

TABLE OF CONTENTS

1.	BACKGROUND INFORMATION	3
1.1.	Brief history of the College	3
1.2.	Vision, Mission and Values	3
1.3.	Departments and Programmes	4
1.4.	The National Certificate (Vocational).....	4
1.5.	National Certificate (Vocational) Programmes.....	5
1.6.	Entrance requirements to the NC (V) Programmes.....	6
1.7.	What are exit opportunities at FET Colleges?	6
1.8.	DHET FET Colleges Bursary Scheme	6
2.	BUSINESS STUDIES DEPARTMENT	8
2.1	NATIONAL CERTIFICATES (N4-N6):	9
2.1.1.	BUSINESS MANAGEMENT N4 – N6	9
2.1.2.	MANAGEMENT ASSISTANT	9
2.1.3.	MARKETING MANAGEMENT.....	10
2.1.4.	HUMAN RESOURCE MANAGEMENT	11
2.1.5.	FINANCIAL MANAGEMENT.....	11
2.1.6.	PUBLIC MANAGEMENT N4 – N6	12
2.2	NATIONAL CERTIFICATES (VOCATIONAL) L 2, 3 & 4 [NC (V)]	13
2.2.1	NC (V) – MANAGEMENT	13
2.2.2	NC (V) – MARKETING.....	14
2.2.3	NC (V) – OFFICE ADMINISTRATION.....	15
2.2.4	NC (V) – FINANCE, ECONOMICS AND ACCOUNTING.....	15
2.2.5	NC (V) – TRANSPORT AND LOGISTICS.....	16
3.	ENGINEERING STUDIES DEPARTMENT.....	17
	FUNDAMENTALS.....	Error! Bookmark not defined.
3.1	NATIONAL TECHNICAL CERTIFICATE.....	19
3.1.1	ELECTRICAL ENGINEERING	19
3.1.2	MECHANICAL ENGINEERING.....	20
3.1.3	CIVIL ENGINEERING	20
3.1.4	CHEMICAL ENGINEERING	20
3.2	NATIONAL CERTIFICATES (VOCATIONAL) L 2, 3 & 4 [NC (V)]	20
3.2.1	NC (V) – ELECTRICAL INFRASTRUCTURE CONSTRUCTION.....	21
3.2.2	NC (V) – CIVIL ENGINEERING & BUILDING CONSTRUCTION	21
3.2.3	NC (V) – ENGINEERING AND RELATED DESIGN.....	22
3.2.4	NC (V) – INFORMATION TECHNOLOGY AND COMPUTER SCIENCE	24
3.2.5	NC (V) – MECHATRONICS.....	24
3.2.6	NC (V) – PROCESS PLANT OPERATIONS.....	25
3.2.7	NC (V) – DRAWING OFFICE PRACTICE	26
3.2.	SKILLS PROGRAMMES.....	26
3.2.1.	National Certificate – Furniture Making (Level 2)	27
4.	GENERAL AND UTILITY STUDIES DEPARTMENT	28
4.1	NATIONAL CERTIFICATES.....	28
4.1.1	HOSPITALITY AND CATERING N4 – N6	29
4.1.2	TOURISM N4 – N6.....	29

4.1.3	EDUCARE N4 – N6.....	30
4.2	NATIONAL CERTIFICATES (VOCATIONAL) L 2, 3 & 4 [NC (V)]	30
4.2.1	NC (V) – SAFETY IN SOCIETY	31
4.2.2	NC (V) – HOSPITALITY.....	31
4.2.3	NC (V) – TOURISM.....	32
4.2.4	NC (V) – EDUCATION AND DEVELOPMENT	32
4.2.5	NC (V) – PRIMARY HEALTH	33
5.	FUNDAMENTALS DEPARTMENT	34
6.	MATRIX OF SUBJECTS IN EACH SUB-FIELD OF STUDY	36

1. BACKGROUND INFORMATION

1.1. Brief history of the College

Capricorn College is a product of a merger of three Colleges with very distinct and diverse historical backgrounds. These were the former Pietersburg Technical College (PTC), Bochum College of Education and the former Northern Province Community College (NPCC). The College has established a satellite campus at Ramokgopa and a training centre at Bokoni Platinum Mine.

Capricorn Colleges for FET has become the first choice institution for further education for many young people as the programmes offered directly respond to the priority skills demands of the South African economy. The College further offers theory and practical learning. There are many exit options for young people to choose from.

1.2. Vision, Mission and Values

VISION:

To be the leading Technical, Vocational Education and Training Institution of Excellence

Logo:

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

“Achieving Excellence Together”

MISSION:

Capricorn College for Technical, Vocational Education and Training is to achieve its vision by offering responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by forming partnerships with relevant stakeholders, making use of committed human capital and employing appropriate physical and fiscal resources.

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

- Continue to ensure that sound democratic governance and management processes are in place to create a conducive atmosphere for teaching and learning and continue to work with its stakeholders in order to improve quality and accessibility of educational opportunities.
- Develop, strengthen and ensure quality student support as well as implementation of responsive, student-centred vocational and career programmes.

- Continuously strive to improve administrative efficiency and effectiveness by employing competent human resources and develop quality systems which will permeate every process, system, classroom activity, programme and service.
- Continuously strive to improve fiscal and physical resources in accordance with Public Finance Management Act (PFMA) and General accepted Accounting Principles (GAAP)
- Management and administration of resources as well as implementation of Vocational and Career programmes in accordance with relevant policies in campuses.

VALUES:

In its endeavour to achieve these strategic goals, Capricorn College is committed to the following:

- **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equality.
- **Integrity:** We are committed to work with customers openly, honestly and sincerely.
- **Communication:** We have an obligation communicate. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the very best in everything we do.

