



# PROSPECTUS 2020



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



South Cape TVET College  
Suid-Kaap Kollege  
Ikholeji yasemZantsi-Kapa

## WHERE YOUR DREAMS TAKE FLIGHT

SABS  
ISO 9001



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# WHERE ARE WE LOCATED?



South Cape TVET College has six campuses located across the Karoo and Garden Route area. Our campuses are located as follows:

- George - together with the Central Office
- Oudtshoorn - including Fosters Manor Guest House
- Beaufort West - including the Occupational Training Hub
- Bitou (Plettenberg Bay)
- Mossel Bay
- Hessequa (Riversdale)

## CAMPUS LOCATIONS



South Cape TVET College  
Suid-Kaap Kollege  
Ikholeji yasemZantsi-Kapa



# SOME USEFUL INFORMATION

## FINANCIAL AID

You may qualify for a National Financial Aid Scheme bursary. In all cases, terms and conditions will apply.

For more information please visit your nearest campus or the website at [www.nsfas.org.za](http://www.nsfas.org.za)

## STUDENT SUPPORT

All campuses have Student- and Academic Support Officers who will render various forms of support to you through out your time at the College.

## STUDENT REPRESENTATIVE COUNCIL

With members elected by the students, the SRC forms a link between the students, the Campus and the College. Do you have the qualities needed? You should be a good leader, be accountable and reliable.

## LANGUAGE POLICY

The official language of teaching and learning is English and this is also the language of all prescribed books.

## TUITION & FEES

For current applicable fees, as well as the banking details of the College, please visit the website at

[www.sccollege.co.za](http://www.sccollege.co.za)

Please note that fees are subject to change without prior notice.

## REGISTRATION

All full-time registration documents and course forms can be downloaded from the SCC website at [www.sccollege.co.za](http://www.sccollege.co.za). For part-time application forms, please contact your nearest campus.

### Documents needed

You will always need the following three documents

when applying at SCC:

Certified copy of the student's ID / birth certificate.

Certified copy of the last passed school results.

Proof of residence with the student's name on it (Affidavit).

# STUDENT CODE OF CONDUCT

## GENERAL RULES

- Obscene or objectionable language will not be tolerated on campus.
- Sexual harassment of fellow students, staff or any member of the public will not be tolerated.
- Students may not have offensive or inflammatory published materials in their possession on the campus. Any such material found will be destroyed.
- Gambling is prohibited on College property.
- Smoking is not permitted inside public buildings, including toilets (by law). Designated smoking areas outside may be provided.
- Playing of any game or sport in or near buildings is prohibited in order to avoid damage to buildings.
- Fire-fighting equipment and all safety equipment may not be tampered with and are to be utilised exclusively for their designed usage. Students guilty of discharging a fire extinguisher will be liable for a Campus fine.
- Students are requested to place papers, bottles, containers etc. in the rubbish containers provided and not to litter on floors, window ledges or any other College property.
- Use of cellular telephones or any other means of communication in classes or examination venues is prohibited.
- Students are responsible for the maintenance of their own textbooks and writing materials. The college accepts no responsibility for loss of or damage to students' personal property on the campus.
- A student may not damage, steal, or interfere with the property of others, including students and staff of the College and any visitors on the premises. Students can be held liable for any damage (including graffiti).

- No liquor shall be brought onto the College and/or hostel premises, or be used by or in the possession of anyone on these premises.
- No fire arms or weapons of any kind are allowed on the premises.
- A student's general behaviour and conduct must at all times be of such a nature that it will in no way discredit the good reputation or disrupt the order of the College.

## SERIOUS OFFENCES

The following are examples of serious offences for which a student may be summarily suspended from the College:

- Assault or fighting on the College grounds.
- Dishonesty during examinations or tests.
- General dishonesty.
- Theft or vandalism.
- The possession or use of drugs or alcohol on the College grounds, or to use similar habit-forming substances, either during normal College hours, including tea breaks, lunch hours or any other break.
- Possession of firearms or any other dangerous weapons on the College grounds.
- Inciting of violence or to promote unlawful strikes.
- The use of offensive or insulting language.
- Sexual or racial harassment.

This Code of Conduct for students is aimed at informing and encouraging students to avoid problem areas.

# DIFFERENT MODES OF DELIVERY

Full time  
Part time  
Evening classes  
Online distance learning (ODL)

**Report 191 : N4 - N6**

**Report 191: Engineering N1 - N3**

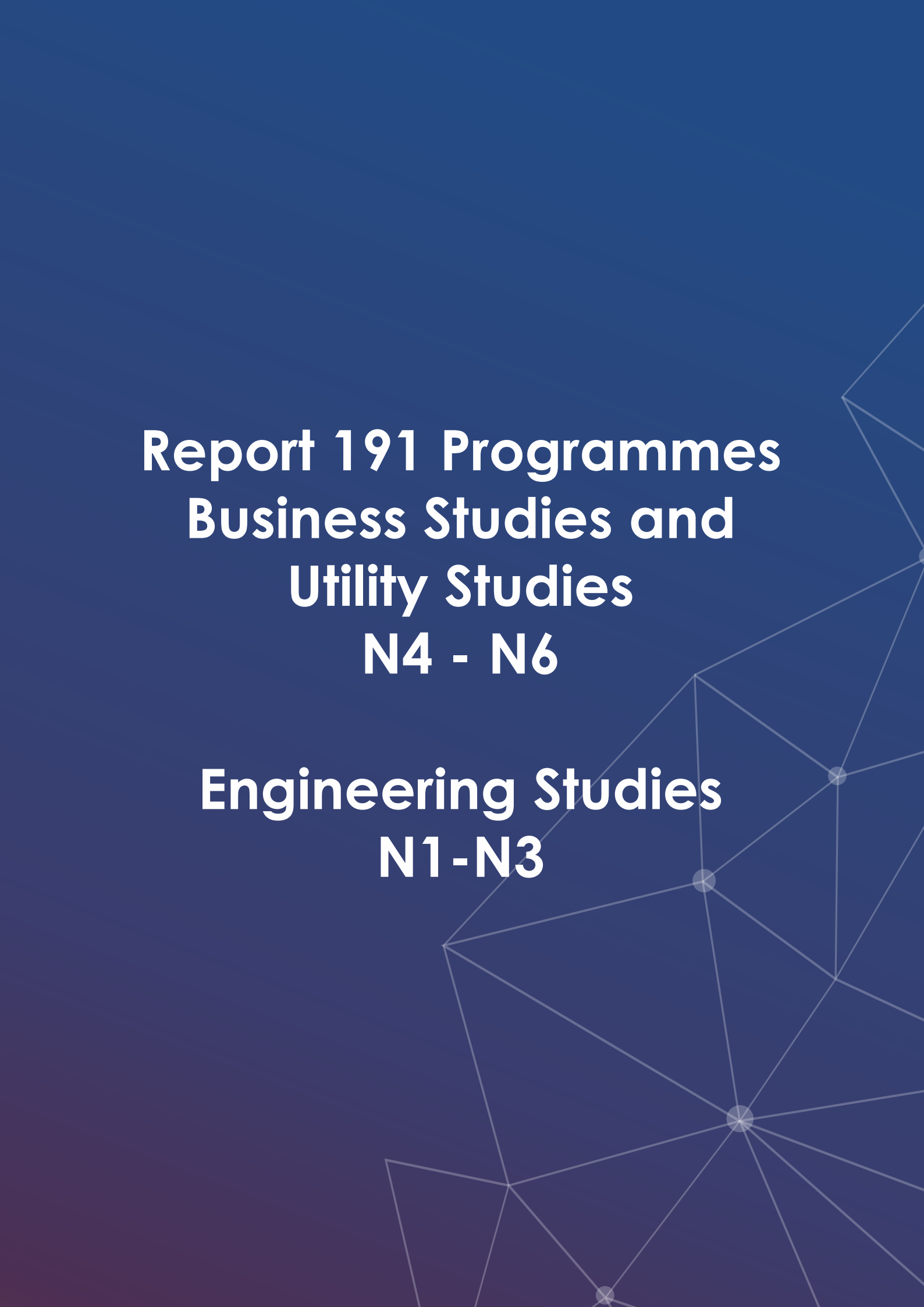
**National Certificate Vocational (NCV)**

**Pre-Vocational Learning Programme (PLP)**

Foundational Mathematics  
Foundational Science  
Foundational English  
Foundational Life Skills & Tech.

**National Introductory Certificate**

Introductory Entrepreneurship N4  
Introductory Communication N4  
Introductory Computer Practice N4  
Introductory Accounting N4



**Report 191 Programmes  
Business Studies and  
Utility Studies  
N4 - N6**

**Engineering Studies  
N1-N3**





## Pre-Vocational Learning Programme (PLP)

The PLP is focused on providing a foundational or bridging programme for students who may not meet the criteria for entry into a specific programme.

It is geared to assist students improve their marks, this one year programme bridges the academic gaps and prepares the learner for entry into vocational or occupational programmes.

### Subjects:

- Foundational Mathematics
- Foundational Science
- Foundational English
- Foundational Life Skills and Technology

## National Introductory Certificate

The National Introductory Certificate is a bridging course which prepares students for entry into the N4 – N6 programmes.

It is an ideal option for students who do not meet the academic requirement to gain direct entry into the national N4 – N6 qualification but desire to pursue their studies further.

