



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**westcol**  
Technical and Vocational Education and Training College

*Your future starts here!*

NCV(National Certificate Vocational) certificate intends to respond directly to the skill demand of the **SOUTH AFRICAN** economy. Learners with a Grade 9 or a General Education and Training Certificate(NQF Level 1), unemployed or out of school youth may consider to apply. Great emphasis is placed on simulation in a practical environment as well as real work place experience. It should be noted that a **NCV Level 4** is equal to **Grade 12**.

### **DURATION:**

This programme starts at level 2 and the duration is 1 year.  
Total duration for NCV L2 – L4 is 3 years

### **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. Application opens annually in August/September. Please visit the website in this regard. [www.westco.co.za](http://www.westco.co.za)
4. Please apply on time as space are limited.

### **MODES OF DELIVERY:**

Full-Time **ONLY**

### **Please note:**

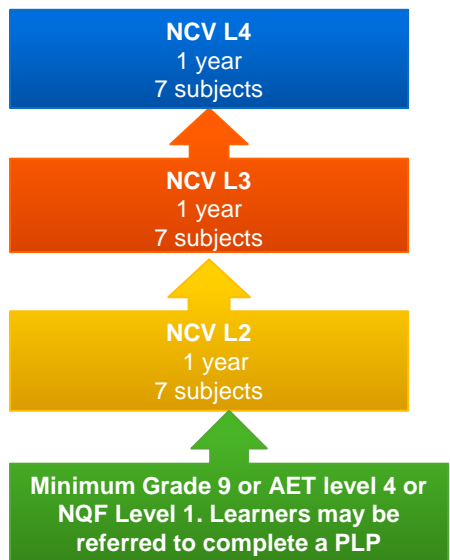
1. Westcol reserves the right to **ONLY** offer programmes that are justified by student numbers, to change the location/venue of the programme and to cancel programme/s.
2. Potential student are encouraged to apply for a NSFAS bursary online – [www.nsfas.org.za](http://www.nsfas.org.za)
3. The cost 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**.

# NCV LEARNING PATH

**Further Studies at Westcol**  
( Business and General Studies N4 – N6)

**World of work**

**Universities or Universities of Technology**  
(Terms and conditions apply)



## FIELDS OF STUDY OFFERED

NCV Level 2 to 4 Programmes	Fields of Study			
	Carletonville	Krugersdorp	Krugersdorp- West	Randfontein
Pre Vocational Learning Programme	X		X	
Electrical Infrastructure Construction			X	
Engineering and Related Design				X
Finance Economics and Accounting		X		
Information Technology and Computer Science (Robotics and Programming)	X			
Hospitality				X
Marketing				X
Office Administration	X	X		X
Tourism		X		

## Pre-Vocational Learning Programme (PLP) certificate

- This programme is an entry level foundational learning programme for articulation into learning programmes for students who do not meet the entry requirements.
- The programme prepares a student for enrolment in the relevant NC(V).
- The programme is pitched more or less at NQF level 2.

### **ENTRY REQUIREMENTS:**

The programme is primarily aimed at students who have passed at Grade 9 with weak/poor literacy and numeracy foundation.

Students with Grade 9 and with weak/poor marks in Mathematics and Science and those who have not been part of the study environment for a few years could also be considered.

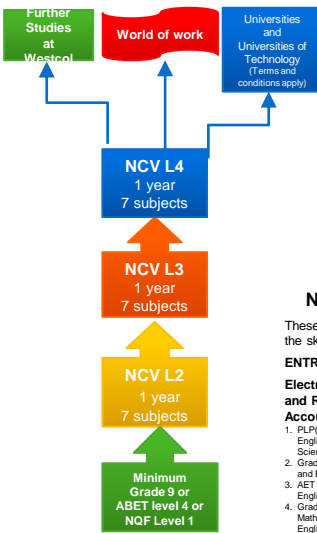
### **SUBJECTS:**

1. Foundational English,
2. Foundational Mathematics(not Mathematical Literacy)
3. Foundational Science
4. Foundational Life Skills and Technology

### **Please note:**

There is no **NATIONAL EXAMINATION** for **PLP** and the programme follows a continuous assessment process

## NCV LEARNING PATH



NCV Level 2 to 4 Programmes	Carrievolle	Kognitief	Werkvaardigheids	Basiese
Electrical Infrastructure Construction			X	
Engineering and Related Design				X
Finance Economics and Accounting		X		
Information technology and computer science (Robotics and Programming)	X			
Hospitality				X
Marketing				X
Office Administration	X	X	X	X
Tourism		X		

### National Certificate (Vocational)

These programmes are intended to respond directly to the skill demand of the **SOUTH AFRICAN** economy.