1.3. Departments and Programmes

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

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

1.4. The National Certificate (Vocational)

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

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

3 Fundamental Subjects (Compulsory):

- *English first additional language* (official language), which is offered as medium of teaching and learning

- *Mathematics or Mathematical Literacy (Engineering students must register for Mathematics)*
- *Life Orientation*

4 Vocational Subjects:

3 core Subjects and 1 Optional

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

Therefore, a student is expected to study a total of 7 subjects per level for a complete qualification.

1.5. National Certificate (Vocational) Programmes

There are currently 19 National Certificate (Vocational) programmes on offer. More programmes and subjects will be developed in the future. The NC (V) programmes are the following:

- Management
- Marketing
- Information Technology and Computer Science
- Finance, Economics and Accounting
- Office Administration
- Electrical Infrastructure Construction
- Civil Engineering and Building Construction
- Drawing Office Practice
- Engineering and Related Design
- Primary Agriculture (not offered by Capricorn College for TVET)
- Hospitality
- Tourism
- Safety in Society
- Mechatronics
- Education and Development

- Process Instrumentation (not offered by Capricorn College for TVET)
- Process Plant Operations
- Transport and Logistics
- Primary Health

1.6. Entrance requirements to the NC (V) Programmes

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

- A year-end school report, competent results for Grades 11 or 12 certificate; or
- An approved bridging programme designed for the specific purpose to access NQF Level 2; or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2.
- An NQF 1 (ABET L4) qualification; and Passed Grade 9 and 10 will be considered only in exceptional cases.
- Some programmes have special requirements with regard to specific subjects.

1.7. What are exit opportunities at FET Colleges?

Students will have the following options:

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

1.8. DHET TVET Colleges Bursary Scheme

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

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

What is the Department of Higher Education and Training FET College Bursary Scheme?

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

WHO MAY APPLY FOR THE DHET FET COLLEGES BURSARY SCHEME?

You are eligible to apply for a bursary if you are:

- A South African citizen.
- Enrolled or intending to enrol for the NC (V) and Report 191 (NATED) programmes at any of the 50 public FET colleges in South Africa.
- In need of financial assistance.
- Able to demonstrate potential for academic success.

Eligibility for a bursary is subject to successful application.

CAMPUSES

There are 4 campuses:

POLOKWANE CAMPUS

- Campus Manager: Mr NT Muleya
- HOD – Ms ML Human

SESHEGO CAMPUS

- Campus Manager: Mr MM Letsoalo
- HOD – Vacant

SENWABARWANA CAMPUS

- Campus Manager: Ms TE Mohale
- HOD Ms MJ Ngwasheng

RAMOKGOPA CAMPUS

- Acting Campus Manager: Mr LP Setsiba
- Education specialists: Moretsele GN and Selepe MM

2. BUSINESS STUDIES DEPARTMENT

NAME	TITLE	CAMPUS
TRANSPORT & LOGISTIC PROGRAMME		
MALAKALAKA JM	SENIOR LECTURER	POLOKWANE
KGASAGO KM	LECTURER	POLOKWANE
MASETLA AS	LECTURER	POLOKWANE
NGHONYAMA ML	LECTURER	POLOKWANE
RAMARAMELA MM	LECTURER	POLOKWANE
DIHANGWANE MP	LECTURER	POLOKWANE
MANAGEMENT PROGRAMME		
BOPAPE JR	SENIOR LECTURER	SENWABARWANA
MAGORO NA	LECTURER	SENWABARWANA
MASHATOLA LM	LECTURER	SENWABARWANA
NKOANA TL	LECTURER	SENWABARWANA
MARKETING PROGRAMME		
PITJENG BM	SENIOR LECTURER	POLOKWANE
LEDWABA AM	LECTURER	POLOKWANE
MASOPOGA MM	LECTURER	POLOKWANE
KGAPHOLA SC	LECTURER	POLOKWANE
TAMBANI M	LECTURER	POLOKWANE
MOJELA MR	LECTURER	POLOKWANE
MPHAHLELE SE	LECTURER	POLOKWANE
KHARIVHE NN	SENIOR LECTURER	SENWABARWANA
MASEKO KG	LECTURER	SENWABARWANA
SEMENYA SE	LECTURER	SENWABARWANA
PHOKWANE LC	LECTURER	SENWABARWANA
ADERIBIGBE OAO	LECTURER	SENWABARWANA
FINANCE, ECONOMICS AND ACCOUNTING PROGRAMME		
SERFONTEIN K	SENIOR LECTURER	POLOKWANE
LEDWABA LP	LECTURER	POLOKWANE
LEDWABA MM	LECTURER	POLOKWANE
GALANE MP	LECTURER	POLOKWANE
HAMESE NB	LECTURER	POLOKWANE
MABOTJA MS	LECTURER	POLOKWANE
MOILA ME	SENIOR LECTURER	SENWABARWANA
LETLALO MM	LECTURER	SENWABARWANA
NONG TC	LECTURER	SENWABARWANA
MAKGOPA ML	LECTURER	SENWABARWANA
OFFICE ADMINISTRATION PROGRAMME		
MOKGOHLOA PG	SENIOR LECTURER	POLOKWANE
GROBLER E	LECTURER	POLOKWANE
STEYNBERG EM	LECTURER	POLOKWANE
PHAHLANE RC	LECTURER	POLOKWANE
MAHWILIRI MA	LECTURER	POLOKWANE
NKOENG MG	LECTURER	POLOKWANE
MHLANGA GJ	SENIOR LECTURER	SENWABARWANA
LETSOALO HD	LECTURER	SENWABARWANA
MASHIANE FM	LECTURER	SENWABARWANA
MAKGOHLO MM	LECTURER	SENWABARWANA
MANGANYI A	LECTURER	SENWABARWANA
MORETSELE GN	SENIOR LECTURER	RAMOKGOPA