### Subjects:

- Introductory Entrepreneurship N4
- Introductory Communication N4
- Introductory Computer Practice N4
- Introductory Accounting N4





## ENTRY REQUIREMENTS

Grade 12 Certificate

## DURATION

3 Years (18 Months theory and 18 months practical work experience)

## WHAT IS THIS PROGRAMME ABOUT?

Once you complete this programme you will understand the principles on which the South African Economy is founded and have the skills to be an entrepreneur. This includes insight into the management environment in which the business functions to provide the characteristics and skills which are needed to start and successfully manage your own business, and also to have insight into the challenging of entrepreneurship and the social responsibilities of entrepreneurs. You would also need to be familiar with the economic and business environment in which entrepreneurs function and to be able to prepare a successful business plan.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Entrepreneur
- Sales
- Bookkeeping
- Administration

## WHAT SUBJECTS WILL I BE TAKING?

### N4

- Introductory Accounting
- Management Communication
- Computer Practice
- Entrepreneurship and Business Management

### N5

- Public Relations
- Sales Management
- Computer Practice
- Entrepreneurship and Business Management

### N6

- Entrepreneurship and Business Management
- Public Relations
- Sales Management
- Computer Practice

## WHAT DO THESE SUBJECTS ENTAIL?

### INTRODUCTORY ACCOUNTING

Introductory Accounting provides student with a basic knowledge of accountancy, helping them to understand the concept of contra accounts and how to do financial statements.

### MANAGEMENT COMMUNICATION

Studies the different disciplines of communication, motivation and self-image as tools in the organization. Practical activities are included especially the writing of business communication documents.

This subject also studies the theory behind advertising, the communication tools for marketing, with emphasis on the role it plays in marketing strategies of an organization.

### COMPUTER PRACTICE

Provides students with skills to perform basic computer functions. The subject field covers Microsoft Word, Excel, PowerPoint, Access and basic internet and Email functionality.

### ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

Entrepreneurship and Business Management studies the different aspects of starting your own business. It provides basic knowledge of how to draw up a business plan and all the necessary aspects needed for a business plan.

### SALES MANAGEMENT

Sales management studies aspects of selling such as the organization for sales activities as well as the recruitment, training, remuneration and evaluation of sales people.

### PUBLIC RELATIONS

Public Relations equip students with the public relations front line skills required in all business organizations. To help students realize the importance of communication between an organization and its public/target markets, and to instill into students the awareness that all presented material should enhance the image of the company.





## ENTRY REQUIREMENTS

Grade 12 Certificate

## ENTRY REQUIREMENTS

Grade 12 Certificate

## DURATION

3 Years (18 months theory and 18 months practical work experience)

## WHAT IS THIS PROGRAMME ABOUT?

Educare equips you, the student, with theoretical knowledge and practical skills to work with children up to 4 years old and start your own crèche. You will learn to identify signs and symptoms of child illnesses, learn the methodology of planning and presenting lessons, how to make equipment for class, how to deal with staffing issues, how to organize budgets, etc.

Furthermore, the programme also includes continuous exposure to the industry – with students going out to schools once a week for experiential learning.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Assistant in Grade R class
- Managing own business (crèche, playschool, etc.)
- Centre manager
- Au Pair – employed privately to take care of children
- Taking care of babies and toddlers up to 4 years old – as a facilitator.
- Governance of centre – school governing body
- Manage finances of centre/crèche
- Steer meetings – Agenda writing and minute taking skills

## WHAT SUBJECTS WILL I BE TAKING?

### N4

- Education
- Child Health
- Educare Didactics Theory and Practical
- Daycare Personnel Development

### N5

- Educare Didactics Theory and Practical
- Business Management and Entrepreneurship
- Educational Psychology
- Daycare Communication

### N6

- Educare Didactics theory and Practical
- Educational Psychology
- Daycare Management
- Daycare Communication

## WHAT DO THESE SUBJECTS ENTAIL?

### CHILD HEALTH

Aspects of the physical care of children are very important and are covered in this subject, as well as pregnancy, birth and baby care.

### EDUCARE DIDACTICS

The student will learn to work with children at all levels of development, as well as give mental stimulation to children of all age groups. The student also learns to create and make apparatus to help him/her in the playroom and classroom.

### EDUCATIONAL PSYCHOLOGY

The student is introduced to various learning theories and will become aware of school readiness and different modes of early childcare delivery.

### EDUCATION

This subject forms the foundation for effective education and prepares the student to give the correct support to the children.

### DAYCARE PERSONNEL DEVELOPMENT

Students gain knowledge about routine tasks at a daycare centre, and develop to his/her full potential.

### ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

This subjects advises students on how to start their own business through drawing up a business plan.

### DAYCARE COMMUNICATION

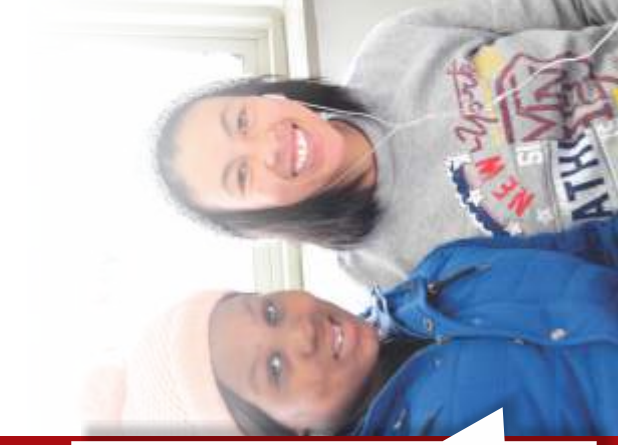
The student is taught to use various forms of communication that he/she will need in the workplace. The emphasis in this subject is to show the importance of effective communication.

### DAYCARE MANAGEMENT

This subject covers the managing of a daycare centre, including the financial, administrative and management aspects.

### CAMPUSES

BEAUFORT WEST • GEORGE • MOSSEL BAY  
 OUDTSHOORN



# HOSPITALITY AND CATERING SERVICES N4-N6



## ENTRY REQUIREMENTS

Grade 12 Certificate

## DURATION

3 Years (18 months theory and 18 months practical workexperience)

## WHAT IS THIS PROGRAMME ABOUT?

The aim of this programme is to prepare and equip students with the latest subject matter, which is directed at the industry, in order to send out into the workplace mature students who, with sound knowledge and skills, will provide excellent service.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Hotel & guesthouse Management
- Restaurant Management
- Tasting Room Management
- Food Services Management
- Food and Beverage Management
- Function Catering
- Test Kitchen Staff
- Events Management
- Entrepreneur

**CAMPUS**  
OUDTSHOORN

## WHAT SUBJECTS WILL I BE TAKING?

### FIRST YEAR

#### N4

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

#### N5

- Food and Beverage Service
- Business Management
- Catering Theory and Practical
- Applied Management

#### N6

- Human Relations
- Applied Management
- Catering Theory and Practical
- Computer Practice (N4)

## WHAT DO THESE SUBJECTS ENTAIL?

### NUTRITION AND MENU PLANNING

To have the knowledge and understanding of the basic principles of nutrition and to be able to apply this in the industry.

Also to understand the basic principles of menu planning to be able to set up appropriate menus for the wide variety of clients and different types of functions.

### SANITATION AND SAFETY

Equips the candidate with the necessary knowledge and skills, which will assist them in implementing hygiene, health and safety standards in the workplace.

### CATERING THEORY

Prepares the student with applicable knowledge of all the different food types, preparation techniques and current food trends in the industry.

### APPLIED MANAGEMENT

To enable the student to understand the basic concepts of management.

To prepare the student to be able to implement these basic management skills on a first line management level in the work situation.

### CATERING PRACTICAL

Enables the student to practically apply all the theory taught regarding different food types in the industry.

### FOOD AND BEVERAGE SERVICE

Equips the student with basic food service techniques, teaching them basic and complex skills, which are needed to run a successful hotel, restaurant or guesthouse.

### ENTREPRENEURSHIP

Provides the student with a broad perspective on how to successfully plan and manage a small business.

### COMMUNICATION AND HUMAN RELATIONS

Studies the different disciplines of communication, motivation and self-image as tools in the organisation. Practical activities are included, especially the writing of business communication documents. Human Relations gives the student a good background of the management of staff and personnel functions.

### COMPUTER PRACTICE

Provides student with skills to do basic computer functions. The subject field covers Microsoft Word, Excel, Power Point, Access and basic Internet and Email.

- Please note that the kitchens used for Hospitality studies are not Kosher or Halal friendly, nor are the products used in these kitchens.



# HUMAN RESOURCE MANAGEMENT. N4 –N6



## ENTRY REQUIREMENTS

Grade 12 Certificate

## DURATION

3 Years (18 months theory and 18 months practical work experience)

## WHAT IS THIS PROGRAMME ABOUT?

Once you complete this programme you will be able to apply knowledge, skills and relevant communication skills for application in writing and verbal communication in practice of personnel management. Such skills include motivation, group dynamics, leadership skills and information systems as applicable in the management of human resources and in the presentation of information in activities relevant to human resource management.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Human Resource Assistant
- Administrative Assistant
- Entrepreneur

## CAMPUSES

BEAUFORT WEST • BITOU • HESSEQUA  
GEORGE • MOSSEL BAY • OUDTSHOORN

## WHAT SUBJECTS WILL I BE TAKING?

### N4

- Personnel Management
- Management Communication
- Computer Practice
- Entrepreneurship and Business Management

### N5

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

### N6

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

## WHAT DO THESE SUBJECTS ENTAIL?

### PERSONAL MANAGEMENT

Personal Management gives the student a good background of the personnel functions, starting with recruitment and selection right through performance appraisal, remuneration, job evaluation, etc. - to the point where the employment contract ends. It also deals with issues such as motivation, leadership, management and communication.

