



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



westcol
Technical and Vocational Education and Training College

Your future starts here!

These programmes are recommended for students who already passed **GRADE 12/ NCV Level 4 or an equivalent qualification** and would like to pursue a career in **VOCATIONAL** directive studies to join the **WORLD OF WORK.**

DURATION:

1 Semester per certificate – 2 semester per year – 18 months in total.

APPLICATION AND REGISTRATION:

1. Students **MUST** apply online on the website – online applications and **MUST** complete the **LEARNER PROFILER ASSESSMENT** as **STEP 1** of the application before continuing with STEP 2 and 3.
2. Successful applicants will be notified per SMS/email to come and register, **ONLY** after the **CLOSING DATE** of the application.
3. Please apply on time as space are limited.

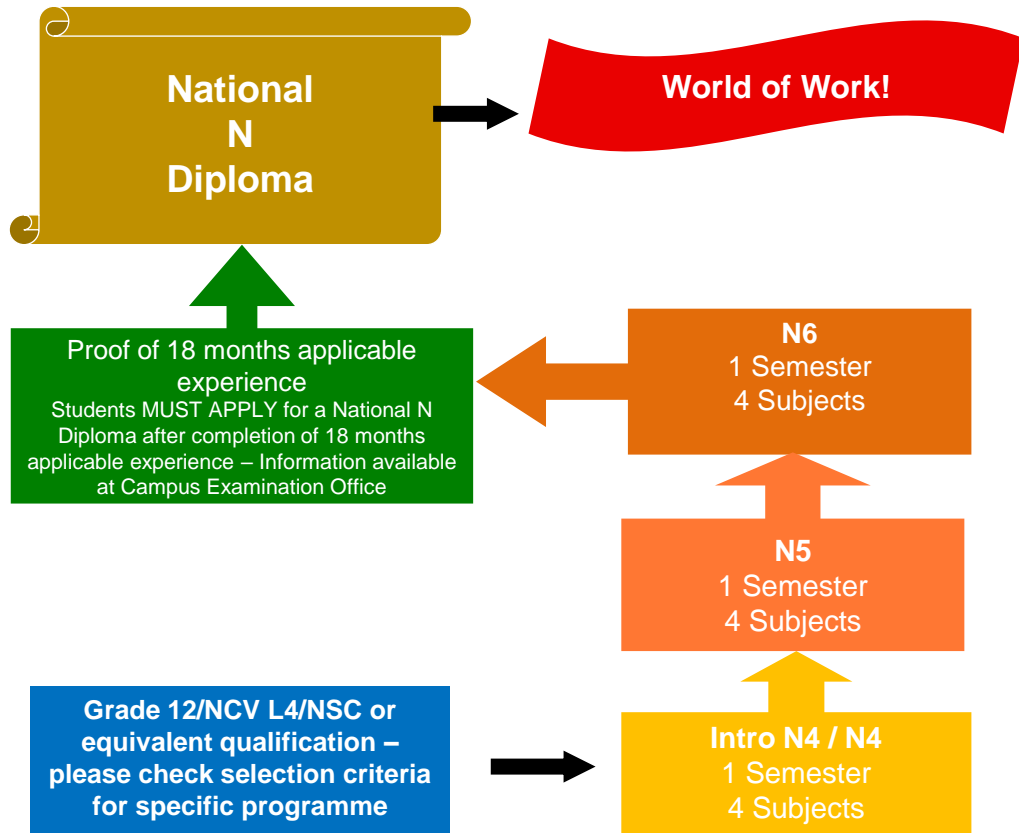
MODES OF DELIVERY:

Full-Time **ONLY**

Please note:

1. Westcol reserves the right to **ONLY** offer programmes that are justified by student numbers, to change the location/venue of the programme and to cancel programme/s.
2. Potential student are encouraged to apply for a NSFAS bursary online – www.nsfas.org.za
3. The cost of text books is included in the fee structure of these programmes.
4. Westcol operates a cash free system.
5. All monies must be directly deposited in any **ABSA BANK.**

