



MOPANI TVET COLLEGE
"EXCELLENCE IS ALWAYS OUR CHOICE"



2024

PROSPECTUS

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Glossary

APS	Admission Point Score
AST	Academic Support Technologies
BMS	Business Management System
Cos	Centre of Specialisation
DHET	Department of Higher Education and Training
NQF	National Qualification Framework
NC	National Certificate
NC(V)	National Certificate(Vocational)
NSC	National Senior Certificate
NSFAS	National Student Financial Aid Scheme
PLP	Pre-Vocational Learning Programme
QCTO	Quality Council for Trades and Occupational Programmes
SASSA	South African Social Security Agency
SAQA	South African Qualification Authority
SETA	Sector Education and Training Authority
SRC	Student Representative Council
SSS	Student Support Services
TVET	Technical Vocational Education and Training
Umalusi	Quality Assurance Body for the General and Further Education and Training Sectors in South Africa

Introduction

Mopani TVET College comprises of two campuses namely; Sir Val Duncan Campus, Phalaborwa Campus and a Hotel School, Mošate Hotel School. Phalaborwa Campus and Mošate Hotel School are in Phalaborwa Town while Sir Val Duncan Campus is in Namakgale Township. The College offers National Certificate (Vocational) and NATED/Report 191 programmes as well as a variety of occupational programmes in partnership with Skills Education Training Authorities (SETA). In this way, the College aims to address economic demands and skills shortage in South Africa.

Mopani TVET College offers critical skills in engineering programmes, that in turn supplies the mining and construction sector. It also offers business and tourism related programmes that supplies numerous sectors such as tourism, public and commercial.

To ensure students readiness for employment, the College in partnership with SETA's provides experiential and In-Service training to both its NC(V) and NATED students.

Phalaborwa Campus

This campus is located at the corner of Combretum and Haarlem Streets in Phalaborwa Town. It offers National Certificate (Vocational) and NATED/Report 191 Programmes in Business Studies. It's satellite campus, Mošate Hotel School is also situated in Phalaborwa, and it offers occupational programmes in hospitality.

Sir Val Duncan Campus

This campus is situated at the corner of Tambo and Calvin Ngobeni Streets in Namakgale Township. This campus also offers National Certificate (Vocational) and NATED/Report 191 and occupational programmes in a variety of engineering fields. It also offers Centre of Specialisation in Diesel Mechanic and Pipe Fitter. It is also an accredited trade testing centre for several trades in engineering.



Vision

To be Technical and Vocational Education and Training institution of excellence and choice.



Mission

To provide quality education and training, producing competent individuals in response to the economic needs of the country.



Values

- Leadership
- Excellence
- Ubuntu
- Teamwork
- Discipline
- Commitment
- Passion
- Integrity
- Innovative

STUDENT SUPPORT SERVICES

The College has the well-being of students at heart and as a result, it offers a range of services aimed at assisting and supporting students in their endeavour to be successful citizens. It also provides academic intervention programmes with the aim of improving College throughput and certification rate. The campus' services are structured as follows: pre-entry, on-course and exit-support.

Pre-Entry Support

Financial Aid Bursaries

The Department of Higher Education and Training (DHET) provides funding to the college for Bursary Allocations with an intention of assisting qualifying students. Bursaries are offered to students enrolled at the College for National Certificate (Vocational) and Report 191 Programmes. The College provides the following financial assistance:

- National Students Financial Aid Scheme (NSFAS) which is funded by DHET but administered by NSFAS. This bursary covers tuition fees and allowances e.g., Personal care, Living allowance, Travelling or Accommodation.
- Merit Bursary. This bursary is offered by the college, and it is granted in accordance with set performance criteria designed for students who performed well in their studies. It covers tuition fees only. This bursary caters for students who are not funded by any bursary.
- SRC Allowance. This bursary is for students elected to the students' leadership and covers tuition fees only.

Note: All bursaries require 80% class attendance as stated in the DHET Students attendance and punctuality policy as amended.

NSFAS Beneficiaries don't qualify for Merit Bursary.

Other bursaries are also available as per advert from institutions/industries even SETAs.

Career Guidance

Both campuses offer career guidance which is aimed at assisting students with career choices and advice based on their personality, career interests, aptitude, and abilities. All prospective NC(V) students are expected to complete a Career guidance and Pre-enrolment test online prior applications (Learner profiler).

Orientation and induction

The college strives for academic success of its students which commence with participation in a well-planned and implemented Orientation Programme. The orientation aims to improve academic and social integration to enable students to make transition from their previous experience to the world of TVET College.

On-Course Support

The College offers the following academic support programmes:

- Personal Support (counselling and referrals, life skills)
- Peer Tutoring
- Extra classes= Lecture based
- Electronic academic support system called Academic Support Technologies (AST)

Extra-Mural Activities

In an endeavour to ensure development of learners holistically, the college presents students with opportunities to participate in various sporting codes and cultural activities. These include soccer, netball, volleyball, softball, rugby, chess, pool, table tennis, drama, choral music athletics, pencil & brush painting, beauty pageant and other cultural activities. Facilities are available at Phalaborwa and Sir Val Duncan campuses.

Students Representative Council (SRC)

The Students Representative Council is the highest decision-making structure of the student governance, entrusted with specific matters by their constituency and college management. It represents students from both campuses and their overall interests and social well-being.

The student leadership is elected annually by the students and consists of 7 members per campus. Their duties, functions, privileges, and term of office are set out in the SRC constitution approved by the College Council. The SRC is a very important stakeholder within the college.

Through SRC, students are represented in the following committees: Bursary Committee, Academic Board and College Council. Students are encouraged to participate in the election processes. Nomination forms are available at the Student Support Service offices in both campuses.

