



## General Studies

Learning  
4  
Life



COLLEGE OF  
CAPE TOWN

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**Disclaimer: The College of Cape Town has the right to withdraw any of these courses**

## ● ● ● INTRODUCTION TO THE COLLEGE OF CAPE TOWN

As a leading provider of Education and Training in mainly the Further Education and Training (FET) band, the College of Cape Town has much to offer students and prospective partners. Our courses lead to recognised qualifications that are demanded by commerce and industry.

The College of Cape Town is the oldest College in the country, with a history that dates back to the 1900's.

FET colleges are public institutions and are governed, in this case, by the Western Cape Education Department (WCED).

Further Education and Training is central to the Skills Development requirements the Western Cape has, and can significantly contribute to the training of a skilled workforce for the Province.

The College of Cape Town will be pinnacle in achieving these objectives. As an institution, we will become responsive to the needs of industry and commerce; flexible in the design and delivery of programmes; inclusive and accessible, specifically to communities that have been deprived of the opportunity to study at a college; and providing an affordable and cost effective alternative.

Our wide range of study fields include:

General Studies

Business Studies

Engineering Studies

## ● ● ● RELEVANT EDUCATION & TRAINING

The College of Cape Town is committed to excellence in teaching, excellence in service delivery and quality education. Our graduates are able to work in industry immediately after they have qualified and are welcomed in every part of the world.

The FET College sector has a growing role to play in the provision of the intermediate to higher-level skills required to support economic growth and development. The College of Cape Town has the resources and the infrastructure to respond to the education and training needs of our communities, employers and learners.

At the College of Cape Town we work hard at creating an environment that is conducive to learning. Our facilities are easily accessible. We pride ourselves in having a competent and committed staff that goes to great lengths to provide our students with the necessary services. We have committed ourselves to provide students with Quality Education and Training. In this regard, we emphasize the provision of quality in terms of: teaching, learning and services.

## Structure of the National Qualifications Framework (NQF)

| NQF Level  | Band                           | Qualification Type   | Programmes offered  |
|--|--------------------------------|--|---|
| 8<br>7<br>6<br>5   | Higher Education and Training  | <ul style="list-style-type: none"> <li>• Post-doctoral research degrees</li> <li>• Doctorates</li> <li>• Masters degrees</li> <li>• Professional Qualifications</li> <li>• Honours degrees</li> <li>• National first degrees</li> <li>• Higher diplomas</li> <li>• National diplomas</li> <li>• National certificates</li> </ul> | National N-Diploma<br>N4 - N6 at FET Colleges<br>BEEd Degree                            |
| <b>Further Education and Training Certificate (FETC)</b> |                                |  |   |
| 4<br>3<br>2  | Higher Education and Training  | National certificates  | National Certificates (Vocational)<br>N3 at FET Colleges<br>National Senior Certificate |
| <b>General Education and Training Certificate (GETC)</b> |                                |  |   |
| 1  | General Education And Training | Grade 9   ABET Level 4<br>.....<br>National certificates   |   |

SAQA has adopted an eight-level framework, with Levels 1 and 8 respectively being regarded as open-ended. Level 1 accommodates three Adult Basic Education and Training (ABET) certification levels as well as the General Education and Training Certificate.

## ● ● ● ART & DESIGN

### INTRODUCTION TO ART & DESIGN NQF LEVEL 3

#### Programme structure:

#### Level 3 subjects:

#### Fundamentals:

- English Communication
- Mathematical Literacy
- Computer Literacy

#### Other subjects:

- Colour Theory
- Surface Design
- 3D-Design
- Photography
- Drawing
- Computer Graphics

#### Admission and certification requirements:

Grade 10 or Grade 11

#### Duration:

1 Year full-time

#### Career options:

To equip learners with the necessary skills to enter the NQF Level 4 Design Foundation course

### DESIGN FOUNDATION NQF LEVEL 4

#### Programme structure:

#### Level 4 subjects:

#### Fundamentals:

- English Communication
- Mathematical Literacy
- Computer Literacy

#### Other subjects:

- Colour Theory
- Surface Design
- 3D-Design
- Photography
- Drawing
- Computer Graphics

## **Admission and certification requirements:**

Grade 12 or Introduction to Art and Design qualification

## **Duration:**

1 Year full-time

## **Purpose and rationale:**

The purpose of this qualification is to provide a foundation for a variety of art and design-orientated fields, in that the learner gains competencies in the generic processes of various art and design specialisations.

