerships, apprenticeships, skilled or semi-skilled work in your field of training. After the minimum years of relevant experience you may apply to do a trade test to become a fully qualified artisan.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Aerospace industry
- Manufacturing industry
- Mining industry
- Packaging industry
- Petrol and chemical industry
- Printing industry
- Motor vehicle maintenance and manufacturing

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

Students that have successfully completed the practical courses and have the required academic qualification may register for any other engineering program.

WHAT WILL I BE STUDYING DURING THESE COURSES?

Each practical course (Phase or Level) consists of a number of modules or unit standards. Each module or unit standard will be assessed individually and students will only be fully certificated once they have successfully completed and are found to be competent in each module or unit standard.

Skills courses may also be customised by combining modules or unit standards to suit the specific needs of the client.

DURATION

- Each Phase or Level will take 10 – 11 weeks
 - Modules or Special Courses: 1 - 6 weeks
- Enrolment in January, May and September.

COULD I STUDY THIS COURSE PART-TIME?

Special short courses could be offered on a part-time basis or on Saturdays. The offering of these courses is dependent on the number of students registered.

PRACTICAL COURSES OFFERED

The College offers a range of practical skills courses.

- Automotive Electrician – CBMT Training (Level 1-4)
- Machining (Phase 1-4)
- Diesel Fitter
- Motor Mechanics – CBMT Training (Level 1-4)
- Fitting (Phase 1-4)
- Welding (Phase 1-4)
- Fitting & Turning (Phase 1-4)

MECHANICAL ENGINEERING SPECIALIZED SKILLS COURSES

- Basic CNC Programming
- Gas, Arc, Mig, and TIG Welding
- General Hand Skills
- Hydraulics and Pneumatics
- Motor Vehicle Servicing
- Pump and Motor Alignment
- Turning and Milling
- Wheel Alignment and Wheel Balancing

TRADE TESTING

The College is accredited to perform trade testing in the following trades.

- Auto Electrician
- Fitting
- Fitting and Turning
- Machining
- Motor Mechanic
- Welding

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 10

YOU MUST HAVE PASSED THE FOLLOWING SUBJECTS AT SCHOOL:

- Mathematics • English



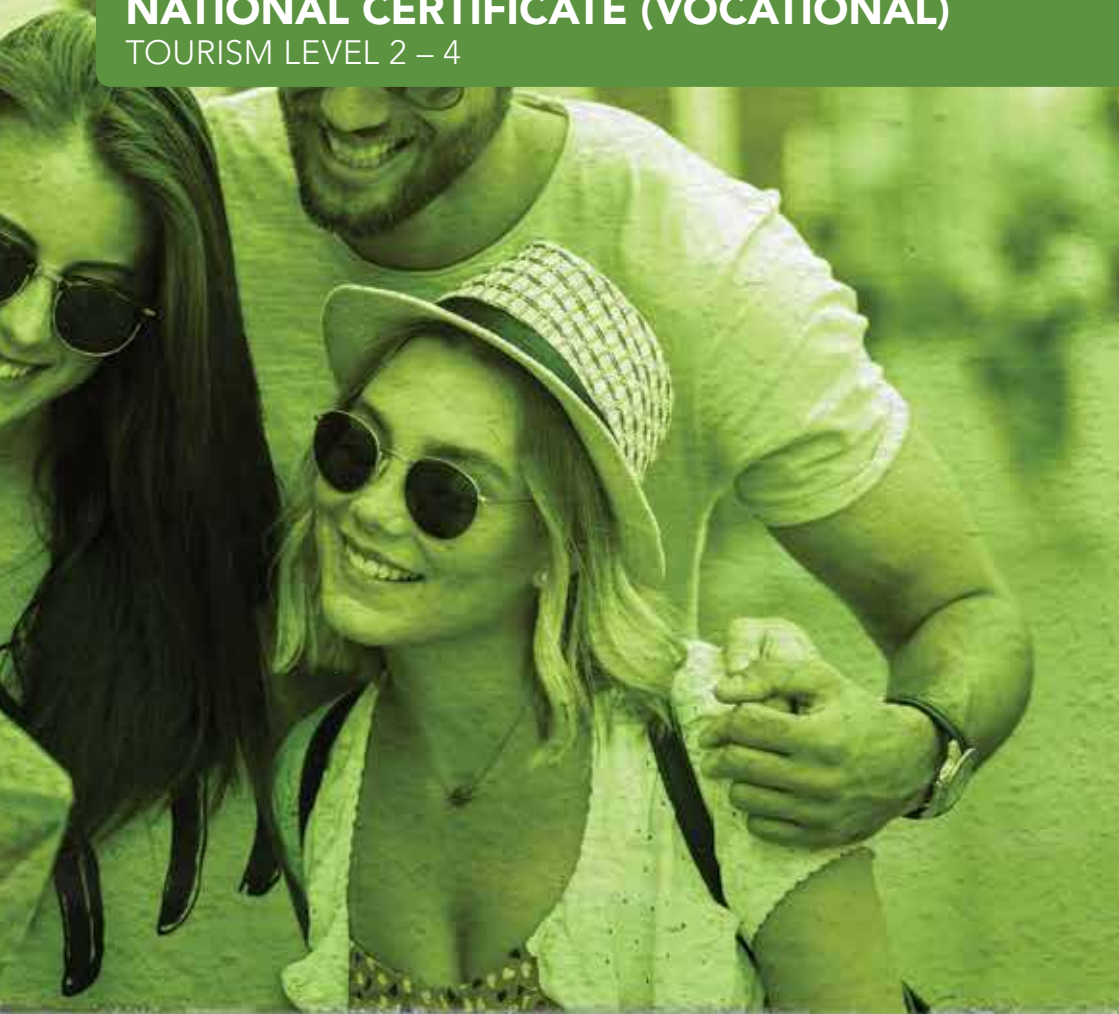
TRAVEL AND TOURISM



NATIONAL CERTIFICATES N4-N6: TOURISM

(CAN BE CONVERTED TO A NATIONAL N-DIPLOMA)

NATIONAL CERTIFICATE (VOCATIONAL) TOURISM LEVEL 2 – 4



NATIONAL CERTIFICATES N4-N6: TOURISM

(CAN BE CONVERTED TO NATIONAL N-DIPLOMA)

• FULL-TIME •

City
Campus

• PART-TIME •

Crawford
Campus

The National Certificates N4-N6 in Tourism are accredited by the Department of Higher Education and Training and quality assured by Umalusi.

The Tourism industry is an exciting and fluid one in which students have to be committed, passionate and willing to display excellent customer service skills. A career in Tourism is demanding and requires people with good interpersonal and communication skills, a dedication to quality and good service. Students are thus equipped with the necessary knowledge, practical skills, competence and understanding required for successful employment in the Travel and Tourism industry. These certificates can be converted to a National N-Diploma after 18 months' industry/practical has been completed and evidence submitted to the Department of Higher Education and Training.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

Students will be employable in the various sectors of the Travel and Tourism industry in a junior position.

- Airline Ground Crew
- Car Rental Agents
- Foreign Exchange Agents
- Reservation Agents at Inter-City Coach companies
- Junior Travel Consultants
- Tour Operators
- Tourism Information Officer
- Cruise Consultant
- Front Office/Reservation Officers in the accommodation sector

WHAT WILL I BE ABLE TO DO?

You will be equipped with the skills to provide the traveler with excellent customer service and to effectively and efficiently assist clients with reservations, information and assistance to make their travel experience memorable and hassle-free.

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Tourism and Hospitality Industry

WHAT COULD I DO TO FURTHER IMPROVE MY SKILLS AND MY CHANCES OF FURTHERING MY CAREER?

After completing this qualification and achieving the necessary entry requirements at academic level you will be able to continue studying in a Travel and Tourism-related field at an institution specifically focused on education and training for this industry, e.g., at a University of Technology. Students who successfully complete the qualification will also have the option of being awarded with the National Diploma in Tourism once you have completed an 18-month period of work in the industry. This Diploma is awarded by the Department of Higher Education and Training.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

Semester 1

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

Semester 2

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

Semester 3

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

Enhancement Courses

- Amadeus (this is optional and is not included in the course fee)
- Within Africa Fares and Ticketing

N4

N5



N6

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 12
- Must have the ability to communicate effectively in English
- Prospective students will be required to undergo a placement assessment

DURATION

HOW LONG WILL IT TAKE TO COMPLETE THIS COURSE?