#### ENTRY REQUIREMENTS - Level 2:

**Electrical Infrastructure Construction, Engineering and Related Design Finance, Economics and Accounting.**

- PLP(Pre-Vocational Learning Programme) certificate with a 50% pass in English, Life Orientation and a 60% pass in Mathematics and Foundational Science; or a
- Grade 9 statement with a 50% pass in Mathematics/Mathematical Literacy and English FAL; or a
- AET L4 (GETC) - 50% pass in Mathematics/Mathematical Literacy and English FAL; or an Equivalent occupational qualification; or a
- Grade 9 - APS of 24, using the best of six Grade 9 subjects, inclusive of Mathematics / Mathematical Literacy / Technical Mathematics and English; or a
- Grade 10 - APS of 22, using the best of six subjects, inclusive of Mathematics / Mathematical Literacy / Technical Mathematics and English; or a
- Grade 11 - APS of 20, using the best of six subjects, inclusive of Mathematics / Mathematical Literacy / Technical Mathematics and English; or a
- Grade 12 - APS of 18, using the best of six Grade 12 subjects, inclusive of Mathematics / Mathematical Literacy / Technical Mathematics and English.

#### Hospitality, Marketing, Office Administration and Tourism

- PLP(Pre-Vocational Learning Programme) certificate with a 50% pass in English, Life Orientation and a 60% pass in Mathematics/Mathematical Literacy and Foundational Science; or a
- Grade 9 statement with a 50% pass in English FAL; or a
- AET L4 (GETC) with a 50% pass in English FAL; or an Equivalent occupational qualification; or an
- Grade 9 - APS of 24, using the best of five subjects, plus English; or a
- Grade 10 APS of 22, using the best of five subjects, inclusive of English; or
- Grade 11 APS of 20, using the best of five subjects, inclusive of English; or
- NSC/NC(V)APS of 18, using the best of five subjects, inclusive of English

**DURATION - 1 YEAR per LEVEL**

**ENROLMENT DATES:** - January ONLY

**MODES OF DELIVERY:** - Full-Time ONLY

#### Please note:

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- The cost of textbooks is included in the fee structure of these programmes.
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- All monies must be directly deposit in any **ABSA BANK**.

## ELECTRICAL INFRASTRUCTURE CONSTRUCTION

### FUNDAMENTAL SUBJECTS LEVEL 2 TO 4

- English First Additional Language
- Mathematics
- Life Orientation

### LEVEL 2 VOCATIONAL SUBJECTS

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

### LEVEL 3 VOCATIONAL SUBJECTS

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

### LEVEL 4 VOCATIONAL SUBJECTS

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

#### Career Paths

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

#### Career opportunities

- Electrical Engineering
- Electrician
- Industrial Engineering
- Sound Technology
- Theatre Technology
- Process Level Control

## ENGINEERING AND RELATED DESIGN

### FUNDAMENTAL SUBJECTS LEVEL 2 TO 4

- English First Additional Language
- Mathematics
- Life Orientation

### LEVEL 2 VOCATIONAL SUBJECTS

- Engineering Fundamental
- Engineering Technology
- Engineering Systems
- Automotive Repair and Maintenance or Welding

### LEVEL 3 VOCATIONAL SUBJECTS

- Engineering Practice and Maintenance
- Material Technology
- Engineering Graphics and Design
- Automotive Repair and Maintenance or Welding

### LEVEL 4 VOCATIONAL SUBJECTS

- Engineering Process
- Professional Engineering Practice
- Applied Engineering Technology
- Automotive Repair and Maintenance or Welding

## INFORMATION TECHNOLOGY AND COMPUTER SCIENCE (ROBOTICS AND PROGRAMMING)

### FUNDAMENTAL SUBJECTS LEVEL 2 TO 4

- English First Additional Language
- Mathematics
- Life Orientation

### LEVEL 2 VOCATIONAL SUBJECTS

- Electronics and Digital Concepts for Robotics
- Robotic Fundamentals
- Basic Principles of Computer Programming and Computer Literacy
- Mechatronic Systems

### LEVEL 3 VOCATIONAL SUBJECTS

- Electronics and Digital Concepts for Robotics
- Introduction to Robotics
- Introduction to Technical Programming
- Mechatronic Systems

### LEVEL 4 VOCATIONAL SUBJECTS

- Electronics and Digital Concepts for Robotics
- Robotic and Industrial Automation
- Technical Programming
- Elective subject

## FINANCE ECONOMICS AND ACCOUNTING

### FUNDAMENTAL SUBJECTS LEVEL 2 TO 4.

1. English First Additional Language
2. Mathematical Literacy
3. Life Orientation

### LEVEL 2 VOCATIONAL SUBJECTS

1. Applied Management
2. Financial Management
3. Economic Environment
4. New Venture Creation

### LEVEL 3 VOCATIONAL SUBJECT

1. Applied Management
2. Financial Management
3. Economic Environment
4. New Venture Creation

### LEVEL 4 VOCATIONAL SUBJECT

1. Applied Management
2. Financial Management
3. Economic Environment
4. New Venture Creation

#### Career Paths

- Perform accounting duties
- Keep record of wages, salaries, petty cash, Value Added Tax (VAT), reconciliation.
- Prepare Financial Statements
- Manage budgets, analyse finances of the business ect.