## **NATIONAL CERTIFICATE IN ART & DESIGN N4 - N6**

### **Programme structure:**

#### **Option 1: Visual Art**

#### **Subjects (1 Major & 1 Minor)**

- Photography
- Painting
- Printmaking
- Sculpture
- Ceramics

#### **Subjects (Compulsory)**

- Drawing
- History of Art
- Entrepreneurship & Business Management

### **Purpose and rationale:**

To provide the qualifying learner with the opportunity to develop and refine the skills needed to pursue a career in visual art, with specialisation in photography, painting, sculpture, printmaking or ceramics. The learner will be able to use this qualification as a basis for professional or commercial visual art in a diverse range of creative, industry and media contexts.

#### **Option 2: Graphic Design**

#### **Subjects:**

- Graphic Design programmes (Freehand MX, CS2 Package, CorelDraw 12)
- Digital Photography
- Drawing
- Entrepreneurship & Business Management
- History of Art

### **Purpose and rationale:**

To provide the learner with visualisation and computer skills to enable him/her to enter into a graphic design career. Projects are client-based and appropriate to the industry. Students are given an opportunity to job-shadow and do in-house training. The culmination of the course is the student's portfolio of work, which should give the learner access into the design workplace.

## Option 3: Photography

### Subjects:

- Photography
- Graphic Design
- Drawing
- Entrepreneurship & Business Management
- History of Art

### Purpose and rationale:

To provide the learner with the skills and abilities to enter a career in photography. Students are given an opportunity to work with film as well as digital. The culmination of the course is the student's portfolio of work, which should give the learner access into the photography industry.

### Admission and certification requirements:

Grade 12 with Art or NQF Level 4 Design Foundation qualification

### Duration:

2 Years full-time

### Location:

City Campus  
Corner Longmarket and Buitenkant Street, Cape Town  
Lawton Bennie  
Tel: 021 464 3869

## NATIONAL DIPLOMA IN ART & DESIGN

### Admission and certification requirements:

N4, N5, N6 Certificates

### Duration:

18 Months/2000 hours of relevant practical experience in field study. (To be logged in a prescribed workbook)

### Purpose and rationale:

Acknowledgment of applicable commercial or industrial experience.

## ● ● ● JEWELLERY MANUFACTURE

### Programme structure:

#### 1st Year:

##### Fundamentals Level 3:

- English Communication
- Mathematical Literacy
- Computer Literacy

##### Core subjects:

- Jewellery Manufacture I
- Jewellery Theory I
- Introduction to drawing
- First Aid

#### 2nd Year:

##### Fundamentals Level 4:

- English Communication
- Mathematical Literacy

##### Core subjects:

- Jewellery Manufacture II
- Jewellery Theory II
- Jewellery Rendering I
- Health & Safety

#### 3rd Year:

##### Core subjects:

- Jewellery Manufacture III
- Jewellery Theory III
- Jewellery Rendering II

### Admission and certification requirements:

- Must have completed grade 10 or NQF Level 2 Jewellery Skills Programme: Manufacture Indigenous Jewellery
- 16 years or older
- Students will be required to complete a one-day practical aptitude test, write a letter of motivation, and construct a jewellery piece made with found objects. An individual interview process will be conducted prior to acceptance.

### Duration:

3 Years full-time

### Career options:

- Small, micro and medium jewellery manufacture companies
- Formal or informal sector
- Mass production
- Self-employed

**Purpose and rationale:**

The purpose of this qualification is to provide the learner with jewellery manufacturing skills to enable him/her to enter into a jewellery manufacture career. Projects are industry based and students are given an opportunity to job shadow and to do in-house training. The culmination of the course is the students portfolio of work, which provides the learner access into the jewellery manufacture work place.

**Location:**

City Campus

Corner Longmarket and Buitenkant Street, Cape Town

Esmarie Du Plooy

Tel: 021 462 2053

**JEWELLERY MANUFACTURE: (SKILLS PROGRAMME)****Programme structure:****Core subjects:**

- Jewellery Manufacture
- Jewellery Theory
- First Aid

**Admission and certification requirements:**

- Must have completed Grade 9
- 16 years or older
- Students will be required to complete a one-day practical aptitude test and an individual interview process will be conducted prior to acceptance.