LEARNING PATH



FIELDS OF STUDY

Intro N4, N4 – N6 Programmes	FIELDS OF STUDY		
	Carletonville	Krugersdorp	Randfontein
Introduction to N4	X	X	X
Business Management	X	X	
Financial Management		X	
Hospitality			X
Human Resources Management		X	X
Management Assistant	X	X	X
Marketing Management			X
Public Management		X	X
Tourism		X	

Introductory N4 Business Studies

This programme is compulsory for Grade 12 learners without computer related subject intending to enrol for Management Assistant

ENTRY REQUIREMENTS:

APS score of 22, using the best of six relevant NSC/NC(V) L4 subjects (inclusive of English); or an Equivalent NQF Level 4 occupational qualification

COMPULSORY SUBJECTS

- 1.Introductory Communication N4
- 2.Introductory Entrepreneurship and Business Management N4

Choose any TWO of the following subjects:

- Introductory Computer Practice
- Introductory Information Processing

Please note the following:

- Should have passed Applied Accounting or Accounting NSC/N3

Management Assistant

ENTRY REQUIREMENTS:

- An Office Administration L4 certificate;
- Grade 12 with computer subjects/CAT;
- A National Introductory Certificate: N4 Business Studies; or an
- Typing skills Certificate;
- Equivalent NQF Level 4 occupational qualification; or an
- APS score of 24, using double the English and then the four (4) next best subjects of NSC.

N4

COMPULSORY SUBJECTS

- Information Processing N4
- Office Practice N4
- Communication N4

Choose any ONE of the following subjects:

- Introductory Computer Practice N4
- Computer Practice N4

N5

COMPULSORY SUBJECTS

1. Office Practice N5
2. Information Processing N5
3. Communication N5

Choose any ONE of the following subjects:

- Computer Practice N4 or Computer Practice N5

N6

COMPULSORY SUBJECTS

1. Office Practice N6
2. Information Processing N6
3. Communication N6

Choose any ONE of the following subjects:

- Computer Practice N5 or N6
- Legal Practice N5

Business Management

ENTRY REQUIREMENTS:

- Any of the following NC(V) L4 Certificates:
 - Management
 - Office Administration
 - Information Technology
 - Finance, Economics and Accounting
 - Transport and Logistics.
- A National Introductory Certificate: N4 Business Studies;
- Equivalent occupational qualification;
- APS score of 24, using double the English and Accounting/ Mathematics/Mathematical Literacy/Economics/Business Studies subjects plus the two (2) next best subjects of NSC.

N4

COMPULSORY SUBJECTS:

- 1.Introductory Accounting or Financial Accounting N4*
- 2.Management Communication N4
- 3.Entrepreneurship & Business Management N4
- 4.Computer Practice N4

- Should have passed Applied Accounting or Grade 12 Accounting

Business Management

N5

COMPULSORY SUBJECTS

- 1.Entrepreneurship & Business Management N5
- 2.Sales Management

Choose any TWO of the following subjects:

- Labour Relations N5
- Computer Practice N5
- Computerised Financial Systems N4*
- Financial Accounting**

* Should have passed Applied Accounting NSC/N3 or Grade 12 Accounting.

** Compulsory to do Financial Accounting N4 or should have passed this subject.

N6

COMPULSORY SUBJECTS

- 1.Entrepreneurship & Business Management N6

Choose any ONE of the following subjects:

- Labour Relations N5 or N6
- Sales Management N6
- Marketing Communication N6

Choose any TWO of the following subjects:

- Computer Practice N6
- Personnel Management N6
- Marketing Management N4
- Computerised Financial Systems N4* or N5**
- Financial Accounting N5 or N6

* Compulsory to do Financial Accounting N4 or should have passed this subject.