MAGORO NA	LECTURER	RAMOKGOPA
NETHENGWE TC	LECTURER	RAMOKGOPA
TSATSINDE TC	LECTURER	RAMOKGOPA
KHOSA ME	LECTURER	RAMOKGOPA
MOLOISANE TM	LECTURER	RAMOKGOPA
RAMOHALE ME	LECTURER	RAMOKGOPA
MOGASHOA NR	LECTURER	RAMOKGOPA
MASHATOLA ML	LECTURER	RAMOKGOPA

2.1 NATIONAL CERTIFICATES (N4-N6):

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

2.1.1. BUSINESS MANAGEMENT N4 – N6

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

ADMISSION REQUIREMENTS

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

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

a. OUTCOMES

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

b. CAREER OPPORTUNITIES

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

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

c. DURATION

A minimum of 18 months (six months per level)

d. ENROLMENT SCHEDULE

January

July

e. NOTES

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

2.1.2. MANAGEMENT ASSISTANT

(Offered at Polokwane & Senwabarwana Campuses from 15:00 and

Ramokgopa Campus from 07:30)

a. ADMISSION REQUIREMENTS

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

b. OUTCOMES

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

c. CAREER OPPORTUNITIES

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

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

d. DURATION

A minimum of 18 months (six months per level)

e. ENROLMENT SCHEDULE

January
July

f. NOTES

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

2.1.3. MARKETING MANAGEMENT

(Offered at Polokwane & Senwabarwana Campus from 15:00)

a. ADMISSION REQUIREMENTS

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

b. OUTCOMES

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

c. CAREER OPPORTUNITIES

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

- Sales representative
- Market assistant

- Advertising clerk
- Marketing consultant
- Marketing officer

d. DURATION

A minimum of 18 months (six months per level)

e. ENROLMENT SCHEDULE

January
July

f. NOTES

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

2.1.4. HUMAN RESOURCE MANAGEMENT

(Offered at Polokwane & Senwabarwana Campus from 15:00)

a. ADMISSION REQUIREMENTS

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

b. OUTCOMES

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

c. CAREER OPPORTUNITIES

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

- Admin officer
- Human resource clerk
- Personnel officer

d. DURATION

A minimum of 18 months (six months per level)

e. ENROLMENT SCHEDULE

January
July

f. NOTES

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

2.1.5. FINANCIAL MANAGEMENT

(Offered at Polokwane Campus from 15:00)

a. ADMISSION REQUIREMENTS

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

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

b. OUTCOMES

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

c. CAREER OPPORTUNITIES

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

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

d. DURATION

A minimum of 18 months (six months per level)

e. ENROLMENT SCHEDULE

January
July

f. NOTES

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

2.1.6. PUBLIC MANAGEMENT N4 – N6

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

a. ADMISSION REQUIREMENTS

A prospective student must have a National Senior Certificate with admission to Diploma or Degree.

b. OUTCOMES

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

c. CAREER OPPORTUNITIES

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

Financial Clerk
Administrative Officer
Municipal administrator/officer
Data Capturer

d. DURATION

A minimum of 18 months (six months per level)

e. ENROLMENT SCHEDULE

January
July

f. NOTES

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

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

a) ADMISSION REQUIREMENTS

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

- A year-end school report for Grades 11(Competent result) or 12 certificate; or
- An NQF 1 (ABET L4) qualification; or
- An approved bridging programme designed for the specific purpose to access NQF Level 2; or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2
- Passed Grade 9 and 10 will be given the last preference.

b) DURATION

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

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

c) ENROLMENT DATE

January

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

2.2.1 NC (V) – MANAGEMENT

(Senwabarwana Campus only)

a) OUTCOMES:

The certificate will enable the learner to:

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

a) CAREER OPPORTUNITIES

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

- Human Resources

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

b) CURRICULUM

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

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

2.2.2 NC (V) – MARKETING

a) OUTCOMES:

The certificate will enable the learner to:

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

b) CAREER OPPORTUNITIES

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

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

c) CURRICULUM

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

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

2.2.3 NC (V) – OFFICE ADMINISTRATION

a) OUTCOMES:

The certificate will enable the learner to:

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

d) CAREER OPPORTUNITIES

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

- Basic Accounting and Bookkeeping
- Office Management
- Office Administration
- Freight Forwarder
- Human Resource Management
- Personnel Management
- Private Secretary
- Front Line Reception
- Recruitment
- Self-Employment
- Legal Secretarial Services
- Personal and General Secretarial Services

e) CURRICULUM

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

FUNDAMENTALS	VOCATIONAL
<ul style="list-style-type: none">• Language	<ul style="list-style-type: none">• Business Practice
<ul style="list-style-type: none">• Mathematical Literacy	<ul style="list-style-type: none">• Office Practice
<ul style="list-style-type: none">• Life Orientation	<ul style="list-style-type: none">• Office Data Processing
	<ul style="list-style-type: none">• New Venture Creation

2.2.4 NC (V) – FINANCE, ECONOMICS AND ACCOUNTING

a) OUTCOMES:

The certificate will enable the learner to:

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

b) CAREER OPPORTUNITIES

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

- Private and Public Accounting
- Financial Services

- Bookkeeping
- Banking
- Insurance Services

c) CURRICULUM

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

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

2.2.5 NC (V) – TRANSPORT AND LOGISTICS

a) OUTCOMES:

The certificate will enable the learner to:

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

b) CAREER OPPORTUNITIES

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

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

c) CURRICULUM

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

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

3. ENGINEERING STUDIES DEPARTMENT

NAME	TITLE	CAMPUS
CIVIL ENGINEERING AND BUILDING CONSTRUCTION PROGRAMME		
SELOANE ME	SENIOR LECTURER	SESHEGO
Vacant	SENIOR LECTURER	SESHEGO
GELDENHUYS PJ	LECTURER	SESHEGO
GWANGWA MMP	LECTURER	SESHEGO
LIGUDU DG	LECTURER	SESHEGO
MAGOKONG R	LECTURER	SESHEGO
MAKGOSA SM	LECTURER	SESHEGO
MAKHUBELA LE	LECTURER	SESHEGO
MATAMBELA RT	LECTURER	SESHEGO
MATLALA MC	LECTURER	SESHEGO
MODIBA CM	LECTURER	SESHEGO
MOKABA KS	LECTURER	SESHEGO
MOKWATLO RJ	LECTURER	SESHEGO
MOSHIDI MM	LECTURER	SESHEGO
MOTIBANE SS	LECTURER	SESHEGO
MPHAHLELE K	LECTURER	SESHEGO
MPHAHLELE RR	LECTURER	SESHEGO
SEVULE RJ	LECTURER	SESHEGO
MAAKE NV	LECTURER	RAMOKGOPA
MABENA NF	LECTURER	RAMOKGOPA
MADULA M	LECTURER	RAMOKGOPA
ELECTRICAL INFRASTRUCTURE CONSTRUCTION PROGRAMME		
RABOSHAKGA VS	SENIOR LECTURER	SESHEGO
MAPHOTO ML	SENIOR LECTURER	SESHEGO
DAVHULA LE	LECTURER	SESHEGO
DIALE MJ	LECTURER	SESHEGO
KLEINGELD G	LECTURER	SESHEGO
LETSOALO MJ	LECTURER	SESHEGO
MAKHUBELA SV	LECTURER	SESHEGO
MAMABOLO MD	LECTURER	SESHEGO
MAMABOLO RP	LECTURER	SESHEGO
MANGENA KHS	LECTURER	SESHEGO
MASEMOLA MB	LECTURER	SESHEGO
MATSEBANE MS	LECTURER	SESHEGO
MATSI MS	LECTURER	SESHEGO
MMAKOBELA KS	LECTURER	SESHEGO
MORASWI KP	LECTURER	SESHEGO
MOSTERT JH	LECTURER	SESHEGO
NDLOVU SF	LECTURER	SESHEGO
NEKHUMBE SP	LECTURER	SESHEGO
NKADIMENG	LECTURER	SESHEGO
PHOSIWA RE	LECTURER	SESHEGO
SEPURU KW	LECTURER	SESHEGO
SHAKU MN	LECTURER	SESHEGO
THABELA L	LECTURER	SESHEGO
THOBAKGALE GM	LECTURER	SESHEGO
MATLALA NL	LECTURER	SESHEGO
MUDAU ET	LECTURER	RAMOKGOPA

SELEMA TJ	LECTURER	RAMOKGOPA
TSIRI ST	LECTURER	RAMOKGOPA
CHEMICAL ENGINEERING, PROCESS PLANT OPERATIONS PROGRAMME		
MAMPURU MD	LECTURER	SESHEGO
SELAHLE KD	LECTURER	SESHEGO
SHOKANE BR	LECTURER	SESHEGO
TSHIDZUMBA TS	LECTURER	SESHEGO
MOLABA TM	LECTURER	SESHEGO
ENGINEERING AND RELATED DESIGN PROGRAMME		
BUDELI W	SENIOR LECTURER	SESHEGO
BROWN SP	LECTURER	SESHEGO
KHOZA L	LECTURER	SESHEGO
LETSOALO ZM	LECTURER	SESHEGO
MOTADI	SENIOR LECTURER	SESHEGO
MADIBOGO NG	LECTURER	SESHEGO
MAJA LJ	LECTURER	SESHEGO
MASHABELA MM	LECTURER	SESHEGO
MASHANGOANE MT	LECTURER	SESHEGO
MATHABATHA MP	LECTURER	SESHEGO
MAUBANE T	LECTURER	SESHEGO
MOHLABI LD	LECTURER	SESHEGO
MOKOELE KF	LECTURER	SESHEGO
MOTLOUTSI PW	LECTURER	SESHEGO
OGUDIMO	LECTURER	SESHEGO
NKOANA LS	LECTURER	SESHEGO
PHOSHOKO KJ	LECTURER	SESHEGO
RAMOKGABA KS	LECTURER	SESHEGO
SEKONYE CM	LECTURER	SESHEGO
MUSHONGA	LECTURER	SESHEGO
THABA AP	LECTURER	SESHEGO
THABA MM	LECTURER	SESHEGO
MOGALE E	LECTURER	RAMOKGOPA
MANYAI TR	LECTURER	RAMOKGOPA
MANYUA MH	LECTURER	RAMOKGOPA
INFORMATION TECHNOLOGY AND COMPUTER SCIENCE PROGRAMME		
STEYNBERG IS	SENIOR LECTURER	POLOKWANE
BALOYI ME	LECTURER	POLOKWANE
MANDIWANA L	LECTURER	POLOKWANE
MASHEGO EJ	LECTURER	POLOKWANE
MATLOU M	LECTURER	POLOKWANE
MOSOA T	LECTURER	POLOKWANE
NKWE J	LECTURER	POLOKWANE
RAMATAPA B	LECTURER	POLOKWANE
PHOKOBYE MA	LECTURER	POLOKWANE
SELOWA TK	LECTURER	POLOKWANE
MECHATRONICS PROGRAMME		
NXUMALO B	LECTURER	POLOKWANE
MPHAHLELE S	LECTURER	POLOKWANE
TSITA NA	LECTURER	POLOKWANE
SOFT TRADES		
THABA TA	SENIOR LECTURER	SESHEGO
LESHIKA SW	LECTURER	SESHEGO
MATHABATHA MC	LECTURER	SESHEGO

MOKOKA MD	LECTURER	SESHEGO
MONYEPAO	LECTURER	SESHEGO
SEHLAPELO MA	LECTURER	SESHEGO
SELABE MB	LECTURER	SESHEGO

3.1 NATIONAL TECHNICAL CERTIFICATE

- a) **Delivery Sites:** **Seshego Campus: 15:00 to 19:00**
 Ramokgopa Satellite Campus: 07:00 to 15:00
 Bokoni Platinum Mine: 12:00 to 19:00

b) **ENROLLMENT SCHEDULE:**

January

May

September

- c) **N1 – N3 ENGINEERING PROGRAMMES WILL ONLY BE OFFERED ON DEMAND AND FOLLOW SET SUBJECT COMBINATIONS.**

Please note that you can only choose from the list on Organising Framework of Occupation (OFO) mapped to N programmes.