**Duration:**

1 Semester (20 weeks)

**Career options:**

- Learnership access into formal or informal jewellery sector
- Self-employed
- Full-time study opportunity at City Campus in Jewellery Manufacture

**Purpose and rationale:**

The purpose of this qualification is to provide the learner with jewellery manufacturing skills to enable him/her to enter into the jewellery industry. Projects are skills based and students are given an opportunity to make jewellery with found and non-precious materials. The student's portfolio of work will provide the learner with access into the jewellery manufacturing environment.

**Location:**

Guguletu Campus

Corner NY1 and Ngambu Street, Guguletu

Tertia Fourie

Tel: 021 638 3166

## ● ● ● INTERIOR DESIGN

### INTRODUCTION TO INTERIOR DESIGN LEVEL 3

#### Programme structure:

#### Level 3 subjects:

#### Fundamentals:

- English Communication
- Mathematical Literacy
- Computer Literacy

#### Other subjects:

- Soft Furnishing
- Upholstery
- Basic Technical Drawing
- Period Styles
- Interior Processes 1 (Design Principles)

#### Admission and certification requirements:

Grade 10 or Grade 11 or NQF Level 2

#### Duration:

1 Year

#### Purpose and rationale:

To provide the learner with the necessary skills to enter the NQF Level 4 Design Foundation course.

### DESIGN FOUNDATION: INTERIOR DESIGN LEVEL 4

#### Programme structure:

#### Level 4 subjects:

#### Fundamentals:

- English Communication
- Mathematical Literacy
- Computer Literacy

#### Other subjects:

- Spatial Planning
- Technical Drawing
- Design Processes (Styles)
- Presentation Techniques
- Surfaces & Materials

**Admission and certification requirements:**

Introduction to Interior Design qualification

**Duration:**

1 Year

**Purpose and rationale:**

To provide the learner with an understanding and knowledge of the interior design industry. On completing the course, learners will have acquired the skills to consult with clients and communicate designs through professional drawing techniques.

**Location:**

City Campus

Corner Longmarket and Buitenkant Street, Cape Town

Lawton Bennie

Tel: 021 464 3869

## ● ● ● NATIONAL CERTIFICATE IN BEAUTY THERAPY

### **Introduction:**

On a daily basis we find ourselves facing challenges that create additional stress in our lives, and which impact negatively on our health. Many are considering therapeutic methods to cope with these stresses. We in the health and beauty field are seeing a greater demand from industry and the public, for professionally qualified Health and Skin Care Therapists.

In response to this demand, we offer the necessary education and training to prospective students. The course will appeal to the more focused, more mature, dedicated person with an interest in beauty therapy and in caring for people's health internally and externally.

This comprehensive course in Beauty Therapy is exciting and challenging and will be a satisfying experience to those who wish to acquire success through diligent study and hard work. Emphasis is placed on theoretical and practical proficiency, and the curriculum includes experiential training via salons outside of the College. Successful candidates will have national and international job opportunities in beauty salons, cruise liners, health spas, own businesses, hotels, sales, consultancy, marketing, lecturing, etc.

Our International Diploma Course leads to professional qualifications and membership of a professional association. There are no limits as to what may be achieved, especially with increased demand and public interest in health, beauty and complementary therapies.

## **NATIONAL CERTIFICATE IN BEAUTY TECHNOLOGY NQF LEVEL 3**

### **Programme structure:**

#### **Subjects:**

More information to follow

### **Admission and certification requirements:**

Grade 10 or equivalent

### **Duration:**

1 Year full-time

### **Career options:**

Therapist specialising in manicure and pedicures, massage, waxing, and make-up artist.