** Compulsory to do Financial Accounting N5

Financial Management

ENTRY REQUIREMENTS:

- Any of the following NC(V) L4 Certificates:
 - Finance, Economics and Accounting
 - Office Administration with Applied Accounting L4
 - Any other NC(V) Level 4 certificate with Applied Accounting L4 as a subject
- A National Introductory Certificate: N4 Business Studies with Introductory Accounting; or an
- Equivalent occupational qualification; or an
- APS score of 24, using double the English and then Accounting/ Mathematics/ Business Studies/Economics subjects, and the three (3) next best subjects of NSC.

N4

COMPULSORY SUBJECTS

1. Entrepreneurship & Business Management N4
2. Financial Accounting N4*
3. Computerised Financial Systems N4**
4. Management Communication N4

- Should have passed Applied Accounting, NSC/N3 or Grade 12 Accounting.

- ** Compulsory to do Financial Accounting N4 or should have passed this.

N5

COMPULSORY SUBJECTS

1. Financial Accounting N5
2. Cost and Management Accounting N5
3. Computerised Financial Systems N5*
4. Entrepreneurship & Business Management N4

- Compulsory to do Financial Accounting N4 or should have passed this.

N6

COMPULSORY SUBJECTS

1. Financial Accounting N6
2. Cost and Management Accounting N6
3. Computerised Financial Systems N6*

- Compulsory to do Financial Accounting N4 or should have passed this.

Choose any ONE of the following subjects:

- Entrepreneurship & Business Management N5
- Entrepreneurship & Business Management N6

Introductory Hospitality and Catering Services

ENTRY REQUIREMENTS:

- A Hospitality NC(V) L4 Certificate;
- National Introductory Certificate: N4 Food Services;
- Equivalent occupational qualification;
- APS score of 24, using double the English and four (4) next best subjects of NSC.

Introductory N4

COMPULSORY SUBJECTS

1. Introductory Catering: Theory and Practical
2. Introductory Serving Techniques
3. Introductory Hygiene and Safety
4. Introductory Communication

N4

COMPULSORY SUBJECTS

1. Catering Theory and Practical N4
2. Nutritional and Menu Planning N4
3. Sanitation and Safety N4
4. Applied Management N4

N5

COMPULSORY SUBJECTS

1. Catering Theory and Practical N5
2. Food and Beverage Management N5
3. Entrepreneurship and Business Management N5
4. Applied Management N5

N6

COMPULSORY SUBJECTS

1. Catering Theory and Practical N6
2. Communication and Human Relations N6
3. Introductory Computer Practise N4
4. Applied Management N6

Human Resource Management

ENTRY REQUIREMENTS:

- Any of the following NC(V) L4 Certificates:
 - Education and Development
 - Finance, Economics and Accounting
 - Information Technology
 - Management
 - Marketing
 - Office Administration
 - Transport and Logistics;
- A National Introductory Certificate: N4 Business Studies;
- Equivalent NQF Level 4 occupational qualification;
- APS score of 24, using double the English and the four (4) next best subjects of NSC.

N4

COMPULSORY SUBJECTS

1. Entrepreneurship & Business Management N4
2. Personnel Management N4
3. Management Communication N4
4. Computer Practice N4

N5

COMPULSORY SUBJECTS

1. Personnel Management N5
2. Personal Training N5
3. Labour Relations N5
4. Computer Practice N5

N6

COMPULSORY SUBJECTS

1. Personnel Management N6
2. Personal Training N6
3. Labour Relations N6
4. Computer Practice N6

Marketing Management

ENTRY REQUIREMENTS:

- Any of the following NC(V) L4 Certificates:
 - Education and Development
 - Finance, Economics and Accounting
 - Information Technology
 - Management
 - Marketing
 - Office Administration
- A National Introductory Certificate: N4 Business Studies;
- Equivalent NQF Level 4 occupational qualification; or an
- APS score of 24, using double the English and then the four (4) next best subjects of NSC.