### MANAGEMENT COMMUNICATION

Studies the different disciplines of communication, motivation and self-image as tools in the organization, practical activities are included, especially the writing of business communication documents.

This subject also studies the theory behind advertising, the communication, the communication tools for marketing, with emphasis on the role it plays in marketing strategies of an organization.

### COMPUTER PRACTICE

Provides students with skills to perform basic computer functions. The subject field covers Microsoft Word, Excel, Power Point. Access and basic internet and email functionality.

### ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

Entrepreneurship and Business Management studies the different aspects of starting your own business. It provides basic knowledge of how to draw up a business plan and all the necessary aspects needed for a business plan.

### PERSONNEL TRAINING

Without a well-trained staff, an organization will certainly underperform. Personnel Training moulds the student with a sound background on training adults in the workplace as well as the necessary training and facilitation skills. It also provides a framework for assessing training needs.

### LABOUR RELATIONS

Labour Relations focuses on monitoring good relationships at the workplace by keeping it free from conflict and dispute through sound communication and providing a framework/system for dealing with various issues. The subject initially gives the student a background of the basic Conditions of Employment Act and the Labour Relations Act, while the latter part of the subject deals with trade union issues as well as the problematic areas of disciplinary hearings, disputes, strikes and negotiations.



# MANAGEMENT ASSISTANT N4-N6



## ENTRY REQUIREMENTS

CAT is a requirement. Grade 12 Certificate or equivalent qualification

## DURATION

3 Years (18 Months theory and 18 months practical work experience)

## WHAT IS THIS PROGRAMME ABOUT?

The purpose of this programme is to equip you with knowledge and skills for successful entry into a secretarial field in any sector. The curriculum will provide an in-depth knowledge at business related and secretarial skills. The programme integrates theoretical learning with practical skills to ensure secretarial and general office management competencies in all industries. During the practical session of 18 months. These vital skills will be applied in the secretarial environment to build a successful career.

## WHAT CAREER OPPORTUNITY ARE OUT THERE?

- Executive Assistant
- Private Secretary
- Office Manager
- Front Desk Reception
- Administrative Clerk

## CAMPUSES

BEAUFORT WEST • BITOU • GEORGE  
OUDTSHOORN • HESSEQUA • MOSSEL BAY

## WHAT SUBJECTS WILL I BE TAKING?

### N4

- Information Processing
- Computer Practice
- Communication
- Office Practice

### N5

- Information Processing
- Computer Practice
- Communication
- Office Practice

### N6

- Information Processing
- Computer Practice
- Communication
- Office Practice

## WHAT DO THESE SUBJECTS ENTAIL?

### INFORMATION PROCESSING

Information Processing equips the student with the necessary skills to utilise the computer and to attain keying-in excellence, to develop accuracy and speed for the successful operation of an office.

### COMPUTER PRACTICE

Computer Practice enables students to utilise the computer and peripherals functionally and to apply software application programs independently and with confidence in an office environment.

### COMMUNICATION

Communication equips students with the necessary verbal and non-verbal communication knowledge (theoretical) and skills (practical) to function effectively.

### OFFICE PRACTICE

Office Practice provides secretarial students with the required knowledge of the secretarial career and with the practical skills in office procedures, to perform with self-confidence the function attached to the post of secretary and eventually the post of management assistant.



# MARKETING MANAGEMENT N4-N6



**ENTRY REQUIREMENTS**  
Grade 12 Certificate

**DURATION**

3 Years (18 months theory and 18 months practical work experience)

**WHAT IS THIS PROGRAMME ABOUT?**

Once you complete this programme you will be able to operate in marketing activities in the marketing field such as conducting research, identifying markets, creating promotional materials and presenting marketing proposals.

**WHAT CAREER OPPORTUNITIES ARE OUT THERE?**

- Marketing
- Sales
- Market Research
- Advertising
- Branding
- Distribution
- Entrepreneur

**CAMPUSES**

BEAUFORT WEST • GEORGE

**WHAT SUBJECTS WILL I BE TAKING?**

**N4**

- Marketing Management
- Management Communication
- Computer Practice
- Entrepreneurship and Business Management

**N5**

- Marketing Management
- Sales Management
- Computer Practice
- Entrepreneurship and Business Management

**N6**

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

**WHAT DO THESE SUBJECTS ENTAIL?**

**MARKETING MANAGEMENT**

Studies the important aspects of the various markets, the marketing mix, consumer behavior. Marketing strategies and international marketing.

**MANAGEMENT COMMUNICATION**

Studies the different disciplines of communication. Motivation and self-image as tools in the organisation. Practical activities include, especially the writing of business communication documents.

This subject also studies the theory behind advertising, the communication tool for marketing, with emphasis on the role it plays in marketing strategies of an organisation.

**COMPUTER PRACTICE**

Computer Practice enables students to utilise the computer and peripherals functionally and to apply software application programs independently and with confidence in an office environment.

**MARKETING RESEARCH**

This subject studies the principles, techniques, analysis and reporting of marketing survey data.

**ENTREPRENEURSHIP AND BUSINESS MANAGEMENT**

Entrepreneurship and Business Management studies the different aspects of starting your own business. It provides basic knowledge of how to draw up a business plan and all the necessary aspects needed for a business plan.

**SALES MANAGEMENT**

Sales Management studies aspects of selling such as the organization for sales activities as well as the recruitment, training, remuneration and evaluation of salespeople.

**MARKETING COMMUNICATION**

Introduction to the advertising media that can be used to develop insight into the internal factors, which can influence the choice of the advertising media. The knowledge for launching an advertising campaign, creating an advertisement and doing advertising research to ensure that the correct media is used. post of management assistant.



# PUBLIC MANAGEMENT N4-N6



## ENTRY REQUIREMENTS

Grade 12 National Senior Certificate or NCV level 4 with minimum 40% for English and an overall average of 40% excluding life orientation.

## DURATION

3 Years (18 months theory and 18 months practical work experience)

## WHAT IS THIS PROGRAMME ABOUT?

The course prepares students to work in the public sector (all spheres of government). Students receive a certificate after each semester, after successfully completing the course. Following this, the students need to obtain 18 months' practical experience to qualify for the Diploma.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Municipal Worker
- Government Employee

## CAMPUSES

### Online Distance Learning

BEAUFORT WEST  
BITOU  
HESSEQUA

### On Campus and Online Distance Learning

GEORGE  
OUDTSHOORN  
MOSSEL BAY

## WHAT SUBJECTS WILL I BE TAKING?

### N4

- Computer Practice
- Public Administration
- Management Communication
- Introductory Accounting

### N5

- Computer Practice
- Public Administration
- Municipal Administration
- Public Finance

### N6

- Computer Practice
- Public Law
- Public Administration
- Municipal Administration

## WHAT DO THESE SUBJECTS ENTAIL?

### ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

Entrepreneurship and Business Management studies the different aspects of starting your own business. It provides basic knowledge of how to draw up a business plan and all the necessary aspects needed for a business plan.

### COMPUTER PRACTICE

Computer Practice enables students to utilise the computer and peripherals functionally and to apply software application programs independently and with confidence in an office environment.

### PUBLIC ADMINISTRATION

To provide students with a comprehensive representation of the South African government system and the governmental processes involved in running the state. To provide students with the necessary knowledge and skills to become efficient incumbents of posts and officials in the state, provincial and local departments of the public sector.

### MANAGEMENT COMMUNICATION

Studies the different disciplines of communication, motivation and self-image as tools in the organisation. Practical activities are included, especially the writing of business communication documents. This subject also studies the theory behind advertising, with emphasis on the role it plays in marketing strategies of an organisation.

### MUNICIPAL ADMINISTRATION

To provide students with a comprehensive representation of the South African municipal government system and the administrative processes involved in running a local authority.

To enable the students to carry out the functions applicable to an administrative post in a municipal authority with confidence after completion of the necessary practical training in municipal administration.

To provide students with the necessary knowledge of the management processes with specific reference to personnel administration and financial management in local authorities.

### PUBLIC FINANCE

To provide students with a comprehensive knowledge of the public finance used for organising the financial administrative system and process of the central, regional and local authorities. To develop students' ability to execute financial administrative tasks in the public sector with confidence and to prepare them for the world of work in central, provincial and local government.

### PUBLIC LAW

To provide students with a comprehensive knowledge of public law used for organising the administrative process of public administration.

To enable students to execute functions relating to administrative policy, backed by the different laws and by-laws used in government institutions.







## ENTRY REQUIREMENTS

Grade 12 Certificate with at least 50% average

## DURATION

3 Years (18 months theory and 18 months practical work experience)

## WHAT IS THIS PROGRAMME ABOUT?

This programme aims to equip learners with the necessary knowledge and skills for a career in tourism with the focus on the travel sector, upon completion of the 18 month theoretical component, students must complete and 18 month practical component by working in the tourism industry. This ensures that students are well prepared to face the world of work as an employee in the tourism industry.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Travel Agent
- Guesthouse Manager
- Hotel Reception
- Consultant at tour operator
- Airport Staff
- Event Organizer
- Entrepreneur

## CAMPUSES

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## WHAT SUBJECTS WILL I BE TAKING?

### N4

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

### N5

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

### N6

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

## WHAT DO THESE SUBJECTS ENTAIL?

### TRAVEL SERVICES

To prepare consultants for the tourism industry who can correctly complete the necessary documentation and provide efficiently for the needs of tourists in terms of travel services required.