### **Location:**

Wynberg Campus  
Broad Road, Wynberg  
Brenda Maasdorp  
Tel: 021 797 5540

## FETC in BEAUTY TECHNOLOGY LEVEL 4

### Programme structure:

#### Subjects:

More information to follow

### Admission and certification requirements:

- Must have completed Grade 12 or equivalent
- Mature student exemption: 23 years or older
- Students will be required to complete a psychometric test and go through an individual interview process to assess suitability prior to acceptance

### Duration:

- 1 Year full-time

### Career options:

- Beauty therapist
- Beauty consultant
- Retail sales consultant
- Marketing executive
- Lecturer
- Beauty salon owner / manager
- Holistic massage therapist
- Representative / technician for cosmetics house
- Make-up artist
- Nail technician
- Work overseas and/or on cruise liner
- Work in health spas / hotels

### Location:

Wynberg Campus  
Broad Road, Wynberg  
Brenda Maasdorp  
Tel: 021 797 5540

## NATIONAL SENIOR CERTIFICATE IN BEAUTY

### Programme structure:

#### Subjects:

- Business Language
- Nail Technology
- Skincare
- Facial Electrical Treatment
- Electrolysis
- Computer Practice
- Sake-Afrikaans

**Admission and certification requirements:**

Must have completed a National Intermediate Certificate

**Duration:**

1 Year full-time course

**Career options:**

Beauty consultant, Representative for a cosmetics house, Nail technician, Make-up artist, and Beauty therapist

**Location:**

Wynberg Campus  
Broad Road, Wynberg  
Brenda Maasdorp  
Tel: 021 797 5540

## ITEC DIPLOMA

**Programme structure:****1st year theory subjects**

- Facial Skin Care
- Waxing & Sugaring
- Manicure & Pedicure
- Make up
- First Aid
- Retailing
- Anatomy & Physiology 1
- Communication & Department
- Hygiene
- Business Awareness
- Professional Conduct
- Nutrition 1
- Various Product house training

**1st year practical subjects**

- Facial Skin Care
- Waxing & Sugaring
- Manicure & Pedicure
- Make up
- First Aid
- Retailing
- Advanced Hand & Foot Treatments
- Training in New Products

## 2nd year theory subjects

- Facial Electrical Treatments
- Holistic Massage
- Spa Treatments
- Nail Technology
- Anatomy & Physiology 2
- Nutrition 2
- Various Cosmetic workshops & Product house training

## 2nd year theory subjects

Facial Electrical Machines:

- Micro Current
- Vacuum Suction
- Faradic
- Galvanic
- High Frequency

Alternative Therapies - an introduction to:

- Hot Stone
- Reflexology
- Aromatherapy

Nail Technology:

- Powder & Liquid Gel
- Wrap System
- Silk / fibre glass
- Tip application
- Overlays

Holistic Massage:

- Scalp Massage
- Swedish Massage
- Shiatsu
- Face Massage
- Crystal Massage

Spa Treatments:

- Body Exfoliation
- Seaweed Treatments
- Body Wraps

## Admission and certification requirements:

- Grade 12 or equivalent
- Mature student exemption: 23 years or older
- Students will be required to complete a psychometric test and go through an individual interview process to assess suitability prior to acceptance

**Duration:**

2 Years full-time

**Career options:**

Beauty consultant, Beauty therapist, Representative for a cosmetics house, Beauty salon owner / manager, Make-up artist, Work overseas or on a cruise liner, Holistic massage therapist, Work at health spas / hotels, Retail sales consultant, and Lecturer

**Location:**

Wynberg Campus  
Broad Road, Wynberg  
Brenda Maasdorp  
Tel: 021 797 5540

## ● ● ● HAIRCARE

### **Purpose of the programme:**

Welcome to a time of changing needs and challenges in the hairdressing industry. The course will provide the broad knowledge, skills and values needed in the hairdressing industry. The course is designed to develop the foundational, practical and reflexive competencies needed for a career in hairdressing.

With the ever changing demands of the hairdressing world it's up to you, as future leaders of this generation, to make the way forward in this industry an exciting and rewarding one. You need to decide how much effort you are willing to put in, in order to achieve the status of "Qualified Professional Hairdresser". This qualification will give students the key skills essential to function effectively as flexible, adaptable and competitive hairdressers in the hairdressing industry.