N4

COMPULSORY SUBJECTS

1. Entrepreneurship & Business Management N4
2. Marketing Management N4
3. Management Communication N4
4. Computer Practice N4

N5

COMPULSORY SUBJECTS

1. Sales Management N5
2. Marketing Management N5
3. Labour Relation N5
4. Computer Practice N5

N6

COMPULSORY SUBJECTS

1. Marketing Management N6
2. Sales Management N6
3. Marketing Communication N6
4. Marketing Research N6

Public Management

ENTRY REQUIREMENTS:

- Any of the following NC(V) L4 Certificates
 - Education and Development
 - Finance, Economics and Accounting;
 - Information Technology
 - Management
 - Marketing
 - Office Administration
 - Transport and Logistics
 - Tourism;
- A National Introductory Certificate: N4 Business Studies; or
- Equivalent NQF Level 4 occupational qualification; or
- APS score of 24, using double the English and Computer Application Technology/History and then the four (4) next best subjects of NSC.

N4

COMPULSORY SUBJECTS

1. Public Management N4
2. Management Communication N4
3. Computer Practice N4
4. Entrepreneurship & Business Management N4

N5

COMPULSORY SUBJECTS

1. Public Administration N5
2. Public Finance N5
3. Municipal Administration N5
4. Entrepreneurship & Business Management N5

N6

COMPULSORY SUBJECTS

1. Public Law N6
2. Public Administration N6
3. Municipal Administration N6
4. Public Finance N6

Tourism

ENTRY REQUIREMENTS:

1. A Tourism NC(V) L4 Certificate;
2. Equivalent NQF Level 4 occupational qualification;
3. All N4 should have done placement test
4. APS score of 24, using double the English and Tourism/Geography and then the four (4) next best subjects of NSC.

N4

COMPULSORY SUBJECTS

1. Travel Office Procedures N4
2. Tourist Communication N4
3. Travel Services N4
4. Travel Destinations N4
5. Computer Practice N4

N5

COMPULSORY SUBJECTS

1. Travel Office Procedures N5
2. Tourist Communication N5
3. Travel Services N5
4. Travel Destinations N5

N6

COMPULSORY SUBJECTS

1. Travel Office Procedures N6
2. Hotel Reception N6
3. Travel Services N6
4. Travel Destinations N6

SELECTION CRITERIA

REPORT 191 BUSINESS STUDIES INTRO N4 and N4

PROGRAMME	SELECTION/ADMISSION REQUIREMENTS
National Introductory Certificate (Only for students intending to enrol for Management Assistant, Legal Secretary and Public Relations)	<ul style="list-style-type: none"> • Aps score of 22, using the best of six relevant NSC/NC(V) L4 subjects (inclusive of English); or an • Equivalent NQF level 4 occupational qualification
N4 Business Management	<p>Any of the following NC(V) L4 Certificates:</p> <ul style="list-style-type: none"> ○ Management ○ Office Administration ○ Information Technology ○ Finance, Economics and Accounting ○ Transport and Logistics; or a <ul style="list-style-type: none"> • A National Introductory Certificate: N4 Business Studies; or an • Equivalent occupational qualification; or an • APS score of 24, using double the English and Accounting/ Mathematics/Mathematical Literacy/Economics/Business Studies subjects plus the two (2) next best subjects of NSC.
N4 Financial Management	<p>Any of the following NC(V) L4 Certificates:</p> <ul style="list-style-type: none"> ○ Finance, Economics and Accounting ○ Office Administration with Applied Accounting L4 ○ Any other NC (V) Level 4 certificate with Applied Accounting L4 as a subject. <ul style="list-style-type: none"> • A National Introductory Certificate: N4 Business Studies with Introductory Accounting; or an • Equivalent occupational qualification; or an • APS score of 24, using double the English and then Accounting/ Mathematics/ Business Studies/Economics subjects, and the three (3) next best subjects of NSC.
N4 Human Resources Management	<p>Any of the following NC(V) L4 Certificates:</p> <ul style="list-style-type: none"> ○ Education and Development ○ Finance, Economics and Accounting ○ Information Technology ○ Management ○ Marketing ○ Office Administration ○ Transport and Logistics; or a <ul style="list-style-type: none"> • A National Introductory Certificate: N4 Business Studies; or an • Equivalent NQF level 4 occupational qualification; or an • APS score of 24, using double the English and the four (4) next best subjects of NSC.
N4 Management Assistant	<p>An Office Administration L4 certificate</p> <ul style="list-style-type: none"> • Grade 12 with computer subjects • A National Introductory Certificate: N4 Business Studies; or an • Typing skills Certificate • Equivalent NQF Level 4 occupational qualification; or an • APS score of 24, using double the English and then the four (4) next best subjects of NSC.
N4 Marketing Management	<ul style="list-style-type: none"> • Any of the following NC(V) L4 Certificates: <ul style="list-style-type: none"> ○ Education and Development ○ Finance, Economics and Accounting ○ Information Technology