Minimum Admission Requirements:

N1: Grade 9/Grade 12(without Maths and Science) and NQF 1 (ABET L4)

N2: N1 or equivalent

N3: N2 or equivalent.

- d) **N4 –N6 ENGINEERING**

These programmes will be available in the afternoon to accommodate those who are not able to attend during normal working hours.

Minimum Admission Requirements:

NC (V) L4 with Maths

Grade 12 with Maths and Science

N3 or Higher

- e) **NOTES**

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

National Technical Certificate N4 – N6 are offered in the following study directions:

3.1.1 ELECTRICAL ENGINEERING

N4 – N6

Mathematics

Industrial Electronics

Digital Electronics

Communication Electronics

N4 – N6

Mathematics
Industrial Electronics
Engineering Physics
Electrotechnics

3.1.2 MECHANICAL ENGINEERING

N4 – N6 (any four subjects)

Mathematics
Mechanical Draughting & Design
Mechanotechnics
Fluid Mechanics
Power Machines
Supervisory Management
Strength of Materials & Structures

3.1.3 CIVIL ENGINEERING

N4 – N6

Building Administration
Building & Structural Construction
Building & Structural Surveying
Quantity Surveying

3.1.4 CHEMICAL ENGINEERING

N4 – N6

Chemical Plant Operation
Engineering Physics
Chemistry
Supervisory Management
Mathematics

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

a) **ADMISSION REQUIREMENTS**

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

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

b) **DURATION**

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

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

c) ENROLMENT DATE

January

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

3.2.1 NC (V) – ELECTRICAL INFRASTRUCTURE CONSTRUCTION

Seshego Campus only

a) OUTCOMES

The certificate will enable the learner to:

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

b) CAREER OPPORTUNITIES

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

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

c) CURRICULUM

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

FUNDAMENTALS	VOCATIONAL
<ul style="list-style-type: none">• Language	<ul style="list-style-type: none">• Electrical Principles and Practice
<ul style="list-style-type: none">• Mathematics	<ul style="list-style-type: none">• Electronic Control and Digital Electronics
<ul style="list-style-type: none">• Life Orientation	<ul style="list-style-type: none">• Workshop Practical

d) OPTIONAL SUBJECTS

- Electrical System and Construction
- Physical Science

3.2.2 NC (V) – CIVIL ENGINEERING & BUILDING CONSTRUCTION

Seshego Campus only

a) OUTCOMES

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

- Participate in the operation and maintenance of construction equipment and machinery
- Participate in the construction of roads, bridges, dams, railways, houses, etc.

- Take part in designing and construction of tunnels, roads, factories, reservoirs, etc.
- Participate in the erection of reinforced concrete, structural steel, timber and masonry structures, etc.

b) CAREER OPPORTUNITIES

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

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

c) CURRICULUM

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

FUNDAMENTALS	VOCATIONAL
• Language	• Construction Planning
• Mathematics	• Plant & Equipment
• Life Orientation	• Material

d) OPTIONAL SUBJECTS

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

3.2.3 NC (V) – ENGINEERING AND RELATED DESIGN

Seshego Campus only

a) OUTCOMES and CAREER OPPORTUNITIES (Manufacturing and Assembly)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

d) CURRICULUM

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

FUNDAMENTALS	VOCATIONAL
<ul style="list-style-type: none">• Language	<ul style="list-style-type: none">• Engineering Fundamentals
<ul style="list-style-type: none">• Mathematics	<ul style="list-style-type: none">• Engineering Technology
<ul style="list-style-type: none">• Life Orientation	<ul style="list-style-type: none">• Engineering System

e) OPTIONAL SUBJECTS

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

3.2.4 NC (V) – INFORMATION TECHNOLOGY AND COMPUTER SCIENCE

Polokwane Campus only

a) OUTCOMES

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

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

b) CAREER OPPORTUNITIES

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

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

c) CURRICULUM

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

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

3.2.5 NC (V) – MECHATRONICS

Polokwane Campus only

a) OUTCOMES

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

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

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

b) CAREER OPPORTUNITIES:

- Installation and maintenance of electrical equipment.
- Installation and maintenance of electronic equipment.
- Installation programming and maintenance of process automation equipment.

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

c) CURRICULUM

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

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

3.2.6 NC (V) – PROCESS PLANT OPERATIONS

Seshego Campus only

a) OUTCOMES

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

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

b) CAREER OPPORTUNITIES

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

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

c) CURRICULUM

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

FUNDAMENTALS	VOCATIONAL
• Language	• Process Technology
• Mathematics	• Physical Science
• Life Orientation	• Engineering Fundamentals

d) OPTIONAL SUBJECTS

- Pulp and Papermaking Technology
- Process Chemistry

3.2.7 NC (V) – DRAWING OFFICE PRACTICE

Seshego Campus only

a) OUTCOMES

The holder of the National Certificate (Drawing Office Practice) will be able to:

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

b) CAREER OPPORTUNITIES

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

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

c) CURRICULUM

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

FUNDAMENTALS	VOCATIONAL
<ul style="list-style-type: none">• Language	<ul style="list-style-type: none">• Architectural Graphics and Technology
<ul style="list-style-type: none">• Mathematics	<ul style="list-style-type: none">• Civil and Structural Steel work
<ul style="list-style-type: none">• Life Orientation	<ul style="list-style-type: none">• Engineering Graphics and Technology

d) OPTIONAL SUBJECTS

- Drawing Office Procedures and Techniques

3.2. SKILLS PROGRAMMES

- Automotive body repairs (TRADE)
- Spray painting (TRADE)
- Full qualification, Skills programme and Trade.
- Fabrication (Welding)
- Electrical
- Masonry(Bricklaying and Plastering)
- Clothing Manufacturing
- Furniture Manufacturing
- Clothing Production
- Plumbing
- Carpentry and Roofing