## **NATIONAL CERTIFICATE (OCCUPATIONAL) HAIRCARE LEVEL 2 - 4**

### **HAIRCARE LEVEL 2**

#### **Programme structure:**

##### **Fundamentals:**

- Computer Literacy
- Maths Literacy
- Life Orientation
- Haircare Communication

##### **Subjects:**

- Salon Services
- Salon Administration
- Life Skills
- First Aid
- Make-up
- In-service Training

#### **Admission and certification requirements:**

- Grade 9 or equivalent
- Mature student exemption: 23 years or older

### **HAIRCARE LEVEL 3**

#### **Programme structure:**

##### **Fundamentals:**

- Maths Literacy
- Life Orientation
- Haircare Communication

**Subjects:**

- Haircutting
- Hairstyling
- Salon Support Services
- Make-up
- Life Skills
- In-service Training

**Admission and certification requirements:**

- National Certificate (Occupational) Haircare Level 2

## HAIRCARE LEVEL 4

**Programme structure:****Fundamentals:**

- Maths Literacy
- Life Orientation
- Haircare Communication

**Subjects:**

- Hair Colouring
- Chemical Services
- Business Management
- Life Skills
- In-service Training

**Admission and certification requirements:**

- National Certificate (Occupational) Haircare Level 3
- Students will be required to complete a level assessment test and go through an individual interview process to assess suitability prior to acceptance
- Students must have a placement salon for their in-service training

**Duration:**

3 Years full-time OR 3 years part-time

**Career options:**

- Hairstylist
- Hairstylist specialising in colour, cutting and designing
- Hair technician employed by large retail companies
- Salon owner
- Salon manager
- Retail specialist
- Competition coordinator
- Educator
- Shampoo operator
- Marketing

- Merchandising
- Sales
- External assessor

**Location:**

Wynberg Campus  
Broad Road, Wynberg  
Brenda Maasdorp  
Tel: 021 797 5540

## ● ● ● EARLY CHILDHOOD DEVELOPMENT (ECD)

### NATIONAL CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT SAQA ACCREDITED QUALIFICATION LEVEL 4

#### Programme structure:

#### Subjects:

#### Fundamentals:

- Communication Literacy
- Kommunikasie Geletterdheid & Taalstudies
- Mathematical Literacy

#### Cores:

- Facilitate active learning
- Facilitate healthy development
- Manage the ECD learning programme

#### Electives:

- Facilitate learning through stories, songs & rhymes
- Facilitate creative art activities in ECD programmes
- Making ECD learning resources
- End user computers

#### Admission and certification requirements:

Must have completed Grade 9 or a relevant qualification or Recognition of Prior Learning

#### Duration:

2 Years full-time

#### Career options:

- Early Childhood Development (ECD) practitioner
- Play group practitioner
- Grade R practitioner
- Au pair

### HIGHER CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT SAQA ACCREDITED QUALIFICATION LEVEL 5

#### Programme structure:

#### Subjects:

#### Fundamentals:

- Present information in a public setting
- Apply workplace communication skills

**Cores:**

- Mediate active learning in ECD programmes
- Promote healthy development in ECD programmes
- Develop & manage the ECD learning programme

**Electives:**

- Facilitating a life skills learning programme in the reception year
- Facilitating a literacy learning programme in the reception year
- Facilitating a numeracy learning programme in the reception year

**Admission and certification requirements:**

Grade 12, or relevant qualification

Level 4 National Certificate

**Duration:**

18 Months

**Career options:**

- Early Childhood Development (ECD) practitioner
- Play group practitioner
- Grade R practitioner
- Au pair
- Manage an ECD site

## NATIONAL DIPLOMA IN EARLY CHILDHOOD DEVELOPMENT ETDP SETA / SAQA ACCREDITED QUALIFICATION LEVEL 5

**Programme structure:****Subjects:****Fundamentals:**

- Present information in a public setting (certificate)
- Apply workplace communication skills (certificate)
- Develop & apply academic literacy skills

**Cores:**

- Mediate active learning in ECD programmes (certificate)
- Promote healthy development in ECD programmes (certificate)
- Develop & manage the ECD learning programme (certificate)

**Electives:**

- Facilitating a life skills learning programme in the reception year (certificate)
- Facilitating a literacy learning programme in the reception year (certificate)
- Facilitating a numeracy learning programme in the reception year (certificate)
- Facilitate an inclusive ECD educational environment
- Manage diversity in ECD settings