**REPORT 191 GENERAL STUDIES
HOSPITALITY AND TOURISM**

PROGRAMME	ADMISSION REQUIREMENTS
N4 Hospitality and Catering Services	<ul style="list-style-type: none">• A Hospitality NC(V) L4 Certificate; or an• National Introductory Certificate: N4 Food Services;• Equivalent occupational qualification; or a• APS score of 24, using double the English and four (4) next best subjects of NSC.
N4 Tourism	<ul style="list-style-type: none">• A Tourism NC(V) L4 Certificate; or an• Equivalent NQF Level 4 occupational qualification; or an• All N4 should have placement test• APS score of 24, using double the English and Tourism/Geography and then the four (4) next best subjects of NSC.

SEMESTER PROGRAMMES

Academic Calendar 2023

Business Studies and General Studies: Intro N4 – N6

Semester 1		Semester 2	
College opens:	09 January	College opens:	17 July
Registration:	09 -17January	Registration:	17- 21 July
Class commence:	18 January	Class commence:	24 July
College closes:	31 March	College closes:	22 September
College Opens:	11 April	College Opens:	02 October
Examination: 23 May – 23 June		Examination: 08 November – 08 December	
College Closes:	23 June	College Closes:	08 December

Class Fees - 2023 -Business and General Studies Intro N4 – N6	
<ul style="list-style-type: none"> • Introductory N4 • Business Management • Financial Management • Human Resources Management • Management Assistant • Marketing Management • Public Management 	
Cash price	R 2 964,00
Cost per subject	R 741,00
Payment options:	
1 & 2 Subjects	Cash only
3 Subjects	50% deposit R2 223,00 2 instalments of R1 111,50
4 Subjects	50% deposit R1 482,00 2 instalments of R741,00

Educare	
Please note that Educare is phased out by DHET and therefor NO new applications will be allowed	
Cash price	R 3 600, 00
Cost per subject	R 900,00
Payment options:	
1 & 2 Subjects	Cash only
3 Subjects	50% deposit R 2 700,00 2 instalments of R 1 350,00
4 Subjects	50% deposit R 1 900,00 2 instalments of R 900,00

Hospitality and Catering Services	
Cash price	R 6 684,00
Cost per subject	R 1 671,00
Payment options:	
1 & 2 subjects	Cash only
3 subjects	50% deposit of R 5 013,00 2 instalments of R 2 506,75
4 subjects	50% deposit of R 3 342,00 2 instalments of R 1 671,00

Tourism N 4(5 subjects)	
Cash price	R 7 255,00
Cost per subject - Tourism	R 1 628,50
Cost – Computer Practice	R 741,00
Payment options:	
1 & 2 subjects	Cash only
5 subjects	50% deposit of R 3 627,50 2 instalments of R 1 813,75
Tourism N 5 and N6	
Cash price	R 6 362,00
Cost per subject	R 1 590,50
Payment options:	
1 & 2 subjects	Cash only
3 subjects	50% deposit of R 2 121 ,00 2 instalments of R 1 060,00
4 subjects	50% deposit of R 3 181,00 2 instalments of R 1 590,50
EXAMINATION ONLY	
Cash price per subject	R 490.00