3.2.1. National Certificate – Furniture Making (Level 2)

a) ENTRY REQUIREMENTS:

Passed Grade 9
NQF Level 1

b) OUTCOMES

The holder of the National Certificate (Furniture Making) will be able to work as a:

- Upholsterer
- Furniture Designer
- Seamstress

c) CAREER OPPORTUNITIES:

It provides an opportunity to access careers as a:

- Supervisor in Furniture Making Industry
- Entrepreneur
- Project manager in the field of Furniture Making

d) CURRICULUM

FUNDAMENTALS	CORE	ELECTIVES
<ul style="list-style-type: none">• Communication	<ul style="list-style-type: none">• Contemporary Foundation	<ul style="list-style-type: none">• Material Handling
<ul style="list-style-type: none">• Mathematical Literacy	<ul style="list-style-type: none">• Traditional Foundation	<ul style="list-style-type: none">• Power Tools
<ul style="list-style-type: none">• Life Skills	<ul style="list-style-type: none">• Leather Applications	

4. GENERAL AND UTILITY STUDIES DEPARTMENT

NAME	TITLE	CAMPUS
HOSPITALITY PROGRAMME		
MUTAKUSI S	SENIOR LECTURER	POLOKWANE
MABITSELA SML	LECTURER	POLOKWANE
KGANAKGA MMG	LECTURER	POLOKWANE
MABULA MC	LECTURER	POLOKWANE
MOKGOLO NI	LECTURER	POLOKWANE
MOKOKA KB	LECTURER	POLOKWANE
MACHOGA KV	SENIOR LECTURER	POLOKWANE
MANASOE TS	LECTURER	POLOKWANE
PRIMARY HEALTH		
VACANT	LECTURER	SENWABARWANA
VACANT	LECTURER	SENWABARWANA
TOURISM PROGRAMME		
SCHOEMAN WA	SENIOR LECTURER	POLOKWANE
BALOYI N	LECTURER	POLOKWANE
MABITSELA PB	LECTURER	POLOKWANE
MAKWALA NO	LECTURER	POLOKWANE
MASHA MM	LECTURER	POLOKWANE
PILANE GE	LECTURER	POLOKWANE
SAFETY IN SOCIETY PROGRAMME		
RAMAPHAKELA EG	SENIOR LECTURER	POLOKWANE
MAHLATJI MC	LECTURER	POLOKWANE
MASOGA EK	LECTURER	POLOKWANE
NEMATSWERANI N	LECTURER	POLOKWANE
NETSHIVHAMBE AP	LECTURER	POLOKWANE
RATHOGWA ME	LECTURER	POLOKWANE
MONYEMORATHOE CM	LECTURER	POLOKWANE
TJEBANE NG	LECTURER	POLOKWANE
EDUCATION AND DEVELOPMENT PROGRAMME		
MAUTLA RI	LECTURER	SESHEGO
MABITSELA N	LECTURER	SESHEGO
TSHIPOTA TJ	LECTURER	SESHEGO

4.1 NATIONAL CERTIFICATES

a) ADMISSION REQUIREMENTS

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

b) DURATION

A minimum of 18 months (six months per level).

c) ASSESSMENT

June and November National Examinations.

d) ENROLMENT SCHEDULE

January and July.

4.1.1 HOSPITALITY AND CATERING N4 – N6

(Polokwane Campus only)

a) ADMISSION REQUIREMENTS

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

b) OUTCOMES

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

c) EMPLOYMENT OPPORTUNITIES

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

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

d) NOTES

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

4.1.2 TOURISM N4 – N6

(Polokwane Campus only)

a) ADMISSION REQUIREMENTS

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

b) OUTCOMES

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

c) CAREER OPPORTUNITIES

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

- Accommodation Managers
- Conference and Event Planners
- Restaurant and Food Services managers
- Tourist Guides
- Transportation Managers
- Travel Agents
- Hotel receptionists

d) ENROLMENT SCHEDULE

January
July

e) NOTES

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

4.1.3 EDUCARE N4 – N6

(Seshego Campus only)

a) **ADMISSION REQUIREMENTS**

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

b) **OUTCOMES**

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

c) **EMPLOYMENT OPPORTUNITIES**

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

- Manager of an Early Childhood Development site
- Play group practitioner
- Au pair
- Educare practitioner
- Teacher in Grade R class

d) **NOTES**

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

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

a) **ADMISSION REQUIREMENTS**

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

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

b) **DURATION**

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

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

c) **ENROLMENT DATE**

January

4.2.1 NC (V) – SAFETY IN SOCIETY

Polokwane Campus only

a) OUTCOMES

The holder of the certificate will be able to:

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

b) CAREER OPPORTUNITIES

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

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

c) CURRICULUM

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

FUNDAMENTALS	VOCATIONAL
<ul style="list-style-type: none">• Language	<ul style="list-style-type: none">• Introduction to Governance
<ul style="list-style-type: none">• Maths Literacy	<ul style="list-style-type: none">• Introduction to Law
<ul style="list-style-type: none">• Life Orientation	<ul style="list-style-type: none">• Principles of Criminal Justice
	<ul style="list-style-type: none">• (O) Introduction to Policing OR
	<ul style="list-style-type: none">• Criminology

4.2.2 NC (V) – HOSPITALITY

Polokwane Campus only

a) OUTCOMES

The holder of the certificate will be able to:

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

b) CAREER OPPORTUNITIES

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

- Housekeeping
- Food and Beverage Management

- Hotel Management
- Accommodation Sources
- Events Management

c) CURRICULUM

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

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

4.2.3 NC (V) – TOURISM

Polokwane Campus only

a) OUTCOMES

The holder of the certificate will be able to:

- Work as a tour guide
- Own a tourism business
- Work at a Hotel or any other travel site
- Provide an opportunity to market South Africa
- Plan tours of South Africa and SADC

b) CAREER OPPORTUNITIES

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

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

c) CURRICULUM

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

FUNDAMENTALS	VOCATIONAL
• Language	• Science in Tourism
• Maths Literacy	• Client Services and Human Resources
• Life Orientation	• Sustainable Tourism in South Africa
	• Tourism Operations and Technology

4.2.4 NC (V) – EDUCATION AND DEVELOPMENT

Seshego Campus only

- The course may appeal to you if you are returning to study after some years, and hoping to pursue a career in education and training.