Health and Wellness Support

The college has qualified Social Workers, Health & Safety Officer, and professional nurses in both campuses to cover a range of issues such as relationship problems, HIV/AIDS matters, pregnancies, trauma counselling, substance abuse and any other health related matters. The college is actively part of the Higher Health Programme which develops and supports HIV mitigation programmes at public universities and TVET Colleges. A peer Health Programme is established which is very beneficial in encouraging students to be healthy, working with life orientation lecturers. The college also host other campaigns aimed at raising awareness on mental health and wellness matters.

Learners with special education needs

Both campuses have disability desks available to support students with any type of disability. These students are provided with necessary support from pre-entry until exit. Students with challenges are advised to visit the Student Support Services coordinator at their campus for support and interventions.

Note: The College does not register blind and deaf students but refer them to other institutions.

Exit Support

Mopani TVET College offers programmes that are responsive to industry and community needs leading to employability of college graduates. Upon completion of studies, the following support is offered in terms of Workplace Exposure:

- Students' placement for experiential learning in different workplaces.
- Entrepreneurship Programme: the college arranges a seminar to assist students who want to be self-employed upon completion of their studies.

The Partnership and Linkages Manager works closely with the Career Guidance Officer, Lecturers and Academic Officers to ensure that during holidays, students are at workplaces and monitored through the Work Based Exposure (WBE) programme. Students are advised and encouraged to identify prospective workplaces at their home vicinities to be placed during the college vacations.

Admission Application Process

- The College is using online application system.
- It is advisable for applicants to go to an internet café or use their smartphones to apply online.
- Applicants should log in to the college website (www.mopanicollege.edu.za) to apply.
- The website has an application link that applicants should click on to process the application.
- Prospective students should submit completed applications and upload required documentation e.g., latest academic results, Identity document etc. and subsequently confirm their registration during the registration cycle.

Note: Certified documents **MUST** be submitted during each registration period by successful applicants. **Application dates are available on the college website for each registration cycle.**

National Student Financial Aid Scheme Bursary Application Process

NSFAS provides financial assistance/aid to students who intend to enrol at the college. It is advisable for applicants to go to an internet café or use their smartphones to apply online, Campus computer labs can also be used to apply.

For application visit: www.nsfas.org.za.

ATTACHMENTS- Note that the following document will be required. Please attach certified copies of the following documents:

- (All certified copies must not be older than 3 months) your documents can be certified at 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 pay slip, letter of employment, not older than three months, for each parent, or the person who support you, or your guardian or yourself if you are employed. This is for all types of employment or all forms of income for all member 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 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 TVET College or University for each dependent.

If you have a disability, please visit the Student Support Service Officer (Social Worker) for interventions and support.

Registration Fee

Registration fee is paid when you submit your registration form and vary in programmes selected. **NSFAS beneficiaries are exempted from paying registration fee.**

Tuition Fees

The administration, registration and examination cost/fees are dependent on the choice of qualification the students intend to register. The tuition fee includes the prescribed books for the students who study on full time basis.

Qualifications Offered By The College

National Certificate (Vocational) NC(V)

The National Certificate (Vocational) is a skills-focus qualification aimed at addressing high skills demand in the country. It is a three-year course designed to provide both theory and practice/ skills to the student. It also provides students with the opportunity to experience workplace situations during study. The practical component of study is offered in a real place environment or in a simulated workplace environment. NC(V) programmes are offered in Engineering and Business Studies.

NATED/ REPORT 191

The college also offers Report 191 programmes both in Engineering and Business Studies. These programmes also offer workplace experience for students in both Engineering and Business studies.

Phalaborwa Campus

A. National Certificate Vocational Programmes

Admission Requirements

A Pre-Vocational learning programme (PLP) certificate with a 50% pass in English and Life Orientation. A 60% pass in Mathematics and Fundamental Science; or a Grade 9 statement with 50% pass in Mathematics/Mathematical Literacy and English/FAL; or a AET Grade 9 statement with 50% pass in English FAL or a AET L4 (GETC) with a 50% in English FAL; or an Equivalent Occupational Qualification or RPL Assessment Programme; or an APS score of 24. Using the best of the Grade 9 subjects plus English.

Enrolment Schedule

January

Duration

3 years (a full year programme on each of the NQF Level of study)



	LEVEL 2 SUBJECTS	LEVEL 3 SUBJECTS	LEVEL 4 SUBJECTS
Fundamental Subjects (Compulsory for all programmes)	<ul style="list-style-type: none"> • English • Life Orientation • Mathematical • Literacy 	<ul style="list-style-type: none"> • English • Life Orientation • Mathematical • Literacy 	<ul style="list-style-type: none"> • English • Life Orientation • Mathematical • Literacy
1. Finance, Economics and Accounting	<ul style="list-style-type: none"> • Applied Accounting • Financial Management • Economic Environment • New Venture Creation 	<ul style="list-style-type: none"> • Applied Accounting • Financial Management • Economic Environment • New Venture Creation 	<ul style="list-style-type: none"> • Applied Accounting + Pastel • Financial Management • Economic Environment • New Venture Creation
2. Hospitality	<ul style="list-style-type: none"> • Hospitality Generics • Food Preparation • Client Service and Human Relations • Hospitality Services 	<ul style="list-style-type: none"> • Hospitality Generics • Food Preparation • Client Service and Human Relations • Hospitality Services 	<ul style="list-style-type: none"> • Hospitality Generics • Food Preparation • Client Service and Human Relations • Hospitality Services
3. Management	<ul style="list-style-type: none"> • Management Practice • Operations Management • Financial Management • Entrepreneurship 	<ul style="list-style-type: none"> • Management Practice • Operations Management • Financial Management • Project management 	<ul style="list-style-type: none"> • Management Practice • Operations Management • Financial Management • Project management
4. Marketing	<ul style="list-style-type: none"> • Marketing • Advertising and Promotions • Marketing Communication • Consumer Behaviour 	<ul style="list-style-type: none"> • Marketing • Advertising and Promotions • Marketing Communication • Consumer Behaviour 	<ul style="list-style-type: none"> • Marketing • Advertising and Promotions • Marketing Communication • Consumer Behaviour
5. Office Administration	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • New Venture Creation 	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • New Venture Creation 	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • New Venture Creation
6. Tourism	<ul style="list-style-type: none"> • Science of Tourism • Client Service and Human Relations • Sustainable Tourism in SA/ Regional Travel/ International Travel • Tourism Operations 	<ul style="list-style-type: none"> • Science of Tourism • Client Service and Human Relations • Sustainable Tourism in SA/ Regional Travel/ International Travel • Tourism Operations 	<ul style="list-style-type: none"> • Science of Tourism • Client Service and Human Relations • Sustainable Tourism in SA/ Regional Travel/ International Travel • Tourism Operations