- Select, use & adjust ECD teaching / learning strategies
- Manage a medium-scale ECD service
- Support children & adults living with HIV/Aids in ECD settings
- Organise a programme of learning
- Manage the ECD learning programme
- Facilitate a programme of learning
- Identify & respond to learners with special needs & barriers to learning
- Plan & conduct assessment of learning outcomes
- HIV / AIDS in the workplace

## **Admission and certification requirements:**

Level 5 Higher Certificate in Early Childhood Development

## **Duration:**

12 Months

## **Career options:**

- Early Childhood Development (ECD) practitioner
- Play group practitioner
- Grade R practitioner
- Manage an ECD site
- Training of trainers in ECD
- Leadership roles in ECD
- Presenting workshops in ECD
- Starting & running an ECD site
- Au pair

## **NATIONAL CERTIFICATE IN EDUCARE N4, N5 & N6**

### **Programme structure:**

### **N4 NATIONAL CERTIFICATE IN EDUCARE**

#### **Subjects:**

- Educare Didactics
- Education
- Day Care Personnel Development
- Child Health

### **N5 NATIONAL CERTIFICATE IN EDUCARE**

#### **Subjects:**

- Educare Didactics
- Educational Psychology
- Day Care Communication
- Entrepreneurship & Business Management

## N6 NATIONAL CERTIFICATE IN EDUCARE

### Subjects:

- Educare Didactics
- Educational Psychology
- Day Care Communication
- Day Care Management

### Admission and certification requirements:

Grade 12, or Level 4 certificate

### Duration:

- 2 Years (once a month on a Saturday)
- Maximum 3 subjects per semester

### Career options:

- Early Childhood Development (ECD) practitioner
- Play group practitioner
- Grade R practitioner
- Manage an ECD site
- Starting & running an ECD site
- Au pair

## UNISA BEd DEGREE FOUNDATION PHASE

### Programme structure:

#### Modules:

- Afrikaans **OR** Xhosa 1st **OR** Xhosa 2nd Language
- Childhood Development
- Early Childhood Development
- Art & Handwork
- Psychology
- Music
- The Reception Year
- Special Needs Education A & B
- Theoretical Frameworks
- Read, Write & Spell in 1st & 2nd Language
- Religious Education
- Mathematical Teaching
- Teaching Practice
- Support Learners with Learning Difficulties
- Guidance
- Health in Childhood A
- Teaching Practice 1, 2 & 3
- English
- Children's Literature
- The Young Child & Learning
- Management of Institutions
- Environmental Education
- Health in ECD Development
- Social Education
- Science & Technology
- Multicultural Education
- Adult Based Education

## Admission and certification requirements:

### QUALIFICATION

|   | TIME    |
|---|---------|
| • Grade 12 with an exemption  | 4 years |
| • Grade 12 with an exemption + N7                                       | 3 years |
| • Grade 12 without an exemption, but over the age of 23 years           | 4 years |
| • NSC + N7 Certificate  | 4 years |
| • No matric, but must be over the age of 46 years                       | 4 years |
| • NSC (access)  | 5 years |
| • Grade 12 without an exemption, and under the age of 23 years (access) | 5 years |

### Duration:

40 Modules over a minimum period of 4 years (2 Saturdays per month)

### Career options:

Educate Grade R to Grade 3

Note: The programme offered at our Gardens Campus is endorsed by UNISA.

## SCHOOL OF EARLY CHILDHOOD DEVELOPMENT AU PAIR SHORT COURSE

### Programme structure:

#### Course content:

#### Child Health

Identifying and dealing with diseases and general health

#### Stimulating Activities

E.g. creative activities and ideas to stimulate the child as a whole

#### Basic Child Psychology

Deals with handling behaviour problems and specific disorders

#### First Aid

#### Food Preparation

Deals with the interesting presentation of meals for young children as well as preparing food in a healthy way

## Admission and certification requirements:

- Any person with a special interest in working with and caring for children
- Any person preparing for parenthood
- Any person interested in doing au pair work locally or internationally
- Must be literate
- Must be older than 16 years of age

**Duration:**

4 Weekends (Friday and Saturday) with 1 week of practical training in a private home or at a day care centre to complete the practical manual.