### TOURIST DESTINATIONS

To prepare consultants for the tourism industry by generating a desire in students to experience tourism and guiding them to understand the complex interaction of the tourism industry while teaching them knowledge required to sell tourism products

### TOURISM COMMUNICATION

To provide the student with the skills to express himself/herself clearly, correctly and concisely in oral as well as in written communication.

To create an understanding of important aspects of interpersonal relationship in order for the student to function more effectively in the work situation.

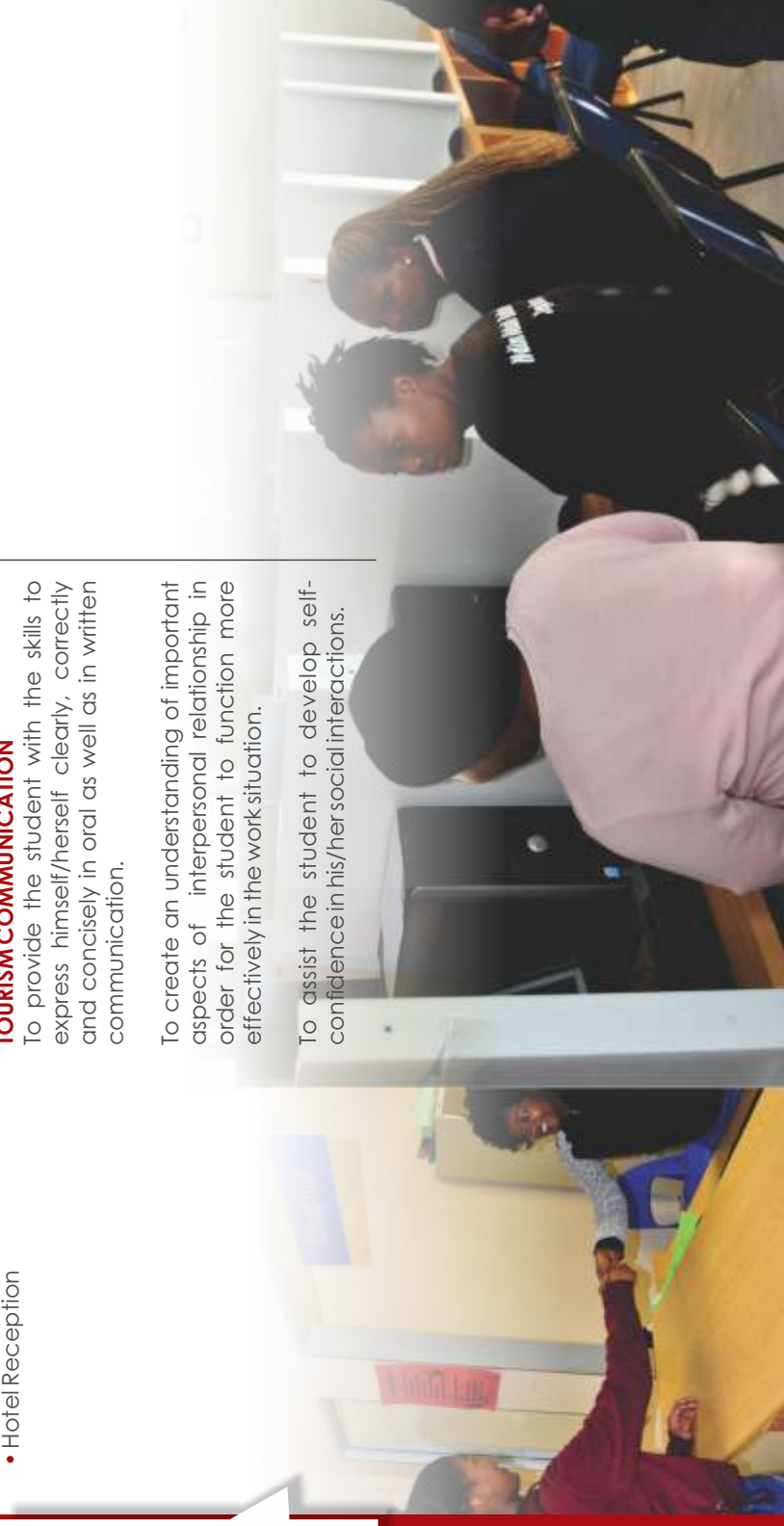
To assist the student to develop self-confidence in his/her social interactions.

### TRAVEL OFFICE PROCEDURES

To enable the tourism student, with the required practical training in office procedures and marketing strategies, to perform the administrative and marketing functions attached to the post of the tourism consultant confidently.

### HOTEL RECEPTION

To prepare professional receptionists who can accurately and efficiently perform the duties and functions of a hotel receptionist, and can thereby project and contribute to the image: Excellence in service in the accommodation industry.





## ENTRY REQUIREMENTS

Grade 9 Certificate or equivalent qualification.

N1: An end of year report where you passed grade 9 or higher with a minimum 40% in mathematics, or Grade 12 without mathematics and physical science.

N2: N1 or Grade 12 with minimum 40% for mathematics and physical science

N3: N2 and at least 3 of 4 subjects passed.

## DURATION

Each level requires four subjects and runs for 10 weeks per trimester duration. Enrolments take place every trimester for all engineering programmes.

## WHAT IS THIS PROGRAMME ABOUT?

The students will learn the theoretical components, in order to qualify for a formal qualification that will equip and prepare them to effectively to pursue an apprenticeship as a motor mechanic.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Manufacturing and Industrial Engineering
- Metallurgical and Materials Engineering
- Boilermaking
- Automotive Repair and Maintenance
- Aerospace Engineering
- Tool Making
- Fitting and Machining
- Welding

**CAMPUS**  
MOSSEL BAY

## WHAT SUBJECTS WILL I BE TAKING?

### N1

- Metal Workers Theory
- Plating and Structural Steel Drawing
- Engineering Science
- Mathematics

### N2

- Plater's Theory
- Plating and Structural Steel Drawing
- Engineering Science
- Mathematics

### N3

- Mechano Technology
- Plating and Structural Steel Drawing
- Engineering Science
- Mathematics

## WHAT DO THESE SUBJECTS ENTAIL?

### METALWORKERS THEORY

This module covers general safety rules, instructions and machinery safeguards. The student will learn the skills to work with and differentiate between marking of tools and general hand tools. They will gain knowledge on blacksmithing, riveting, electric arc welding and oxy-acetylene equipment and welding. Module content also covers identification, properties and different types of metals.

### PLATING AND STRUCTURAL STEEL DRAWING

In this module students will learn how to correctly and skilfully use drawing equipment. They will be equipped with the skills to draw geometrical figures by means of a compass, drawing instruments and according to corresponding scale. The module content also includes projection, welding and parallel, radical and triangulation line methods.

### ENGINEERING SCIENCE

Understand how the engineering systems work. Equip yourself with the knowledge about scientific elements such as energy, work, power, composition of matter, statics, dynamics and electricity and how they work.

### MATHEMATICS

This module gives you an overview of terms and factors, fractions, root and exponential forms. Learn about surds and logarithms, equations, word problems and manipulation of technical formulae. Get the skills to do differential calculus, geometry of co-ordinates, algebraic graphs and trigonometry.

### MECHANO TECHNOLOGY

This module will equip you with skills to understand the purpose of power transmission, brakes and bearings. Learn about water pumps, cooling and lubrication, hydraulics and pneumatics, internal combustion engines, cranes and lifting machines and material and material processes.





## ENTRY REQUIREMENTS

Grade 9 Certificate or equivalent qualification.

N1: An end of year report where you passed grade 9 or higher with a minimum 40% in mathematics, or Grade 12 without mathematics and physical science.

N2: N1 or Grade 12 with minimum 40% for mathematics and physical science

N3: N2 and at least 3 of 4 subjects passed.

## DURATION

Each level requires four subjects and runs for 10 weeks per trimester duration. Enrolments take place every trimester for all engineering programmes.

## WHAT IS THIS PROGRAMME ABOUT?

Provision of a formal qualification that will equip and prepare the student to effectively to pursue an opportunity in the many different work areas of Electricity or Electronics. Examples are domestic installations and maintenance, repairing and maintenance of consumer equipment, installation and maintenance of business premises and the functioning and maintenance of high voltage electrical networks within a company like Eskom. This course also serves as a basis to gaining further qualifications at other tertiary institutions.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Production Section Head
- Foreman
- Electrical Artisan
- Electrical Technician

**CAMPUS**  
MOSSEL BAY

## WHAT SUBJECTS WILL I BE TAKING?

### N1

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

### N2

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

### N3

- Electro-Technology
- Industrial Electronics
- Engineering Science
- Mathematics

## WHAT DO THESE SUBJECTS ENTAIL?

### ELECTRICAL TRADE THEORY

This module covers electrical domestic appliances, protecting electric devices, and types of electrical lighting. You will also learn about alternating currents, electric circuits and transformers. This module also covers direct current machines.

### INDUSTRIAL ELECTRONICS

This module covers atomic theory, direct and alternating currents. You will also learn about the characteristics and applications of semi-conductors and diodes, transistors, electrical power controllers, transducers and about operational amplifiers.

### ENGINEERING SCIENCE

Understand how the engineering systems work. Equip yourself with the knowledge about scientific elements such as energy, work, power, composition of matter, statics, dynamics and electricity and how they work.

### MATHEMATICS

This module gives you an overview of terms and factors, fractions, root and exponential forms. Learn about surds and logarithms, equations, word problems and manipulation of technical formulae. Get the skills to do differential calculus, geometry of co-ordinates, algebraic graphs and trigonometry.

### ELECTROTECHNOLOGY

Electrotechnology is the combination of both electrical engineering and electronic engineering.