Learning Outcomes And Possible Employment Opportunities

1. Finance, Economics and Accounting

Learning outcomes

Upon completion, students in this field will be able to perform bookkeeping duties, keep records of wages, salaries, petty cash, value added tax (VAT), Prepare financial statements, and Manage budgets.

Career Opportunities

This qualification will provide students with an opportunity to access careers in a variety of sectors i.e., Investment Analyst, Risk Analyst, Economist, Chartered Accounting, Auditing, Banking, Tax practitioner.

2. Hospitality

Learning outcomes

Students will be able to deal with client service in an accommodation facility, deal with food preparation in a restaurant, hotel or guesthouse, work as a housekeeper and waitron in hotel or guesthouse.

Career Opportunities

This qualification will provide student with an opportunity to access careers in a variety of sectors i.e., Accommodation manager, Catering manager, Chef, Conference centre manager, Event manager, Fast food restaurant manager, Holiday representative, Hotel manager.

3. Management

Learning outcomes

Students will be able to assist with communication management in organisations, manage productivity in organisation, and contribute to change management and transformation in an organisation.

Career Opportunities

The qualification will provide students with an opportunity to access careers in a variety of sectors i.e., Sales Consultant, Retail Store Manager, Sales and Marketing Assistant, Team Leader, Workshop Manager, Marketing Coordinator, Business Manager, Supply Chain Manager, Business Analyst, Payroll Administrator, Public Relations Manager.

4. Marketing

Learning outcomes

Students will be able to market new products, sell goods and services, guide consumers on products and brands and advertise and promote new products.

Career Opportunities

The qualification will provide students with an opportunity to access careers in a variety of sectors i.e., Digital Marketing Analyst, Content Writing, Graphic Design, Social Media Marketing Manager, Product Marketing Manager.

5. Office Administration

Learning outcomes

Students will be able to coordinate office correspondences, type letters, reports, memoranda, agenda, and minutes, maintain equipment and stationery supplies, perform reception duties, organise meetings and operate office equipment.

Career Opportunities

The qualification will provide the student with an opportunity to access careers in a variety of sectors i.e., Office Manager, Personal Assistant, Front Office Executive, Legal Secretary, Medical Secretary.

6. Tourism

Learning outcomes

Upon completion, students will be able to own a Tourism business, work at a Hotel or any other travel site/ industry, tour guide and front desk of guest house and/or hotel.

Career Opportunities

The qualification will provide the student with an opportunity to access careers in a variety of sectors i.e., Guest Services Clerk , Front Office Clerk, Kitchen Hand, Housekeeping, Tour Guide, Events Assistant, Travel Agent, Guest house Attendant, Guest House Manager, Housekeeping Manager, Hospitality Supervisor.

B. Nated Programmes (National Certificate) N4-N6 Admission Requirements

- Business Management
- Financial Management
- Human Resource Management
- Management assistant
- Marketing Management
- Public Management
- Tourism

Admission Requirements

A National Certificate Vocational (NCV) Level 4 or Grade 12 with a diploma or Bachelor pass and 50% in English. A prospective student should have at least an APS score of 24.

Added APS advantages in to N4 NATED Programmes (Business Studies)

1. **N 4 Tourism Management** - 40% in English plus 55% in Tourism, plus three next subjects in National Senior Certificate.
2. **N4 Human Resources Management** - 57% in English, plus the four next best subjects in National Senior Certificate.
3. **N4 Financial Management** - 55% in English, 55% in Accounting/Mathematics/Business Studies/Economics, plus three next subjects in National Senior Certificate.
4. **N4 Business Management** - 40% in English and 41% in Accounting/Mathematics/Mathematical Literacy/Economics/Business Studies plus the two next subject National Senior Certificate.
5. **N4 Public Management**-57% in English and 55% in Computer Applications Technology, plus the three next subjects in National Senior Certificate.
6. **N4 Management Assistance**-57% in English, plus the four next best subjects in National Senior Certificate.
7. **N4 Marketing Management**-57% in English, plus the four next subjects in National Senior Certificate.

Enrolment Schedule

January and July

Duration

Fully 3 years which comprises of 18 months theory and 18 months In-Service training (practicals).

National Certificate: Business Management

Programme of Study

N4	N5	N6
<ul style="list-style-type: none"> • Computer Practice • Entrepreneurship • Financial Accounting • Management Communication 	<ul style="list-style-type: none"> • Computer Practice • Entrepreneurship • Sales Management • Financial Accounting or Public Relations 	<ul style="list-style-type: none"> • Computer Practice • Entrepreneurship • Sales Management • Financial Accounting or Computerised Financial Systems

Learning outcomes

A student will have the ability to work in a business environment.