**Career options:**

- Work as a professional au pair locally and abroad
- Work in the child-care field on a freelance basis to suit your own needs and times
- Care for children professionally
- Help your own children to develop in totality

**Location:**

Gardens Campus  
18 Breda Street, Gardens  
Wilma De Villiers  
Tel: 021 464 3853

## ● ● ● HOSPITALITY

### NATIONAL CERTIFICATE (VOCATIONAL) HOSPITALITY STUDIES

#### Programme structure:

#### Level 2, 3 & 4 subjects:

#### Fundamentals:

- Language
- Mathematics Literacy
- Life Orientation

#### Vocational subjects:

- Hospitality Generics
- Client Service & Human Relations
- Food Preparation
- Hospitality Services

#### Admission and certification requirements:

- Level 2 - Grade 9
- Level 3 - Level 2 qualification
- Level 4 - Level 3 qualification

#### Duration:

3 Years full-time (1 year per level)

#### Career options:

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

- House Keeping
- Waitron
- Bar Tender
- Hotel Keeper
- Accommodation Services

### CERTIFICATE IN FOOD & BEVERAGE SERVICES (LEVEL 4)

#### Access requirements:

Grade 12 (subject to selection criteria)

#### Duration:

1 Year (minimum 200 hours in-service training)

#### Career options:

Waitron, banqueting assistant, bar attendant, front office, assistant restaurant manager, sommelier, Maitre'd

**DIPLOMA IN FOOD & BEVERAGE MANAGEMENT (LEVEL 5)****Access requirements:**

Certificate in Food & Beverage Services (Level 4)

**Duration:**

1 Year full-time and 6 months in-service training

**Career options:**

Assistant banquet manager, banquet manager, assistant restaurant manager, restaurant manager, assistant food and beverage manager

**CERTIFICATE IN PROFESSIONAL COOKERY (LEVEL 4)****Access requirements:**

Grade 12 (subject to selection criteria)

**Duration:**

1 Year (minimum 200 hours in-service training)

**Career options:**

This qualification is applicable to all sectors in the industry, from restaurants to hotels. Successful students can be employed as learner cooks / commis chef

**DIPLOMA IN PROFESSIONAL COOKERY (LEVEL 5)****Access requirements:**

Certificate in Professional Cookery (Level 4)

**Duration:**

1 Year full-time and 6 months in-service training

**Career options:**

Commis chef (junior), Chef de Partie

**Location:**

City Campus

Corner Longmarket and Buitenkant Street, Cape Town

Elza Louw

Tel: 021 464 3824

## ● ● ● NATIONAL CERTIFICATE (VOCATIONAL) TRAVEL & TOURISM LEVEL 2 - 4

**Programme structure:**

**Level 2, 3 & 4 subjects:**

**Fundamentals:**

- Language
- Mathematics Literacy (students only do Maths Literacy)
- Life Orientation

**Vocational subjects Level 2:**

**3 Compulsory subjects:**

- Science of Tourism
- Client Services & Human Relations
- Sustainable Tourism in South Africa
- Tourism Operations (students do not have the option to choose)

**Vocational subjects Level 3:**

**3 Compulsory subjects:**

- Science of Tourism
- Client Services & Human Relations
- Sustainable Tourism in South Africa & Regional Travel
- Tourism Operations (students do not have the option to choose)

**Vocational subjects Level 4:**

**3 Compulsory subjects:**

- Science of Tourism
- Client Services & Human Relations
- Sustainable Tourism in South Africa & International Travel
- Tourism Operations (students do not have the option to choose)

**Career options:**

Students can enter the Tourism Industry at a junior level.

## CERTIFICATE IN GENERAL TRAVEL LEVEL 5

**Programme structure:**

**Modules:**

**1st Semester (6 months)**

- Travel Services
- Tourist Destinations
- Tourism Communication
- Tourism Business Skills

## **2nd Semester (6 months)**

- Travel Services
- Tourist Destinations
- Tourism Communication
- Tourism Business Skills

## **3rd Semester (6 months)**

- Travel Services
- Tourist Destinations
- Tourism Business Skills
- Galileo
- Within Africa Ticketing & Fares (Fares 1)