## ENTRY REQUIREMENTS

Grade 9 Certificate or equivalent qualification.

N1: An end of year report where you passed grade 9 or higher with a minimum 40% in mathematics, or Grade 12 without mathematics and physical science.

N2: N1 or Grade 12 with minimum 40% for mathematics and physical science

N3: N2 and at least 3 of 4 subjects passed.

## DURATION

Each level requires four subjects and runs for 10 weeks per trimester duration. Enrolments take place every trimester for all engineering programmes.

## WHAT IS THIS PROGRAMME ABOUT?

Provision of a formal qualification that will equip and prepare the student to effectively pursue an career path that involves fixing machinery, fitting parts and ensuring that equipment runs efficiently. It is all about maintenance and repairs.

A fitter and turner repairs and maintains various machinery. They also assemble and fit new components for machinery by using blueprints to measure and manufacture parts and materials for different machinery and equipment.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Manufacturing and Industrial Engineering
- Metallurgical and Materials Engineering
- Boilermaking
- Automotive Repair and Maintenance
- Aerospace Engineering
- Tool Making
- Fitting and Machining
- Welding

**CAMPUS**  
MOSSEL BAY

## WHAT SUBJECTS WILL I BE TAKING?

### N1

- Fitting and Machining Theory
- Engineering Drawing
- Engineering Science
- Mathematics

### N2

- Fitting & Machining Theory
- Engineering Drawings
- Engineering Science
- Mathematics

### N3

- Mechano - Technology
- Engineering Drawings
- Engineering Science
- Mathematics

## WHAT DO THESE SUBJECTS ENTAIL?

### FITTING AND MACHINING

This subject teaches learners how to operate and monitor drilling machines, milling machines, surface grinding machines and lathes. It also includes welding/joining of metals, heat exchangers and maintenance.

### ENGINEERING DRAWING

Engineering Drawings teaches students to identify the function of engineering drawings, and interpret these drawings as an accurate and meaningful manner of communication. Engineering Drawing is a type of technical drawing used to fully and clearly define requirements for engineered items. More than merely the drawing of pictures, it is also a language - a graphical language that communicates ideas and information from one mind to another. Most especially, it communicates all needed information from the engineer who designed a part to the workers who will make it.

### ENGINEERING SCIENCE

Understand how the engineering systems work. Equip yourself with the knowledge about scientific elements such as energy, work, power, composition of matter, statics, dynamics and electricity and how they work.

### MATHEMATICS

This module gives you an overview of terms and factors, fractions, root and exponential forms. Learn about surds and logarithms, equations, word problems and manipulation of technical formulae. Get the skills to do differential calculus, geometry of co-ordinates, algebraic graphs and trigonometry.

### MECHANO - TECHNOLOGY

This module will help you understand the purpose for power transmission, brakes and bearings. Learn about water pumps, cooling and lubrication, hydraulics and pneumatics, internal combustion engines, cranes and lifting machines, and material processes.



## ENTRY REQUIREMENTS

Grade 9 Certificate or equivalent qualification.

N1: An end of year report where you passed grade 9 or higher with a minimum 40% in mathematics, or Grade 12 without mathematics and physical science.

N2: N1 or Grade 12 with minimum 40% for mathematics and physical science

N3: N2 and at least 3 of 4 subjects passed.

## DURATION

Each level requires four subjects and runs for 10 weeks per trimester duration. Enrolments take place every trimester for all engineering programmes.

## WHAT IS THIS PROGRAMME ABOUT?

This programme is a skills, quality and knowledge based programme and is intended to directly respond to the priority skills demands of the modern economy in South Africa. The programme aims to equip students with the necessary knowledge of the workplace. This will then empower them to make a positive contribution to the country's economy, productivity and the development of new technology. This occupation based qualification reflects the workplace based needs of the electrical field.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Manufacturing and Industrial Engineering
- Metallurgical and Materials Engineering
- Boilermaking
- Automotive Repair and Maintenance
- Aerospace Engineering
- Tool Making
- Fitting and Machining
- Welding
- Electrical Engineering

**CAMPUS**  
MOSSEL BAY

## WHAT SUBJECTS WILL I BE TAKING?

### N1

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

### N2

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

### N3

- Industrial Electronics
- Electro - Technology
- Engineering Science
- Mathematics

## WHAT DO THESE SUBJECTS ENTAIL?

### ENGINEERING SCIENCE

Understand how the engineering systems work. Equip yourself with the knowledge about scientific elements such as energy, work, power, composition of matter, statics, dynamics and electricity and how they work.

### INDUSTRIAL ELECTRONICS

This module covers atomic theory, direct and alternating currents. You will also learn about the characteristics and applications of semi-conductors and diodes, transistors, electrical power controllers, transducers and about operational amplifiers.

### MATHEMATICS

This module gives you an overview of terms and factors, fractions, root and exponential forms. Learn about surds and logarithms, equations, word problems and manipulation of technical formulae. Get the skills to do differential calculus, geometry of co-ordinates, algebraic graphs and trigonometry.

### ELECTRICAL TRADE THEORY

This module covers electrical domestic appliances, protecting electric devices, and types of electrical lighting. You will also learn about alternating currents, electric circuits and transformers. This module also covers direct current machines.



The background features a complex network of thin white lines connecting various points, some of which are marked with small white dots. This pattern is set against a dark blue gradient that transitions from a lighter shade at the top to a darker shade at the bottom.

# **National Certificate Vocational Level 2-4**

## ENTRY REQUIREMENTS

Grade 11 Certificate with Mathematics

## DURATION

3 Years

## WHAT IS THIS PROGRAMME ABOUT?

This programme covers heavy current overhead powerlines as well as domestic civil and industries. Furthermore, it also covers light current in the form of digital and electronics in the communications, industrial electronics and sound engineering fields, as well as instrumentation. This programme integrates academic knowledge and theory with practical skills and values.

## WHAT VOCATIONAL ACTIVITIES WILL I BE ABLE TO PERFORM?

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

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

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

## WHAT SUBJECTS WILL I BE TAKING?

### COMPULSORY FUNDAMENTAL SUBJECTS

- English
- Mathematics
- Life Orientation

### Level 3

- Electrical Principles and Practice
- Workshop Practice
- Electronic Control and Digital Electronics
- Electrical Systems and Construction

### Level 3

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

### Level 4

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

## WHAT DO THESE SUBJECTS ENTAIL?

### ELECTRICAL PRINCIPLES AND PRACTICE

This subjects covers the basics of electrical principles and practice and introduces the field of learning. At Level 2, it is assumed that students have no previous electrical back ground. Level 3 and 4 is a continuations of the learning material.

### WORKSHOP PRACTICE

Workshop Practice introduces you to technical fields. You will be equipped with the necessary hand-skills for the construction industry. Workshop and fieldwork procedures that conform to safety regulations and safe working practices will also be learned.

### ELECTRONIC CONTROL AND DIGITAL ELECTRONICS

Electronic Control and Digital Electronics Level 2 covers the basics of electronics and is designed to introduce the field of learning. As this subject becomes more and more embedded in electrical systems you will need to know what Electronic Control and Digital Electronics modules receive as inputs, do with input to produce an output, what the output looks like and how it affects the operation of the electrical system.

In Level 3 and 4, you'll continue with theoretical and practical implementation of the learning material. Some of the 2 theoretical knowledge is repeated greater detail to further emt knowledge.

### ELECTRICAL SYSTEMS AND CONSTRUCTION

In Level 2, Electrical Systems and Construction covers the basics of electrical systems and introduces this particular field of learning. It teaches you the basic construction skills that are commonly found in the electrical field of practice while bringing you into contact with standard Electrical Systems and Construction procedures.

In Level 3, the subject covers the basics of electrical systems and construction procedures. In Level 4, it covers some of the daily tasks of an electrical tradesperson and introduces the practical side of this field of learning. In Level 3 and 4. You'll continue with the theoretical and practical implementation of the learning material. This subject teaches the skills and principles necessary to be successful in this line of work.

### ELECTRICAL WORKMANSHIP

Electrical Workmanship introduces this field of learning to students. You will have been introduced to the subject "Workshop Practice" in the previous NQ F level and Electrical Workmanship continues to practically implement the learning material. This gives you a solid foundation of knowledge.



## ENTRY REQUIREMENTS

Grade 9 with a 50% pass in Mathematics

## DURATION

3 Years

## WHAT IS THIS PROGRAMME ABOUT?

In Engineering and Related Design, the student will be exposed to the basic industrial environment, engineering principles and operations, as well as engineering systems, activities and processes.

## WHAT VOCATIONAL ACTIVITIES WILL I BE ABLE TO PERFORM?

- Take part in the manufacturing of tools
- Take part in the operation and maintenance of machines
- Extract tools, equipment and processes to produce components
- Create sketches and computer aided designs (CAD)
- Interpret and produce engineering drawings and maps

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Manufacturing and Industrial Engineering
- Metallurgical and Materials Engineering
- Boiler making
- Automotive Repair and Maintenance
- Aerospace Engineering
- Tool Making
- Fitting and Machining
- Welding

**CAMPUS**  
MOSSEL BAY

## WHAT SUBJECTS WILL I BE TAKING?

### COMPULSORY FUNDAMENTAL SUBJECTS

- English
- Mathematics
- Life Orientation

### VOCATIONAL SUBJECTS

- Level 2**
- Engineering Fundamentals
- Engineering Technology
- Engineering Systems
- Automotive Repair and Maintenance

### Level 3

- Engineering Practice and Maintenance
- Materials Technology
- Engineering Graphics and Design (CAD)
- Automotive Repair and Maintenance

### Level 4

- Engineering Processes
- Professional Engineering Practice
- Applied Engineering Technology
- Automotive Repair and Maintenance

## WHAT DO THESE SUBJECTS ENTAIL?

### ENGINEERING FUNDAMENTALS

Engineering Fundamentals introduces you to the three important fields of engineering in the manufacturing, engineering and technology environment. Students interested in Fabrication and Extraction, Manufacturing and Assembly or Engineering and Related Design will be exposed to the basic industrial environment, engineering principles and operations as well as engineering systems, activities and processes.