Career Opportunities

This qualification enables students to work in a private, government or business environment as: Sales Consultant, Retail Store Manager, Sales and Marketing Assistant, Team Leader, Workshop Manager, Marketing Coordinator, Business Manager, Supply Chain Manager, Business Analyst, Payroll Administrator, Public Relations Manager.

National Certificate: Financial Management

Programme of Study

N4	N5	N6
<ul style="list-style-type: none"> • Financial Accounting Management Communication • Entrepreneurship and Business Management • Computerised Financial System 	<ul style="list-style-type: none"> • Financial Accounting • Entrepreneurship and Business Management • Computerised Financial System • Cost and Management 	<ul style="list-style-type: none"> • Financial Accounting • Entrepreneurship and Business Management • Computerised Financial System • Cost and Management

Note: It is also compulsory to pass Accounting N4 to be credited with Computerised Financial Accounting.

Learning outcomes

A student will be able to analyse and compile financial statements, invoicing, do general bookkeeping, capturing of data, etc.

Career Opportunities

This qualification will enable students to work in a private, government or business environment as Accounts Clerk, Administrative Clerk, Assets Management Supervisor, Bank Teller, Billings Clerk, Creditors Clerk, Debtors Clerk, Finance Administrator, Hospital Finance Clerk, Loan Consultant, Principal Clerk.

National Certificate: Management Assistant

Programme of Study

N4	N5	N6
<ul style="list-style-type: none"> • Information Processing • Computer Practice • Office Practice • Communication • Introductory Information Processing 	<ul style="list-style-type: none"> • Information Processing • Computer Practice • Office Practice • Communication 	<ul style="list-style-type: none"> • Information Processing • Computer Practice • Office Practice • Communication

Learning outcomes

A student will be able to assist anyone holding a managerial position and perform administrative duties.

Career Opportunities

This qualification will enable the student to work in a private, government or business environment as a Receptionist, Telephonist, Personal Assistant, Administrative Officer, Data Capturing Officer, General Office Clerk Typist or Audio typist, Secretary, Legal Secretary, Office Supervisor, Assistant Stock Controller.

National Certificate: Human Resource Management

Programme of Study

N4	N5	N6
<ul style="list-style-type: none"> • Entrepreneurship and Business Management • Management Communication • Computer Practice • Personnel Management 	<ul style="list-style-type: none"> • Computer Practice or Public Relations • Labour Relations • Personnel Training • Personnel Management 	<ul style="list-style-type: none"> • Computer Practice or Public relations • Labour Relations • Personnel Training • Personnel Management

Learning outcomes

A student will be able to deal with human resource related responsibilities in business and public institutions.

Career Opportunities

This qualification will enable students to work in a government or business environment as Human Resources Manager, Training Manager, Human Resources Consultant, Labor Relations Consultant, Recruiter, Employee Relations Consultant, HR Administrator.

National Certificate: Marketing Management

Programme of Study

N4	N5	N6
<ul style="list-style-type: none"> • Computer Practice • Entrepreneurship and Business Management • Management Communication • Marketing Management 	<ul style="list-style-type: none"> • Computer Practice • Public Relations • Marketing Management • Sales Management 	<ul style="list-style-type: none"> • Computer Practice • Sales Management • Marketing Research • Marketing Communication

Learning outcomes

A student will have the ability to conduct market research and market an organization and its products or services.

Career Opportunities

This qualification will enable the student to work in a private, government or business environment as Human Resources Manager, Training Manager, Human Resources Consultant, Labour Relations Consultant, Recruiter, Employee Relations Consultant, HR Administrator, etc.

National Certificate: Public Management

Programme of Study

N4	N5	N6
<ul style="list-style-type: none"> • Public Administration • Computer Practice • Management Communication • Entrepreneurship and Business Management 	<ul style="list-style-type: none"> • Public Administration • Public Finance • Municipal Administration • Public Relations 	<ul style="list-style-type: none"> • Public Administration • Public Law • Municipal Administration • Public Finance

Learning outcomes

A student will be able to do administration related responsibilities in local, provincial, and national government institutions.

Career Opportunities

This qualification will enable the student to work in a government or business environment as Human Resources Manager, Training Manager, Human Resources Consultant, Labor Relations Consultant, Recruiter, Employee Relations Consultant etc.

National Certificate: Tourism

Programme of Study

N4	N5	N6
<ul style="list-style-type: none"> • Tourism Communication • Travel Services • Computer Practice • Travel office procedures • Tourist Destination 	<ul style="list-style-type: none"> • Tourism Communication • Travel Services • Travel office procedure • Travel Destination 	<ul style="list-style-type: none"> • Tourist Destination • Travel Services • Travel Office procedure • Travel Destination • Hotel Reception

Learning outcomes

A student will ensure customer satisfaction by providing tourism services in a professional manner, both individually and as part of a team. Promote tourism products and services proactively and efficiently assist guests/ travellers.

Career Opportunities

This qualification will enable the student to work in private, government or business environment as Tour guide, Tourism Officer, Travel Agent Tour Operator, Hotel Receptionist, Event Organiser etc.

Mošate Hotel School (Satelite Campus)

1. National Certificate: Professional Cookery NQF 4

Programme of Study

<ul style="list-style-type: none"> • Introduction to the hospitality industry • Hygiene and cleaning • Health, Safety and Security • Food storage and Stock Control 	<ul style="list-style-type: none"> • Fundamentals • Food and beverages • Food preparation and cooking • Supervision
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Admission Requirements

A prospective student must have a minimum of Grade 11 Certificate.

Career Opportunities

This qualification enables students to work in hotels, hospitals, restaurants, recreation clubs, catering companies, etc. as Kitchen Assistant, Caterer, Bar Attendant, Waitron, Chef, etc.