- This qualification will prepare you for further study in your field of related choice.

a) OUTCOMES

The holder of the certificate will be able to:

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

b) CAREER OPPORTUNITIES

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

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

c) CURRICULUM

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

FUNDAMENTALS	VOCATIONAL
• Language	• Art and Science of Teaching
• Maths Literacy	• Human and Social Development
• Life Orientation	• Learning Psychology
	• Early Childhood Development

4.2.5 NC (V) – PRIMARY HEALTH

Senwabarwana Campus only

- The course may appeal to you if you are returning to study after some years, and hoping to pursue a career in Primary health.
- The qualification focuses on prevention rather than cure
- This qualification will prepare you for further study in your field of related choice.

d) OUTCOMES

The holder of the certificate will be able to:

- Work at Health Education.
- Work at HIV and TB organisation.
- Pro.

e) CAREER OPPORTUNITIES

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

- Equivalent to an Assistant in Primary Health Care .
- Community Care Work
- Nursing.
- Social Work

f) CURRICULUM

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

FUNDAMENTALS	VOCATIONAL
• Language	• Public Health
• Maths Literacy	• The Human Body and Mind
• Life Orientation	• The South African Health Care System
	• Community Oriented Primary Care

5. FUNDAMENTALS DEPARTMENT

HEAD OF DEPARTMENT: VACANT

ENGLISH FIRST ADDITIONAL LANGUAGE		
NAME	TITLE	CAMPUS
BILA KS	LECTURER	POLOKWANE
JANSE v RENSBURG M	LECTURER	POLOKWANE
MABAPA RA	LECTURER	POLOKWANE
MABOBO GN	LECTURER	POLOKWANE
MAFALO MA	LECTURER	POLOKWANE
MOEKOA MM	LECTURER	POLOKWANE
MOSOTHO MT	LECTURER	POLOKWANE
MOTHATA MR	LECTURER	POLOKWANE
NKOSI TO	LECTURER	POLOKWANE
RAMUKOSI MN	LECTURER	POLOKWANE
RIKHOTSO C	LECTURER	POLOKWANE
ZANNA EH	LECTURER	POLOKWANE
PHALA MG	SENIOR LECTURER	SENWABARWANA
MABOYA ML	LECTURER	SENWABARWANA
MABOYA MP	LECTURER	SENWABARWANA
MMBI TP	LECTURER	SENWABARWANA
MOITSHELA KA	LECTURER	SENWABARWANA
SEANEGO NF	SENIOR LECTURER	SESHEGO
KEKANA MM	LECTURER	SESHEGO
LEBAMBO MM	LECTURER	SESHEGO
MABOKELA MM	LECTURER	SESHEGO
MABULA MH	LECTURER	SESHEGO
MAROPOLA FS	LECTURER	SESHEGO
MATLALA MG	LECTURER	SESHEGO
MOJAPELO NS	LECTURER	SESHEGO
NGOASHENG PR	LECTURER	SESHEGO
RAMAOKA MM	LECTURER	SESHEGO
RAMPEDI MR	LECTURER	SESHEGO
TSHIVHIDZO KC	LECTURER	SESHEGO
LIFE ORIENTATION		
NAME	TITLE	CAMPUS
THLAPANE FT	SENIOR LECTURER	POLOKWANE
KGATLE LM	LECTURER	POLOKWANE
LEDWABA MMC	LECTURER	POLOKWANE
MAHLOMA RA	LECTURER	POLOKWANE
MAKHUDUBELA RK	LECTURER	POLOKWANE
MAMABOLO JM	LECTURER	POLOKWANE
MAUBANE H	LECTURER	POLOKWANE
MNDEBELE ML	LECTURER	POLOKWANE
MOHLALA BT	LECTURER	POLOKWANE

MONYEBODI CJ	LECTURER	POLOKWANE
MUKWEVHO RM	LECTURER	POLOKWANE
SEDIBANA MM	LECTURER	POLOKWANE
SELEPE V	LECTURER	POLOKWANE
NTSOANE MF	LECTURER	SENWABARWANA
RAPANYANE MT	LECTURER	SENWABARWANA
TJALE	SENIOR LECTURER	SESHEGO
DINYAKE PB	LECTURER	SESHEGO
HLEKANE VW	LECTURER	SESHEGO
KGANYAGO JR	LECTURER	SESHEGO
KWENAITE MR	LECTURER	SESHEGO
MABOKELA LJ	LECTURER	SESHEGO
MALEMA PA	LECTURER	SESHEGO
MASEKOAMENG SM	LECTURER	SESHEGO
MATHOBO NM	LECTURER	SESHEGO
MODIBA MM	LECTURER	SESHEGO
MOGASHOA NM	LECTURER	SESHEGO
MOTSIFANE MP	LECTURER	SESHEGO
NGOETJANA TC	LECTURER	SESHEGO
MATHEMATICS and MATHEMATICS LITERACY		
NAME	TITLE	CAMPUS
DOLO LS	SENIOR LECTURER	POLOKWANE
BIYELA TBV	LECTURER	POLOKWANE
KAPAKATI LM	LECTURER	POLOKWANE
KOLA MS	LECTURER	POLOKWANE
LAMOLA SR	LECTURER	POLOKWANE
MASHOTHA LM	LECTURER	POLOKWANE
MAJA LC	LECTURER	POLOKWANE
MORIFI MR	LECTURER	POLOKWANE
MOROKONG ST	LECTURER	POLOKWANE
MYAKAYAKA	LECTURER	POLOKWANE
MOTHAPO EM	LECTURER	POLOKWANE
MORABA MQ	LECTURER	POLOKWANE
TSHINAVHE MN	LECTURER	POLOKWANE
MAHLAELA TJ	LECTURER	POLOKWANE
RASEOTE EM	SENIOR LECTURER	SENWABARWANA
MAMETJA MR	LECTURER	SENWABARWANA
SEKATANE K	LECTURER	SENWABARWANA
MANAKA ME	LECTURER	SENWABARWANA
VACANT	LECTURER	SENWABARWANA
SELEPE MM	SENIOR LECTURER	RAMOKGOPA
FOMUM NR	LECTURER	SESHEGO
KGOALE MH	LECTURER	SESHEGO
MOKGOTHO RC	LECTURER	SESHEGO
MOLABA TM	LECTURER	SESHEGO
MOSENA TR	LECTURER	SESHEGO
MPYATONA TP	LECTURER	SESHEGO
NDLOVU C	LECTURER	SESHEGO
NKAMBULE MG	LECTURER	SESHEGO
NKOANA PA	LECTURER	SESHEGO
PHOSHOKO NW	LECTURER	SESHEGO
BALOYI NP	LECTURER	BOKONI