### ENGINEERING TECHNOLOGY

Engineering Technology introduces you to a variety of engineering tools and equipment used in various fields of engineering and instructs you on how to use the tools and equipment correctly, accurately and safely. As you progress, you'll be able to identify and select the correct tools for a particular job quicker and quicker and not waste time searching.

### ENGINEERING SYSTEMS

Engineering Systems deals with the mechanical, electrical, electronic, hydraulic or pneumatic aspects of a system (e.g. various system in a vehicle or machinery), including identifying, selecting and preparing components in terms of their operation, control and operational maintenance.

The require calculations are also included.

### AUTOMOTIVE REPAIR AND MAINTENANCE

Automotive Repair and Maintenance introduces you to the fundamentals of vehicle technology and equips you with the necessary confidence to perform task related to, for example, vehicle components, engines, gearboxes, fuel systems, body components and electronics. The tasks are limited to removal, cleaning, servicing (replenishing of fluid) and fitting.





## WHAT DO THESE SUBJECTS ENTAIL?

### ENGINEERING PRACTICE AND MAINTENANCE

Engineering Practice and Maintenance is the research of new exciting systems to manage and control operations, such as faultfinding and solutions for mechanical and electrical equipment in a production plant. Information, communication and technology are used to development solutions for given design problems.

### MATERIALS TECHNOLOGY

Materials Technology introduces you to the materials commonly used for components in the mechanical engineering field, capable of withstanding stresses that allow for innovative engineering design. Properties of the materials, processes used for working with them and their applications are the main focus.

### ENGINEERING GRAPHICS AND DESIGN (CAD)

Engineering Graphics and Design (CAD) deals with the drawing language, developments, projections, first-angle and third-angle orthographic projection drawing of single objects, assembling drawings and detail drawings, freehand sketches, isometric drawing, oblique drawings; computer environment for scale production drawings using a CAD program, printing CAD scale production drawings and management of files.

### ENGINEERING PROCESSES

Engineering Processes is the achievement of design gain through the evaluation and monitoring of components manufactured by modern technological equipment in the workplace, which allows for new methodologies to be developed.

### WHAT DO THESE SUBJECTS ENTAIL?

The following considerations are included:

- Flow and handling of materials
- Automatic machines
- Management techniques to reduce work content and ineffective time
- Movements of workers in the shop
- Factory organization
- Design and location of a factory
- The elements of costs
- Factory organization in conjunction with the costing system.
- Purchasing procedure
- Store's routine (buying and store keeping)
- Labour (employment, time-keeping and time-booking, methods of remuneration, wages)
- Overheads (depreciation and interest on capital)
- Contract costs
- Factory job cost accounting
- Estimating and planning
- Personnel administration
- Incentive schemes

### PROFESSIONAL ENGINEERING PRACTICE

Professional Engineering Practice introduce you to the code of ethics in the engineering world of work. It explains the engineering profession, its role, the role of engineering professional bodies, as well as the impact of engineering on both society and the environment. It introduces you to effective communication through graphics, drawings and graphs. It also embeds the basics of computer programming, as well as small-scale computer aided design.

### APPLIED ENGINEERING TECHNOLOGY

Applied Engineering Technology includes considerations of flow and handling of materials; automatic machines; management techniques to reduce work content and ineffective time; movements of workers in the shop; factory organization; design and location of a factory; the elements of costs; factory organization in conjunction with the costing system; purchasing procedure; store's routine (buying and store keeping); labour (employment, time-keeping and time-booking, methods of remuneration, wages, overheads (depreciation and invest on capital); contract costs; factory job cost accounting; estimating and planning; personnel administration; incentive schemes.



## ENTRY REQUIREMENTS

Grade 11 with a pass in Mathematics

## DURATION

3 Years

## WHAT IS THIS PROGRAMME ABOUT?

The Information Technology and Computer Science programme covers the interpretation of software applications, the installation of network cables, information technology principles and also data processing. This programme integrates academic knowledge and theory with practical skills and values.

## WHAT VOCATIONAL ACTIVITIES WILL I BE ABLE TO PERFORM?

- Test programs and software applications
- Write computer programs
- Install network cables for computer systems
- Process computer data
- Develop research and document computer user requirements.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

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

## CAMPUS

MOSSEL BAY

## WHAT SUBJECTS WILL I BE TAKING?

### COMPULSORY FUNDAMENTAL SUBJECTS

- English
- Mathematics
- Life Orientation

### VOCATIONAL SUBJECTS

#### Level 2

- Introduction to information systems
- Electronics
- Introduction to Systems Development
- Office Data Processing

#### Level 3

- Systems Analysis and Design
- Computer Hardware and software
- Principles of Computer Programming
- Office Data Processing

#### Level 4

- Systems Analysis and Design
- Data Communication and Networking
- Computer Programming
- Office Data Processing

## WHAT DO THESE SUBJECTS ENTAIL?

### OFFICE DATA PROCESSING

Office Data Processing is the effective processing and correct display of data in an office environment. You will learn to collect, analyse and edit data and to manipulate, process and present data in a readable form for society.

### DATA COMMUNICATION AND NETWORKING

Data Communication and networking is the scientific and engineering discipline concerned with communication between computer systems. In this subject you will be provided with basic and complex concepts related to computer networking, as well as skills for the designing and installation of local area computer networks.

### INTRODUCTION TO SYSTEMS DEVELOPMENT

Introduction to Systems Development provides you with an introduction to and creates an awareness of the concepts relating to systems development while it also introduces the principles of problem solving application using a computer programming language.

### SYSTEMS ANALYSIS AND DESIGN

L3: Systems Analysis and Design introduces you to the first important step to the analysis of organizational systems. L4: Systems Analysis and Design provides you with an understanding of how to conduct a systems analysis, and based on the findings, how to design and implement systems.

### PRINCIPLES OF COMPUTER PROGRAMMING

L3: Principles of Computer Programming underpins the development of computer solutions to problems.

L4: Computer Programming involves the designing and programming of well-tested and user-friendly computer-based solutions to meet specific requirements.

### COMPUTER HARDWARE AND SOFTWARE

Computer hardware and Software provides you with competency skills for giving technical assistance in both hardware and software of the computer. This is a more practical subject, which will require you to build, install and fix hardware and software errors as well as do troubleshooting.

### INTRODUCTION TO INFORMATION SYSTEMS

Introduction to Information Systems will give you an understanding of the information needs of an organization and the information systems, tools and technologies used to support management and add value to the organization.

### ELECTRONICS

Electronics is a field of engineering and applied physics dealing with the design and application of devices, usually electronic circuits. You'll be introduced to different electronic parts and their functions and how to care for handle and assemble the parts to form electronic systems, while building actual circuits and measuring the effects that the different components have on the electrical circuits. As many electronic systems use decision-making. You'll be introduced to basic programmable logic controllers. Electronics empowers you to learn about the sophistication of advanced technology in telecommunications and information technology.

# HOSPITALITY NCV LEVEL 2 – 4



## ENTRY REQUIREMENTS

Grade 9 Certificate or equivalent qualification.  
An end of year report where you passed grade 9 or higher.  
Minimum 40% for mathematics, English, Life Orientation and any one other subject, **OR**  
ABET level 4

## DURATION

NCV Hospitality is a full year programme. A student is issued with a certificate for the successful completion of each level of study: Level 2, 3 and 4.

## WHAT IS THIS PROGRAMME ABOUT?

The aim of this programme is to prepare and equip students with the latest subject matter, which is directed at the industry, in order to send out into the workplace mature students who, with sound knowledge and skills, will provide excellent service.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Housekeeping
- Hotel Management
- Events Management
- Food and Beverage Management
- Waitron
- Bar tender
- Accommodation services

**CAMPUS**  
OUDTSHOORN

## WHAT SUBJECTS WILL I BE TAKING?

### COMPULSORY FUNDAMENTAL SUBJECTS:

- English
- Mathematical Literacy
- Life Orientation

### Level 2

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

### Level 3

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

### Level 4

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

## WHAT DO THESE SUBJECTS ENTAIL?

### HOSPITALITY GENERICS

The module Hospitality Generics gives emphasis on food hygiene, health and security as well as menu planning, managing one's own development; sourcing information about self-employment opportunities.

### FOOD PREPARATION

In this module, the student will be introduced to concepts of food production, cleaning and storage. These will be key aspects of working in any hospitality environment.

### CLIENT SERVICES AND HUMAN RELATIONS

While studying Client Services and Human Relations, the student is taught how to effectively service clients in the Hospitality environment with focus on client care, cultural awareness, the business environment, legal requirements, health and safety based on the Occupational Health & Safety standards of South Africa.

### HOSPITALITY SERVICES

The student will learn important concepts of Food and Beverage Service with Accommodation Services in this module.