Enrolment Schedule

January and July

Duration

A minimum of 12 months

2. Skills Programme: **Assistant Chef NQF 2**

Programme of Study

- Working in the Hospitality Industry
- Handling Food
- Preparation and Cooking of Food

Admission Requirements

A prospective student must have a minimum of Grade 9/10/11 or Grade 12 Certificate or an NQF Level 1/ABET Level 4 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.

Career Opportunities

This qualification enables students to work in hotels, hospitals, restaurants, recreation clubs, catering companies, etc. as Kitchen Assistant, Caterer, Hospitality Receptionist, Bar Attendant, Waitron, Chef, etc.

Enrolment Schedule

January and July

Duration

A minimum of 4 months

Mode of Delivery

Two months full-time integration of theory and practical sessions. Two months full-time workplace exposure. Candidate compiles a Portfolio of Evidence to be submitted to CATHSSETA before certification.

Sir Val Duncan Campus

A. Pre-Vocational Learning Programme

Pre-Vocational Learning Programme (PLP) is designed to address deficiencies in general foundational learning and effectively prepare students for access to TVET and help to improve the learning outcomes and quality of learning in TVET, resulting in an improvement in retention, completion, and participation rates in TVET.

Admission Requirements

The prospective students must have passed Grade 9 but does not meet the entry level requirements for NC (V) Programmes.

Enrolment Schedule

January

Duration

1 Year (full-time level of study)

Subjects

- English
- Mathematics
- Science
- Life Skills (including technology)

B. National Certificate Vocational Programmes

Admission Requirements

A Pre-Vocational learning programme (PLP) certificate with a minimum of 50% pass in English and life Orientation and a minimum of 60% in mathematics and fundamental Science; or a Grade 9 report with a minimum of 50% pass in Mathematics/Mathematical Literacy and English/FAL; or a AET L4 (GETC) with a minimum of 50% pass in Mathematics/Mathematical Literacy and English FAL; or an Equivalent Occupational qualification or a RPL Assessment Programmes or an APS score of 24. Using the best of six Grade 9 subjects, inclusive of Mathematics/Mathematical Literacy, Technical mathematics, and English.

Enrolment Schedule

January

Duration

3 years (a full year on each of the NQF Levels of study)

	LEVEL 2 SUBJECTS	LEVEL 3 SUBJECTS	LEVEL 4 SUBJECTS
Fundamental Subjects (Compulsory for all programmes)	<ul style="list-style-type: none">• English• Life Orientation• Mathematics	<ul style="list-style-type: none">• English• Life Orientation• Mathematics	<ul style="list-style-type: none">• English• Life Orientation• Mathematics
1. Civil Engineering & Building Construction	<ul style="list-style-type: none">• Construction Planning• Plant and Equipment Materials <p>Choose ONE of the following:</p> <ul style="list-style-type: none">• Carpentry & Roof work• Masonry• Plumbing	<ul style="list-style-type: none">• Construction Planning• Plant and Equipment Materials <p>Next level of chosen subject:</p> <ul style="list-style-type: none">• Carpentry & Roof work• Masonry• Plumbing	<ul style="list-style-type: none">• Construction Planning• Plant and Equipment Materials <p>Next level of chosen subject:</p> <ul style="list-style-type: none">• Carpentry & Roof work• Masonry• Plumbing

2. Electrical Infrastructure & Construction	<ul style="list-style-type: none"> • Electrical Principles and practice • Workshop practice • Electronic Control and Digital Electronics • Electrical Systems and Construction <p>Choose ONE of the following:</p> <ul style="list-style-type: none"> • Electrical Systems and Construction • Renewable Energy Technologies 	<ul style="list-style-type: none"> • Electrical Principles and practice • Workshop practice • Electronic Control and Digital Electronics • Electrical Systems and Construction <p>Choose ONE of the following:</p> <ul style="list-style-type: none"> • Electrical Systems and Construction • Renewable Energy Technologies 	<ul style="list-style-type: none"> • Electrical Principles and practice • Workshop practice • Electronic Control and Digital Electronics • Electrical Systems and Construction <p>Choose ONE of the following:</p> <ul style="list-style-type: none"> • Electrical Systems and Construction • Renewable Energy Technologies
3. Engineering Related Design	<ul style="list-style-type: none"> • Engineering Fundamentals • Engineering Technology • Engineering System <p>Choose ONE of the following:</p> <ul style="list-style-type: none"> • Fitting & Turning • Automotive Repair & Maintenance • Engineering Fabrication • Boiler making 	<ul style="list-style-type: none"> • Engineering Practice and Maintenance • Materials Technology • Engineering Graphics and Design (CAD) <p>Next level of chosen subject:</p> <ul style="list-style-type: none"> • Fitting & Turning • Automotive Repair & Maintenance • Engineering Fabrication • Boiler making 	<ul style="list-style-type: none"> • Engineering Processes • Professional Engineering Practice • Applied Engineering Technology <p>Next level of chosen subject:</p> <ul style="list-style-type: none"> • Fitting & Turning • Automotive Repair & Maintenance • Engineering Fabrication • Boiler making
4. Information Technology and Computer Science	<ul style="list-style-type: none"> • Introduction to Information Systems • Electronics • Introduction to Systems Development • Contact Centre Operations 	<ul style="list-style-type: none"> • Systems Analysis and Design • Computer Hardware and Software • Principles of Computer Programming • Contact Centre Operations 	<ul style="list-style-type: none"> • Systems Analysis and Design • Computer Hardware and Software • Principles of Computer Programming • Contact Centre Operations
5. Information Technology and Computer Science (Programming and Robotics)	<ul style="list-style-type: none"> • Electronics and Digital Concepts for Robotics • Robotics Fundamental Basic Principles of Computer Programming and Computer Literacy • Mechatronic Systems 	<ul style="list-style-type: none"> • Electronics and Digital Concepts for Robotics • Introduction to Robotics • Introduction to Technical Programming • Mechatronic Systems 	<ul style="list-style-type: none"> • Electronics and Digital Concepts for Robotics • Robotics and Industrial Automation • Technical Programming • Mechatronic Systems

Learning Outcomes And Possible Employment Opportunities

1. Civil Engineering And Building Construction

Learning outcomes

A student will be able to operate and perform maintenance of construction equipment and machinery, participate in the construction of roads, bridges, houses, participate in the erection of reinforced concrete, structural steel and timber and masonry structures.