#### Career opportunities

- Accounting – (Private and Public)
- Banking
- Financial Services
- Investment Services
- Insurance Services

## HOSPITALITY

### FUNDAMENTAL SUBJECTS LEVEL 2 TO 4

1. English First Additional Language
2. Mathematical Literacy
3. Life Orientation

### LEVEL 2

#### VOCATIONAL SUBJECTS

1. Hospitality Generics
2. Food Preparation
3. Client Service and Human Relations
4. Hospitality Services

### LEVEL 3

#### VOCATIONAL SUBJECTS

1. Hospitality Generics
2. Food Preparation
3. Client Service and Human Relations
4. Hospitality Services

### LEVEL 4

#### VOCATIONAL SUBJECTS

1. Hospitality Generics
2. Food Preparation
3. Client Service and Human Relations
4. Hospitality Services

#### Career Paths

1. Manage guest house
2. Deal with client services in an accommodation facility
3. Work at a Hotel/Lodge
4. Work as assistant cook/ chef preparing food in a restaurant, hotel or guest house
5. Work as waitron or as housekeeper in a hotel/Guesthouse

#### Career opportunities

1. House Keeping
2. Food and Beverage Management
3. Hotel Management
4. Chef
5. Accommodation Services
6. Events Management

## MARKETING

### FUNDAMENTAL SUBJECTS LEVEL 2 TO 4

1. English First Additional Language
2. Mathematical Literacy
3. Life Orientation

### LEVEL 2

#### VOCATIONAL SUBJECTS

1. Marketing
2. Advertising and Promotion
3. Marketing Communication
4. Consumer Behaviour

### LEVEL 3

#### VOCATIONAL SUBJECTS

1. Marketing
2. Advertising and Promotion
3. Marketing Communication
4. Consumer Behaviour

### LEVEL 4

#### VOCATIONAL SUBJECTS

1. Marketing
2. Advertising and Promotion
3. Marketing Communication
4. Consumer Behaviour

#### Career Paths

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

#### Career opportunities

- Marketing
- Business Management
- Promotion and Advertising
- Market Research
- Product Development
- Public Relations
- Purchasing Management
- Customer Relations
- Sales Management.
- Brand Management

## OFFICE ADMINISTRATION

### FUNDAMENTAL SUBJECTS LEVEL 2 TO 4

1. English First Additional Language
2. Mathematical Literacy
3. Life Orientation

### LEVEL 2

#### VOCATIONAL SUBJECTS

1. Business Practice
2. Office Practice
3. Office Data Processing
4. New Venture Creation

### LEVEL 3

#### VOCATIONAL SUBJECTS

1. Business Practice
2. Office Practice
3. Office Data Processing
4. New Venture Creation

### LEVEL 4

#### VOCATIONAL SUBJECTS

1. Business Practice
2. Office Practice
3. Office Data Processing
4. New Venture Creation

#### Career Paths

- Coordinate office correspondence
- Type letters, reports, memoranda, agendas, minutes.
- Perform receptionist duties
- Coordinate and organise functions
- Organise meetings, staff travel itineraries and accommodation.
- Operate office equipment
- Hospital Administration

#### Career opportunities

- Accounts Officer
- Bookkeeper
- Administration Officer
- Company Secretary
- Freight Forwarder
- Legal Secretary

## TOURISM

### FUNDAMENTAL SUBJECTS LEVEL 2 TO 4

1. English First Additional Language
2. Mathematical Literacy
3. Life Orientation

### LEVEL 2

#### VOCATIONAL SUBJECTS

1. Science of Tourism
2. Sustainable tourism in South Africa
3. Client Service and Human Relations
4. Tourism Operation

### LEVEL 3

#### VOCATIONAL SUBJECTS

1. Science of Tourism
2. Sustainable tourism in South Africa
3. Client Service and Human Relations
4. Tourism Operation

### LEVEL 4

#### VOCATIONAL SUBJECTS

1. Science of Tourism
2. Sustainable tourism in South Africa
3. Client Service and Human Relations

#### Career Paths

- Work as a tour guide
- Own a tourism business
- Drive tourists around
- Work at a casino
- Provide an opportunity to Market South Africa
- Work at a game reserve

#### Career opportunities

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

# Front and back



**National Certificate  
Vocational (NCV)**

*Welcome  
to your future*



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

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<b>Krugersdorp-West Campus</b> 88 Flemming Road KRUGERSDORP Tel: 011 660 1709 Fax: 011 660 8068	<b>Randfontein Campus</b> 10 Kiewiet Street, Heikloopark RANDFONTEIN Tel: 011 693 3608/9 Fax: 011 412 3047

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