## ENTRY REQUIREMENTS

Grade 9 Certificate of equivalent Qualification

## DURATION

3 Years

## WHAT IS THIS PROGRAMME ABOUT?

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

## WHAT VOCATIONAL ACTIVITIES WILL I BE ABLE TO PERFORM?

- Coordinate office correspondence
- Type letters, reports, memoranda, agendas, minutes etc.
- Perform receptionist duties
- Coordinate and organize functions
- Organise meetings, staff travel itineraries and accommodation
- Perform accounting duties

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

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

## WHAT SUBJECTS WILL I BE TAKING?

### COMPULSORY FUNDAMENTAL SUBJECTS

- English
- Mathematical Literacy
- Life Orientation

### VOCATIONAL SUBJECTS

- Level 2**
- Business Practice
  - Office Practice
  - Office Data Processing
  - New Venture Creation

**Level 3**

- Business Practice
- Office Practice
- Office Data Processing
- New Venture Creation

**Level 4**

- Business Practice
- Office Practice
- Office Data Processing
- New Venture Creation

## WHAT DO THESE SUBJECTS ENTAIL?

### BUSINESS PRACTICE

Business Practice introduces you to the business environment and selected business sectors. The subjects focuses on skills, knowledge, values and attitudes in relation to your own context and experience of the world of work.

### OFFICE PRACTICE

Office Practice equips you with the skills, knowledge, values and attitude required to be successful as an administrative secretarial or personal assistant. The subject lays the foundation for lifelong learning and creates the opportunity for further and higher education.

Office Practice is designed to give you relevant and marketable skills and applied competencies for employment and self-employment in the office administration sector. Office Practice simultaneously builds the cognitive ability and provides the required fundamental learning necessary to access employment in the business and administration sector or to pursue related studies at further and higher education levels for enhanced employment opportunities.

### OFFICE DATA PROCESSING

Office Data Processing is the effective processing and correct display of data in an office environment. You will learn to collect, analyse and edit data and to manipulate, process and present data in a readable form for society.

### NEW VENTURE CREATION

Entrepreneurship is an important development subject for all students, who will enter and compete in the economic environment. Students are encouraged to look beyond the parameters commonly associated with enterprise and to shift their paradigms of thought to spot gaps in the market that can be filled through careful research and planning.

Students are introduced to common features of all new and existing ventures. All business have a product or service that requires components of financial planning, marketing, staffing, technical expertise, material purchasing and environmental impact assessment. Entrepreneurship introduces all these aspects to students.



## CAMPUSES

BEAUFORT WEST • BITOU • GEORGE

## ENTRY REQUIREMENTS

Grade 9 Certificate or equivalent qualification.  
An end of year report where you passed grade 9 or higher.  
Minimum 40% for mathematics, English, Life Orientation and any one other subject, **OR** ABET level 4

## DURATION

3 Years

## WHAT IS THIS PROGRAMME ABOUT?

As mentioned in the section, this programme consists of four vocational subjects namely Policing Practices, South African Criminal Law, Governance and the Criminal Justice Systems. Each student will be taught on a theoretical basis what role each subject fulfils in terms of who and where acts are formulated, who impacts and enforces these roles in communities, what the consequences of violating the law is and how different departments function to maintain the process within a democratic system.

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- South African Police Service
- Metro Police
- Traffic Police
- Military Police
- South African Defense Force
- Security Services
- Intelligence Services
- Legal Assistance
- Correctional Services

## CAMPUSES

GEORGE • OUDTSHOORN

## WHAT SUBJECTS WILL I BE TAKING?

### COMPULSORY FUNDAMENTAL SUBJECTS

- English
- Mathematical Literacy
- Life Orientation

### VOCATIONAL SUBJECTS

#### Level 2

- Introduction to Governance
- Introduction to Law
- Principles of Criminal Justice
- Introduction to Policing Practices

#### Level 3

- Governance
- Criminal Law
- Criminal Justice Structures and Mandates
- Theory of Policing Practices

#### Level 4

- Governance
- Law of Procedures and Evidence
- Criminal Justice Process
- Applied Policing

## WHAT DO THESE SUBJECTS entail?

### GOVERNANCE (LEVEL 2-4)

At foundational level (Level 2), this subject deals with basic concepts such as democracy, constitution values, Government and intergovernmental relations, as well as with the foundations and basic values underpinning the South African Constitution of State.

Level 3 (intermediate) focuses on the various governance structures (three spheres of government, organs of state and traditional leadership, their roles and functions as well as their interrelationships. It also includes an empirical evaluation of the relationship between the South African Police Service and the

community (as concretized in a local community policing forum).

At the advanced level (Level 4), the roles of the various security services and of the Department of Correctional Services are identified, with a strong focus on the organizational structure, powers and functions of the SAPS and community policing forums. The institutions ensuring effective and transparent policing are identified with reference to their powers and functions, as well as to their role in ensuring the enforcement of human rights and freedoms by the SAPS.

### POLICING PRACTICES (LEVEL 2-4)

This subject is about policing, which forms part of the optional subject cluster of the larger vocational field. Policing is a social service that forms one of the cornerstones of orderly society. Furthermore, policing is almost always a paradoxical endeavour, standing right

In the middle of the precarious balance between individual freedoms on the one hand and collective safety on the other. These same police-people who have the

task to limit the freedoms of citizens are also the police-people who have to maintain a healthy relationship with the community that they serve. That is what this subject is all about: to assist you to explore policing and come to some understanding of a service often underrated and misperceived.

### CRIMINAL JUSTICE (LEVEL 2-4)

For anybody to be employed in the Criminal Justice System. Knowledge of the Criminal Justice Structures and processes is essential. This subject will enable you to recognize the key principles of criminal justice. In the course of delivery of this subject the aim would be to identify and name the different structures and processes of the South African criminal justice system.

## INTRODUCTION TO LAW (LEVEL 2)

For anybody to be employed in the Criminal Justice System, a Basic knowledge of the laws of our country is essential. This subject will enable you to recognize the key principles of the law and legal rules of our country. As this might be your first introduction to our laws, this subject will briefly introduce you to our country's most important laws, namely private law, mercantile law, public law and indigenous law. As administration is of such great importance for the efficient functioning of our justice system, this subject will also assist you to recognize the processes in the administration of justice.

## CRIMINAL LAW (LEVEL 3)

This subject will enable you to recognise the key principles of the criminal law and the Legal rules of South Africa, allowing you to easily identify and name the different sources of South African criminal law. As this might be your first introduction to criminal law, this subject will further introduce you to the principles and elements of crime and its place in criminal law, as well as provide analyses of specific crimes and statutory offences.

## LAW OF PROCEDURES AND EVIDENCE (LEVEL 4)

This subject will enable you to recognise the key principles of the law of procedure and evidence and other legal rules of the country. In the course of delivery of Law of Procedures and Evidence, the aim would be to identify, analyse and interpret the different principles and procedures of the South African Law of procedure and evidence, in other words, how these procedures should be implemented. As this might be your first introduction to the law of procedure and evidence, the subject will introduce the principles and procedures prior to and during the adjudication of the criminal and the crime committed.

## ENTRY REQUIREMENTS

Grade 9 Certificate or equivalent qualification

## DURATION

3 Years

## WHAT IS THIS PROGRAMME ABOUT?

The Tourism certificate programme covers tourism, principles like tour guiding, tour operators and game rangers together with public relations related vocation in the tourism and hospitality industry by integrating theory with practical skills and values.

## WHAT VOCATIONAL ACTIVITIES WILL I BE ABLE TO PERFORM?

- Work as a tour guide
- Own a tourism business
- Drive tourists around
- Work at a hotel
- Work at a casino
- Provide an opportunity to market South Africa
- Work at a game reserve, e.t.c

## WHAT CAREER OPPORTUNITIES ARE OUT THERE?

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

## CAMPUSES

BITOU • GEORGE • MOSSEL BAY

## WHAT SUBJECTS WILL I BE TAKING?

### COMPULSORY FUNDAMENTAL SUBJECTS

- English
- Mathematical Literacy
- Life Orientation

### VOCATIONAL SUBJECTS

#### Level 2

- Science of Tourism
- Client Service and Human Relations
- Sustainable Tourism
- Tourism Operations

#### Level 3

- Science of Tourism
- Client Service and Human Relations
- Sustainable Tourism
- Tourism Operations

#### Level 4

- Science of Tourism
- Client Service and Human Relations
- Sustainable Tourism
- Tourism Operations

## WHAT DO THESE SUBJECTS ENTAIL?

### SCIENCE OF TOURISM

Science of Tourism informs you on the working and compilation of the tourism industry.

It identifies the necessary sources of tourist information, products and services and sets out the necessary components for the tourism industry to function effectively.

The impact of tourism on the economy is explained and role-players are identified. Possible career paths in the industry are selected and possible development opportunities are investigated.

### CLIENT SERVICES AND HUMAN RELATIONS

Client Services and Human Relations teaches you to conduct yourself in a professional manner while focusing on the importance of self-development and the development of others to the benefit of the company.

The subjects explain the impact this development has on client service and the importance of client satisfaction to any company in terms of revenue generation.

### SUSTAINABLE TOURISM IN SOUTH AFRICA

Sustainable Tourism in South Africa provides you with information about the country and its tourism resources and attractions. At the same time important tourism issues like sustainability, conservation and heritage are explored while you're also equipped with essential knowledge about maps and map-reading skills.

When you should become acquainted with South Africa from a tourism point of view.

It is essential to create an understanding that tourism can be a lucrative, income-generating business if managed in a responsible manner.

### TOURISM OPERATIONS

Tourism Operations deals with a variety of aspects vital for the effective functioning of a frontline position (Level 2). In a modern tourism office environment the student must know how to use the office equipment, maintain an information system and especially when providing customer information and processing reservations.

How to hold a professional telephone conversation.