Career Opportunities

This qualification will provide a student with an opportunity to access careers in a variety of sectors i.e., architectural technology, drainage inspection, industrial designing, quantity surveying, town regional planning, sanitation engineering, road construction engineering, civil construction engineering and building construction.

2. Electrical Infrastructure And Construction

Learning outcomes

A student will be able to work at a power station, work as a learner electrician and work as a learner electrical technician.

Career Opportunities

This qualification will provide a student with an opportunity to access careers in a variety of sectors i.e., electrical engineering, electrician, industrial engineering, sound technology, theatre, process level control, electrical engineering business owner, digital electronics, and instrumentation.

3. Engineering And Related Design

Learning outcomes

A student will be able to participate in the construction of buildings, participate in the manufacturing of tools, machines, and engines,

participate in the building of roads, bridges, canals, and dams, participate in the operation and maintenance of machines and participate in the design of shaft and ventilation systems.

Career Opportunities

This qualification will provide a student with an opportunity to access careers in a variety of sectors i.e., manufacturing, and industrial engineering, metallurgical and materials engineering, mining engineering, geological engineering, aerospace engineering, tool making and fitting and machining.

4. Information Technology And Computer Science

Learning outcomes

A student will be able to test programmes and software application, write computer programmes, Install network cables for computer systems and process computer data.

Career Opportunities

The qualification will provide the student with an opportunity to access careers in a variety of sectors i.e., computer programming, information technology management, computer systems engineering and data processing.

5. Information Technology And Computer Science (Programming And Robotics)

Learning outcomes

Robotics is an inter and multi-disciplinary subject and tool which involve components of STEAM (Science, Technology, Engineering, Arts and Math) education. The students will acquire the construction of knowledge from various domains with the ability to assemble and programme the robots. The students will develop skills in problem solving, creative thinking and computational thinking.

Career Opportunities

The qualification will provide the student with an opportunity to access careers in a variety of sectors i.e. robotic engineer, software developer, design engineer and mechanical engineer.

C. NATED PROGRAMMES: ENGINEERING STUDIES

Admission Requirements

N4

- The admission requirement for N4 Certificate requires one to have at least N3 Certificate or Grade 12 with a minimum of 3 relevant technical subjects.
- Passed all 7 subjects in the NCV L4 in the specific field.

Added APS advantage in to N4 NATED Programmes(Engineering Studies).

- English-57%, Technical Mathematics-35%, Relevant Technology subjects(Civil, Electrical, Mechanical) or Technical Science-62% plus two next best subjects in National Senior Certificate.

N5

- The admission requirement for N5 Certificate requires one to have at least N4 Certificate.

N6

- The admission requirement for N6 Certificate requires one to have at least N5 Certificate.

Notes

1. Students in possession of N6 Certificate plus 24 months relevant practical experience can apply for a National N-Diploma:

Enrolment Schedule

January, May & September

Mode of Delivery

Full-Time & Part-Time (N4-N6) and Online Learning

1. National Certificate: Electrical Engineering

Programme of Study
HEAVY CURRENT

N4	N5	N6
<ul style="list-style-type: none"> • Mathematics • Engineering Science • Electronics • Electrotechnics 	<ul style="list-style-type: none"> • Mathematics • Electronics • Industrial Electronics • Power Machines • Supervisory Management 	<ul style="list-style-type: none"> • Mathematics • Electrotechnics • Industrial Electronics • Power Machines • Supervisory Management

Learning outcomes

A students will be able to become a qualified Tradesman or Technician after completion of the relevant experiential learning.

Career Opportunities

Electrical Tradesman, Electronic Tradesman, Instrumental Tradesman, Auto/Motor Electrical Tradesman and Electrical/Electronic Technician.

2. National Certificate: Mechanical Engineering

Programme of Study
Mechanical Engineering

N4	N5	N6
<ul style="list-style-type: none"> • Mechanotechnics • Mechanical Draughting • Mathematics • Supervisory Management • Engineering Science 	<ul style="list-style-type: none"> • Mechanotechnics • Mechanical Draughting • Mathematics • Supervisory Management • Engineering Physics • Power Machines 	<ul style="list-style-type: none"> • Mechanotechnics • Mechanical Drawing and Design • Mathematics • Engineering Physics • Power Machines

Learning outcomes

The student will be able to become a qualified tradesman after the completion of the relevant experiential training.

Career Opportunities

Assistant Mechanical Engineer, Boilermaker, Diesel mechanic, Fitter and Turner, mechanical Engineering Technician, Motor Mechanic, Tool Maker and Welder.

3. National Certificate: Civil Engineering

N4	N5	N6
<ul style="list-style-type: none"> • Building Administration • Building and Structural Surveying • Building and Structural Construction • Quantity Surveying 	<ul style="list-style-type: none"> • Building Administration • Building and Structural Surveying • Building and Structural Construction • Quantity Surveying 	<ul style="list-style-type: none"> • Building Administration • Building and Structural Surveying • Building and Structural Construction • Quantity Surveying

Learning outcomes

The student will be qualified as a technician in the building and Civil industry.