### **Programme structure:**

#### **Enhancement courses:**

- Effective Communication and Presentation
- SA Host
- First Aid
- Effective teamwork-workshop
- Process Payments
- BSP (Billing & Settlement Plan)
- Wine Appreciation Course

**All tours and educationals are inclusive.**

### **Admission requirements:**

- Must have completed Grade 12
- The ability to communicate effectively in English

### **Duration:**

18 Months

### **Career options:**

- Airline ground staff
- Junior travel consultant
- Car rental agent
- Foreign exchange
- Inter-city coach companies (coach hostess / steward / reservations)
- Accommodation sector: front office / reservation clerk
- Tour operator (reservations)
- Tourism information officer

**Location:**

City Campus  
Corner Longmarket and Buitenkant Street, Cape Town  
Elza Louw  
Tel: 021 464 3824

## INTRODUCTION TO TRAVEL & TOURISM

**Programme structure:****Introductory course subjects:**

- Tourist Destination
- Travel Services
- Tourism Business Operations
- Tourism Communication

**Admission requirements:**

- Must have completed Grade 12
- The ability to communicate effectively in English

**Duration:**

6 Months

**Location:**

City Campus  
Corner Longmarket and Buitenkant Street, Cape Town  
Elza Louw  
Tel: 021 464 3824

## ● ● ● BURSARIES / STUDENT LOANS

### Bursaries

Bursaries are available for qualifying students, from the **Western Cape iKapa Elihlumayo Fund**.

**TECSAT** is a bursary fund assisting FET colleges with full-time N3-N6, Level 4 and Level 5 courses in all disciplines, and engineering practicals. Bursaries cover class and registration fees only, and are non-repayable.

For more information and downloadable application forms contact TECSAT at:

Tel: 021 686 2473

Email: [debby@asf.org.za](mailto:debby@asf.org.za)

Website: [www.tecsat.org.za](http://www.tecsat.org.za)

**NSFAS Bursary** is available for eligible students registered for the **NCV course**. Awarding is based on a means test.

For more information contact NSFAS at:

Tel: 021 763 3200

Fax: 021 797 8131

Website: [www.nsfas.org.za](http://www.nsfas.org.za)

### Loans

**Edu-Loan** is a private finance company that exclusively focuses on educational finance. Edu-Loan assists people who are not able to pay for their own, or the studies of their dependants, and who do not qualify for traditional financing through the formal banking sector or government aid schemes.

For more information contact Edu-Loan at:

Client services: 0860 55 55 44

E-mail: [info@eduloan.co.za](mailto:info@eduloan.co.za)

Website: [www.eduloan.co.za](http://www.eduloan.co.za)

**For more information contact the Student Support Officer at your campus**

## ● ● ● THE FUTURE

We remain optimistic about the prospects for the FET sector of the country, and for the College of Cape Town in particular. Job creation in the country is happening largely in FET-related business activities. The best hope for an economy that continues to grow and to benefit more people is that further employment is created for and by suitably qualified people. The success of the FET sector will determine the future state of the social order. This is recognised by communities, by the private sector and by government. We anticipate that the College of Cape Town will continue to play a leading role in achieving this.

**Athlone Campus**

Corner of Protea and Eland Street, Athlone

Tel: 021 637 9183

Fax: 021 638 3255

**Guguletu Campus**

Corner of NY1 and Ngambu Street, Guguletu

Tel: 021 638 3131

Fax: 021 637 0344

**Crawford Campus**

Kromboom Road, Crawford

Tel: 021 696 5133

Fax: 021 696 5136

**Pinelands Campus**

Jan Smuts Drive, Pinelands

Tel: 021 531 2105/6/7

Fax: 021 531 0361

**City Campus**

Corner of Longmarket and Buitenkant Street, Cape Town

Tel: 021 462 2053

Fax: 021 461 1608

**Thornton Campus**

Corner of Cedar and Poplar Road, Thornton

Tel: 021 531 9124

Fax: 021 531 9150

**Gardens Campus**

Breda Street, Gardens, Cape Town

Tel: 021 464 3853

Fax: 021 464 3857

**Wynberg Campus**

Broad Road, Wynberg

Tel: 021 797 5540

Fax: 021 797 6682

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All courses endorsed by the Western Cape Education Department.

COLLEGE OF CAPE TOWN



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