**QUALIFICATION OFFERED UNTIL 2025 – ONLY AVAILABLE TO PREVIOUSLY REGISTERED STUDENTS**

Third year in 2020

CODE	NAME
PRS 304C	Teaching Practice 3 (Year Module)
PRS 302A	Reading, Writing and Spelling (First Language)
PRS 303B	Reading, Writing and Spelling (Second Language)
EDC 101-5	Theoretical frameworks of Education
EDT 305-S	Management of Early Childhood Development Institutions.
ETD 201-K	The Young Child and Learning
AFK 260-2	Afrikaans Grammar
ENG 260-1	Applied English Language Studies: Further Explorations
ENG 260-2	Genres in Literature and Language: Theory, Style and poetics
ENG 260-3	Colonial and Postcolonial African Literatures

Fourth year in 2021

CODE	NAME
PRS 401C	Mathematics Teaching
PRS 402D	Science and Technology
PRS 403E	Teaching Practice 4 (Grades 1 – 3)
ETH 306W	Inclusive Education B
EDT 303Q	Religious Education
EDA 3046	Environmental Education
EDT 304R	Social Education
PYC 2601	Personality Theories
PYC 2602	Child and Adolescent Development
RSC 2601	Research in Social Sciences

CODE	NAME	DESCRIPTION
TAM2601	Teacher as Manager ((Year Module))	The purpose of this module is to explore the roles of the teacher as leader, manager and professional. It builds on the discussions on "Being a teacher" as well as the modules on "Sociology of Education" and the "South African Education System" and explores issues that will be critical to the successful design and execution of effective classroom management.
BPT1501	Being a Professional Teacher ((Year Module)) Online module	This module forms part of the Higher Certificate in Education and also the B.Ed qualifications offered at the College of Education. The module aims at creating awareness of what it entails to be a professional teacher and how to make a difference in learners' lives. Students completing this module can be considered for appointment as assistants to teachers in schools, because qualifying students will, inter alia, be able to create environments conducive for teaching and learning and understand the challenges associated with the curriculum and the learning process. This module provides fundamental knowledge and skills which will support further studies and applications in the field of education - an important sector contributing to the human development of our country and of the African continent.
ENG1515	Applied English Language for Foundation and Intermediate Phases - Home Language ((Year module))	This module equips students with the necessary skills and competencies to: lay foundations for the study of language by introducing students to the general characteristics and functions of the English language. The module provides students with an overview of the basic levels of language analysis namely; phonetics, phonology, morphology, syntax, semantics and pragmatics; develop students' knowledge of the four language skills namely listening, speaking, reading and writing and the interrelationship between them; equip students with the conceptual knowledge that will help them to apply their language competence and skills in various real-life contexts and domains and to enhance students' language proficiency and literacy development.
XHO1507	Applied African Language Communicative Competence for Second Additional Language ((Semester module))	The module intends to promote multilingualism and intercultural communication in isiXhosa as a second additional language for student teachers with no or little background knowledge of the language. It will provide student teachers with the opportunity to learn the basic language structure and vocabulary of isiXhosa. Student teachers who achieve the outcomes of this course will be able to communicate on an elementary level with speakers of the language. They will be equipped with basic reading, listening and comprehension skills with emphasis on listening and speaking skills.





First year offered in 2019

CODE	NAME	DESCRIPTION
BTE2601	Becoming a teacher (Year Module))	This module provides a base for other core modules. The purpose of this module is for students to acquire understanding and skills that are needed within a classroom to work with the curriculum, media and assessment for learning and to manage diversity. In order to achieve this, students will interact with pedagogical content knowledge (PCK) and application, reflective practice, curriculum theories and implications for practice. Furthermore, the module presents scenarios from diverse educational settings to prepare student teachers for the challenges of teaching in the South African context in both the General Education and Training (GET) and Further Education and Training bands.
CIC2601	Computer integration in the classroom ((Year Module))	The purpose of the module is to ensure that student-teachers are equipped to make the most appropriate use of the most appropriate technology to help them to be successful in their studies through ODL and to develop the competences to work as efficiently and effectively as possible, harnessing the potential of ICT, in their work as teachers
TPF2601	Teaching Practical (Year Module))	This module proceeds from the understanding that education is context-specific and context-dependent. The module seeks to support qualifying graduates in their initial teaching experiences - "the micro-contexts of everyday life in classrooms" (Cohen, Manion, Morrison and Wyse, 2010: 1). The focus of this module is guided observation, helping qualifying graduates to observe practice and make connections between what they have learned, what they have observed and what they have experienced. They may become involved in assisting the teacher under instruction. The placement will require 5 weeks in a school.
EML1501	Emergent Literacy (Year module))	This module is intended to equip student teachers with the knowledge, skills and techniques of how to teach Emergent Literacy to a Foundation Phase class. This module is going to deepen student knowledge in emergent literacy and the forms in which it manifests itself. Qualifying students will be able to understand the importance of emergent literacy. The student will be able to promote emergent literacy so that they are able to develop the language skills of learners by engaging with theories of language development .and using them to understand different contexts in which teaching and learning is constructed and implemented. They should be able to gather information from different sources and evaluate them as to their suitability to learners and the context of learning. The module will enable student teachers to take ownership of the process of learning of the learners by using self-reflective methodologies that will allow for differentiated teaching.
EMA1501	Emergent Mathematics (Year module))	The module Emergent Mathematics forms part of the BEd: Foundation Phase. Mathematics is a subject that needs to receive a great deal of attention in the Foundation Phase as it is here that a strong foundation can be laid. Through play young learners engage with concepts and learn the foundations of mathematics. The purpose of this module is to empower teachers with knowledge skills and attitudes to teach Mathematics through play to learners in Grade R in the Foundation Phase. The focus is on the teaching of numbers, operations, functions, patterns, measurement, geometry and data handling. In so doing they will lay the foundation on which learners can build their numerical and mathematical competence. Teacher roles that are addressed in this module are: - learning mediator; - community, citizenship and pastoral leader; - leader; - assessor; - interpreter and designer of learning programmes and materials; - scholar, researcher and lifelong learner; - learning area/subject specialist
SED2601	Sociology of Education (Year module))	The purpose of this module is to equip graduate students with knowledge, skills and values to understand the sociological dimension of childhood education with special reference to birth to nine years. A framework of reflective practice will be used to assist students to engage with varied childhood experiences in diverse contexts in the early years. They will be given opportunities to identify, understand and interpret childhood in the early years as complex arena that needs to be critically engaged with for practice in the Foundation Phase. Specifically, qualifying students will be equipped to draw on theories and sociological dimensions impacting on practice in the Foundation Phase.

## PLANNED TO BE OFFERED FROM 2020

CODE	NAME	DESCRIPTION
AFL1501	Language through an African Lens	This module will be able to demonstrate linguistic and cultural diversity awareness and sensitivity in order to enhance their interpersonal relationships in day-to-day situations. In addition, this module will equip students with appropriate skills, competencies, attitudes and values to interact across cultures in a respectful way while appreciating their own linguistic and cultural background in relation to the languages and cultures of others.
DPP1501	Diversity, Pedagogy and Practice	The purpose of this module is to develop students to demonstrate the understanding of the complexity and challenges of diverse learner population and the barriers to learning the learners face. Students should become acquainted with policy and legislature and understand the systemic implication.
EUP1501	Ethical Information and Communication Technologies for Development Solutions	Students who successfully complete this module will be able to present critical arguments around ICTs for development, while appreciating ethical dimensions within an information society in relation to copyright and intellectual property rights, privacy, conduct and expectations. In addition, successful students will be able to demonstrate their ability to maintain efficient, organised and secure electronic working environments by managing digital files, systems and application software, as well as capabilities related to engaging with textual and numerical data to present information in various formats.
INS1502	Developing Information Skills for Lifelong learning	To be able to plan for information tasks and effectively locate, evaluate and organise information needed for expository writing, and to apply this knowledge and skills in completing information tasks such as academic essays and assignments.
PSC1501	Practical Science of the classroom	The module helps candidates to explore and develop their understanding of a practical approach to teaching science in the classroom involving an iterative conversation between what is meant by practical science, why such an approach is necessary and how it can be done. By the end of the module, candidates will have a clear idea of why they might want to become science teachers and what this entails.
MTE1501	Mathematics 1 for teachers	The module provides prospective teachers with an overview of the role of mathematics in society and in school curriculum. It identifies the core concepts on which all mathematical knowledge is built and explores how that knowledge might best be mediated in the classroom
ATH1501	Art and Handwork	No information available yet.
EST1501	Academic Proficiency in English for student Teachers	The module aims to enhance the proficiency in English of prospective student teachers who will have to teach through the medium of English in future. On completion of the module the successful candidates will have a sound knowledge of English in order to teach in English.
CAD1501	Child and Adolescent Development	The module provides an overview of the physical, cognitive, emotional, social and moral development stages of children and Successful candidates will develop basic knowledge assumed for all potential teachers by having a basic understanding of the 1 different human development theories aimed at the child and adolescent life phases, and 1 aspects that may influence the successful mastery of development tasks and the effect these have on the well-being of the individual.
BPT1501	Being a professional Teacher ((Semester module))	This module forms part of the Higher Certificate in Education and also the BED qualifications offered at the College of Education. The module aims at creating awareness of what it entails to be a professional teacher and how to make a difference in learners' lives. Students completing this module can be considered for appointment as assistants to teachers in schools, because qualifying students will, inter alia, be able to create environments conducive for teaching and learning and understand the challenges associated with the curriculum and the learning process. This module provides fundamental knowledge and skills which will support further studies and applications in the field of education - an important sector contributing to the human development of our country and of the African continent.



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