- 3 Years
 - 18 Months (6 months per level, N4 - N6)
 - 18 months' internship
- Enrolment in January and July (Part-time classes - Not available)

NATIONAL CERTIFICATE (VOCATIONAL)

TOURISM LEVEL 2 – 4

FULL-TIME
City
Campus

The National Certificate (Vocational) Tourism course covers Tourism Principles such as Tour Planning & Costing, Foreign Exchange, Sustainability and Heritage, and Client Services which all form an integral part of any vocation in the Tourism and Hospitality industry. This programme integrates academic knowledge and theory with practical skills and values.

CAREER OPTIONS

WHAT WILL I BE QUALIFIED AS ONCE I'VE COMPLETED THIS COURSE?

Upon completion of this course, you will be able to fulfill roles at any of the following functions:

- Concierge Desk
- Conference and Events Planning
- Reservations at Accommodation Establishments
- Information Centre
- Tour Operator
- Tourism Development
- Tour Planning

IN WHICH INDUSTRIES WILL I BE ABLE TO WORK?

- Transport
- Tourism Operations
- Accommodation

WHAT COULD I DO TO IMPROVE MY SKILLS AND MY ENHANCE MY CAREER?

After completing your NC(V) Level 4 qualification at College and achieving the necessary entry requirements at academic level during the NC(V) Level 4 Tourism course, you will be able to continue studying in a tourism-related field of study at a TVET College or at an institution specifically focused on education and training for the Tourism industry, e.g. a University of Technology.

PROGRAMME STRUCTURE

WHAT WILL I BE STUDYING DURING THIS COURSE?

The programme is offered as a full-time course spread over three years composed of the following subjects or modules per level.

Level 2 – 4 Fundamental Subjects (Compulsory)

- English First Additional Language
- Mathematical Literacy
- Life Orientation

Plus the Core subjects below

Level 2, 3 and 4 Vocational Core Subjects

- Science of Tourism
- Client Services & Human Relations
- Sustainable Tourism in South Africa
- Tourism Operations



DURATION

HOW LONG WILL IT TAKE TO COMPLETE THIS COURSE?

- 3 years full-time (1 year per level)
 - Enrolment in January
- (Part-time - Not available)

ADMISSION REQUIREMENTS

WHAT DO I NEED TO HAVE COMPLETED BEFORE I CAN APPLY TO STUDY THIS COURSE?

- Grade 9 or higher
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification

YOU MUST HAVE PASSED THE FOLLOWING SUBJECTS AT SCHOOL:

- English

Students will be required to complete an assessment to determine their level of literacy and numeracy and undergo an individual interview process to assess suitability prior to acceptance.

CONTACT DETAILS



ATHLONE CAMPUS

Corner of Protea & Eland Street, ATHLONE
Tel: 021 637 9183 Fax: 021 638 3255

CRAWFORD CAMPUS

Kromboom Road, CRAWFORD
Tel: 021 696 5133 Fax: 021 696 5136

GUGULETHU CAMPUS

Corner of Steve Biko Drive & Ngambu Street, GUGULETHU
Tel: 021 638 3131 / 021 637 0606
Fax: 021 637 0344

THORNTON CAMPUS

Corner of Cedar & Poplar Road, THORNTON
Tel: 021 531 9124 Fax: 021 531 9157

CITY CAMPUS

Corner of Longmarket & Buitenkant Street,
CAPE TOWN
Tel: 021 462 2053 Fax: 021 461 1608

GARDENS CAMPUS

Breda Street, GARDENS, CAPE TOWN
Tel: 021 461 9418 Fax: 021 464 3857

PINELANDS CAMPUS

Jan Smuts Drive, PINELANDS
Tel: 021 531 2105/6/7 Fax: 021 531 0361

WYNBERG CAMPUS

Broad Road, WYNBERG
Tel: 021 797 5540 Fax: 021 797 6682

086 010 3682 • 021 404 6700 • info@cct.edu.za

- College of Cape Town - Inspiring Minds
- CCT_Official
- College of Cape Town

SABS
ISO 9001