Career Opportunities

Architectural Industry, Building Construction, Civil Engineering, Local Government (Municipalities); Quantity Surveying, road construction.

4. National Certificate: Civil Engineering (Distance Learning Only)**Learning outcomes**

The students will be able to become a qualified Tradesman or Technician after completion of the relevant experiential learning.

Career Opportunities

Sanitation Engineer, Site Agent, Road Construction Technician, Draughtsman, Construction Assistant and Building Services Technician.

Enrolment Schedule

January, May & September

Please note: the student will receive diploma after completion of 18 months in-service training at a workplace of student choice.

D. OCCUPATIONAL PROGRAMMES**1. National Certificate: Boiler Maker Apprenticeship**

Programme of Study (Modules)

- Interpreting drawings and develop patterns and templates.
- Select, caring for and use/operate trade related hand tools, equipment, and machines.
- Cut and weld materials and components for fabrication.
- Fabricate components and/or structures.
- Erect and assemble plate and pipe components and structures.

Admission Requirements

NC(V) Level 3, N2 or Grade 12 qualification with Engineering Mathematics, Science and Engineering Drawings.

Career Opportunities

This qualification will enable students to work in different sectors as an Artisan Boiler Maker, Welder, Quality inspector etc.

2. National Certificate: Bricklayer Apprenticeship

Programme of Study (Modules)

- Plan and prepare site, material, tools, and equipment for the laying of bricks
- Conduct bricklaying finishing operations.
- Demonstrate knowledge and understanding of laying bricks (All types)

Admission Requirements

An NCV Level 3, N2 or equivalent qualification in Building and Civil Engineering.

Career Opportunities

This qualification will enable students to work construction sector as a Bricklayer, Construction site foreman, construction quality inspector, construction manager, Construction project manager etc.

3. National Certificate: Carpenter Apprenticeship

Programme of Study (Modules)

- Determine materials, dimensions required and set out and prepare a work area on a construction site
- Construct, erect, install and maintain structures on work area and building sites.
- Fit, assemble, and alter internal and external fixtures of buildings such as walls, doors, window frames, fascia boards and panelling.

Admission Requirements

NCV Level 3, N2 or equivalent qualification

Career Opportunities

This qualification will enable students to work construction sector as a Carpenter, Master Carpenter and Joiner, construction quality inspector, Carpenter Assistant Manager, Carpenter and Joiner, Carpenter/Shop fitter, Cabinet Maker/Joiner etc.

4. National Certificate: Diesel Mechanic Apprenticeship

Programme of Study (Modules)

- Perform preventative and scheduled maintenance on diesel vehicles
- Dismantle, inspect, assess, repair, and assemble engine and vehicle system components.
- Diagnose and repair faults in diesel engine and vehicle systems and their components.

Admission Requirements

NCV Level 3, N2 or equivalent qualification

Career Opportunities

This qualification will enable students to work in Automotive Industry an Artisan Diesel Mechanic, Field Diesel Mechanic, Auto Electrical technician, Motor Mechanic, Earthmoving Equipment Mechanic etc.

5. National Certificate: Electrical Apprenticeship

Programme of Study (Modules)

- Plan and prepare work site, equipment, tools, consumables and materials for electrical activities and operations.
- Install, wire, and connect electrical equipment and control systems.
- Test and inspect electrical equipment, control systems and installations
- Commission control systems and installations.
- Maintain and repair electrical equipment, control systems and installations

Admission Requirements

NCV Level 3,N2 or equivalent qualification

Career Opportunities

This qualification will enable students to work in Automotive Industry an Electrical Artisan, Electrical Technician, Electrical Engineer, Plant Engineer, Maintenance Electrician, Electrical Wireman, and Solar Electrician etc.

6. National Certificate: Plumber Apprenticeship

Programme of Study (Modules)

- Install, maintain, test and repair above-ground soil waste and vent systems and sanitary ware appliances
- Install, maintain and test below-ground drainage systems and perform basic building work.
- Install, maintain, and test cold water systems and hot water systems frames, fascia boards and panelling.
- Install, maintain, and test rainwater systems

Admission Requirements

NCV Level 3, N2 or equivalent qualification

Career Opportunities

This qualification will enable students to work in Automotive Industry an Electrical This qualification will enable students to work in different sectors as a Plumber, Master Plumber, Plumber quality inspector, plumber Assistant Manager, Plumbing Artisan, Skilled Pipe Fitter, Maintenance Manager etc.

Enrolment Schedule

Start date depend on availability of funding.

Duration

A minimum of 24-36 Months

Mode of Delivery

Three - six months full-time Modular Training and workshop practicals at the college and minimum of 18 months' Workplace Experience training at the host employer.

7. National Certificate: Auto Electrical (Transport Electrician)

Programme of Study (Modules)

- Build auto electrical circuits and install auto electrical equipment and/or components/systems.
- Install automotive electrical/electronic equipment and/or components/systems
- Remove, repair and maintain automotive electrical wiring and electrical/electronic components/ systems
- Diagnose and conduct fault finding activities on automotive electrical wiring and electrical/ electronic components/systems
- Maintain and repair auto electrical components and installations

Admission Requirements

NCV Level 3, N2 or equivalent qualification

Career Opportunities

This qualification will enable students to work in Automotive Industry, Car and Vehicle Manufacturers, Mining Industry as Auto Electrical Artisan, Transport Electrical Technician, Maintenance Auto Electrician.

Please note that enrolment schedule for apprenticeship depend on availability of funding.

Duration

A minimum of 24-36 months

Mode of delivery

A minimum of Six months full-time modular training and workshop practical at the college and minimum of 18 months' workplace experience training at the host employer.