6. MATRIX OF SUBJECTS IN EACH SUB-FIELD OF STUDY

DEPARTMENT OF HIGHER EDUCATION AND TRAINING TVET: NATIONAL CERTIFICATE VOCATIONAL NQF LEVELS 2, 3 & 4

NB: (O) = OPTIONAL SUBJECTS*

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

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

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

	<p>OR</p> <p>Welding (O)*</p> <p>OR</p> <p>Refrigeration (O)*</p>	<p>OR</p> <p>Engineering Fabrication-Sheet Metal Worker (O)*</p> <p>OR</p> <p>Welding (O)*</p> <p>OR</p> <p>Refrigeration (O)*</p>	<p>Engineering Fabrication-Sheet Metal Worker(O)*</p> <p>OR</p> <p>Welding (O)*</p> <p>OR</p> <p>Refrigeration (O)*</p>
10. Hospitality	<p>Hospitality Generics</p> <p>Food Preparation</p> <p>Client Services and Human Relations</p> <p>Hospitality Services</p>	<p>Hospitality Generics</p> <p>Food Preparation</p> <p>Client Services and Human Relations</p> <p>Hospitality Services</p>	<p>Hospitality Generics</p> <p>Food Preparation</p> <p>Client Services and Human Relations</p> <p>Hospitality Services</p>
11. Tourism	<p>Science of Tourism</p> <p>Client Services and Human Relations</p> <p>Sustainable Tourism in SA</p> <p>Tourism Operations</p>	<p>Science of Tourism</p> <p>Client Services and Human Relations</p> <p>Sustainable Tourism in SA & Regional Travel</p> <p>Tourism Operations</p>	<p>Science of Tourism</p> <p>Client Services and Human Relations</p> <p>Sustainable Tourism in SA & International Travel</p> <p>Tourism Operations</p>
12. Safety in Society	<p>Introduction to Governance</p> <p>Introduction to Law</p> <p>Principles of Criminal Justice</p> <p>Introduction to Policing Practice</p>	<p>Governance</p> <p>Criminal Law</p> <p>Criminal Justice Structures & Mandates</p> <p>Theory of Policing Practices</p>	<p>Governance</p> <p>Law Procedures and Evidence</p> <p>Criminal Justice Process</p> <p>Applied Policing</p>
13. Education and Development	<p>Art and Science of Teaching</p> <p>Human and Social Development</p> <p>Learning Psychology</p> <p>Early Childhood Development</p>	<p>Art and Science of Teaching</p> <p>Human and Social Development</p> <p>Learning Psychology</p> <p>Early Childhood Development</p>	<p>Art and Science of Teaching</p> <p>Human and Social Development</p> <p>Learning Psychology</p> <p>Early Childhood Development</p>
14. Process Plant Operations	<p>Process Plant Operations</p> <p>Physical Science</p> <p>Engineering Fundamentals (existing)</p> <p>Pulp and Papermaking Technology (O)*</p> <p>OR</p> <p>Process Chemistry (O)*</p>	<p>Process Plant Operations</p> <p>Physical Science</p> <p>Process Control</p> <p>Pulp and Papermaking Technology (O)*</p> <p>OR</p> <p>Process Chemistry (O)*</p>	<p>Process Plant Operations</p> <p>Physical Science</p> <p>Process Control</p> <p>Pulp and Papermaking Technology (O)</p> <p>OR</p> <p>Process Chemistry (O))</p>

15. Transport and Logistics	Freight Logistics Transport Economics Transport Operations New Venture Creation OR Entrepreneurship	Freight Logistics Transport Economics Transport Operations Project Management OR New Venture Creation	Freight Logistics Transport Economics Transport Operations Project Management OR New Venture Creation
16. Drawing Office Practice	Architectural Graphic and Technology Civil and Structural Steel work Detailing Engineering Graphic and Technology Drawing Office Procedures and Techniques(O)	Architectural Graphic and Technology Civil and Structural Steel work Detailing Engineering Graphic and Design Drawing Office Procedures and Techniques(O)	Architectural Graphic and Technology Civil and Structural Steel work Detailing Mechanical Draughting and Technology Drawing Office Procedures and Techniques(O)
17. Primary Health	Public Health The Human Body and Mind The South African Health Care System Community Oriented Primary care(O)	Public Health The Human Body and Mind The South African Health Care System Community Oriented Primary care(O)	Public Health The Human Body and Mind The South African Health Care System Community Oriented Primary care(O)