8. National Certificate: Engineering Fabrication Level 2 Learnership.

Programme of Study (Modules)

- | | |
|---|--|
| <ul style="list-style-type: none"> • Communication • Demonstrate understanding of variety of fabrication engineering fabrication methods • Produce simple metal components | <ul style="list-style-type: none"> • Use and maintain engineering hand and power tools • Occupational health and safety and environment requirements |
|---|--|

Admission Requirements

Passed Communication and Mathematical Numeracy at NQF Level 1 or Grade 9 Equivalent

Career Opportunities

This qualification will enable students to work in mining sector, chemical sector, Transport sector and Manufacturing sector as welding or boiler maker, Quality Inspector, Plant superintendent etc.

9. National Certificate: Welding Application and Practice Level 2 Learnership.

Programme of Study (Modules)

- | | |
|--|---|
| <ul style="list-style-type: none"> • Communication • Use and apply mechanical and Welding Technology. • Demonstrate knowledge of Welding industry and its productivity requirements | <ul style="list-style-type: none"> • Use and apply variety of fillet welding, oxy-fuel cutting and ox- fuel joining processes • Welding safety and applicable worksite practice |
|--|---|

Admission Requirements

Passed Communication and Mathematical Numeracy at NQF Level 1 or Grade 9 Equivalent

Career Opportunities

This qualification will enable students to work in mining sector, chemical sector, Transport sector and Manufacturing sector as CO₂ Welder, boiler maker, Aluminium welder, Quality Inspector, Welding superintendent etc.

10. National Certificate: Automotive Repairs and maintenance Level 2 Learnership

Programme of Study (Modules)

- | | |
|--|---|
| <ul style="list-style-type: none">• Communication• Demonstrate understanding of how an engine and components operate.• Conduct a general automotive service. | <ul style="list-style-type: none">• Use and maintain automotive workshop tools and equipment.• Occupational health and safety and environment requirements• Remove and install automotive components. |
|--|---|

Admission Requirements

Passed Communication and Mathematical Numeracy at NQF Level 1 or Grade 9 Equivalent

Career Opportunities

This qualification will enable students to work in any Automobile sector, Transport sector and Manufacturing sector as Service Technician, Motor mechanic artisan Assistant etc.

11. National Certificate: Community House Building Level 2 Learnership.

Programme of Study (Modules)

- | | |
|---|--|
| <ul style="list-style-type: none">• Understand the construction industry• Communicate with relevant persons.• Build a house of basic design | <ul style="list-style-type: none">• Understand legislative, safety and quality systems that govern the workplace.• Establish work area.• Execute construction activity |
|---|--|

Admission Requirements

NQF Level 1 (ABET Level 4) numeracy and literacy or Grade 9

Career Opportunities

This qualification enables students to work in mining sector, Construction developer companies, Civil and Construction sector, Municipalities, as Handyman, Assistant Bricklayer or Bricklayer, Construction Project Manager.

12. National Certificate: Building and Civil Construction Level 3 Learnership.

Programme of Study (Modules)

- | | |
|--|---|
| <ul style="list-style-type: none"> • Plan construction activities using mathematical principles. • Communicate with relevant persons. • Plan construction activity. | <ul style="list-style-type: none"> • Establish work area. • Execute construction activity |
|--|---|

Admission Requirements

Communication at NQF Level 2 and Mathematical Literacy at NQF Level 2
Or Grade 10.

Career Opportunities

This qualification will enable students to work in mining sector, Construction developer companies, Civil and Construction sector, Municipalities, as Handy man, Assistant Bricklayer or Bricklayer, Construction Project Manager.

13. National Certificate: Plumbing Level 4 Learnership.

Programme of Study (Modules)

- | | |
|--|--|
| <ul style="list-style-type: none"> • Communicate in verbal or written form with peers, members of supervisory/management levels and others. • Identify and solve problems with practical mathematical applications | <ul style="list-style-type: none"> • Apply fault finding techniques to diagnose and repair installed plumbing systems • Apply understanding of the functioning of plumbing systems to install, test and maintain them in a built environment |
|--|--|

Admission Requirements

National Certificate: Plumbing L2 (or equivalent) or Mathematical literacy at NQF Level 3 & Communication at NQF Level 3.

Career Opportunities

This qualification will enable students to work in mining sector, Chemical Sector Construction Developer Companies, Civil and Construction sector, Municipalities, Agriculture Farms as Handy man, Plumber.

Please note that enrolment schedule learnerships programmes depend on availability of funding.

Duration

A minimum of 12 months

Mode of delivery

A minimum four-month full-time theory training (30%) and eight months of full-time workplace experience training (70%).

14. PASTEL: Sage 50 Pastel Partner Intermediate Certificate (Phalaborwa Campus)

Programme of Study (Modules)

- Teaching student to create a company
- Setting up customers and suppliers
- Setting up customers and suppliers
- Processing supplier's invoice
- Processing Tax Invoices
- Processing cashbook e.g., Receipts and payments
- Processing Bank Reconciliation

Admission Requirements

A Grade 10 and Computer literacy or basic computer skills / knowledge.

Learning Outcomes

The student should be able to perform pastel Installation, work in the demo company, create a new company, perform auto setup, create suppliers, customers, inventory under Edit Masterfile's, process suppliers, process customers, process cash book (receipts & payments) and petty cash payment, process bank reconciliation.

Career Opportunities

Cashier, Accounting Clerk, bank teller, bookkeeper, invoicing clerk, storeman/procurement clerk, debtors' clerk, and creditors clerk.

Enrolment Schedule

Start date depend on availability of funding.

Duration

3 months

Mode of Delivery

Three months full-time theory training (30%) and Practical training (70%).

CORPORATE CENTRE

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