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Full Qualifications (Full-time Courses)
9.9.1. CISCO IT Specialist
9.9.2. Microsoft® IT Academy (MSITA)
9.9.3. National Certificate (Vocational): Information Technology & Computer Science – Level 2 - 4

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Full Qualifications
9.10.1. National Certificates N1 – N3: Motor Mechanics
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9.11.3. National Certificate (Vocational): Travel & Tourism - Level 2 - 4

DISCLAIMER:
The College of Cape Town reserves the right to withdraw any of these courses. Part-time Studies are offered if and when there is sufficient demand (more than 30 students).
MESSAGE FROM THE PRINCIPAL

Dear Prospective Student

We are exceptionally proud of the successes of our institution, our students and the successes that our graduates achieve in life after College.

Our performance indicators show that we continue to improve in achieving excellent results in a number of areas. We take particular pride in the quality of and the wide range of academic programmes that are on offer. The diversity of our programmes, campuses and the student profile contributes to the flavour, culture and experiences on our campuses.

The College of Cape Town has established itself firmly within the Vocational and Occupational Education and Training environment and continues to contribute towards the local, provincial and national policy directives as well as responding to the needs of business, industry as well as societal and community needs.

Over the many years of our existence we have remained focused and dedicated to provide both students and staff with the quality of service that they would like to be associated with.

Student enrolments have maintained a consistent growth in both the National Certificate Vocational (NCV) as well as the Report 191 programmes. The occupational programmes, learnerships, artisan and skills (NQF qualification) licencing opportunities are also growing fast and will be a focal point of future growth.

I am positive that College of Cape Town will continue to inspire young minds well into the future!

Louis van Niekerk
Principal / Chief Executive Officer

OPTIONS FOR FURTHER STUDIES

Options for further studies are indicated for each qualification included in this prospectus.

Should you not wish to continue studying once you’ve completed your qualification, you will be able to work within your chosen field. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.
APPLICATION PROCEDURE

Important: All students must apply for admission first. If you are successful you will be invited to register. You become a student of the College of Cape Town only once we have issued an official proof of registration printout.

How to apply if you are a student transferring from another FET College
You will follow the procedure set out below for new students in points 1-9. You will need the original Statement of Results/Academic Record and a letter of good conduct from the FET College. These documents will be returned to you. If you wish to apply for subject credits, you should do so during registration.

How to apply if you are a student already registered with College of Cape Town and continuing your studies
1. Obtain your Statement of Results at campus.
2. Consult with academic staff on your direction of study. Then complete the same process as the new students in points 2 - 9 to allow your application to be captured for the new academic year.

How to apply if you are a student enrolling at College of Cape Town for the first time
This process applies to South African citizens, foreigners with permanent residence or persons with officially recognised refugee status. International students follow a different process. (Please see the relevant section for details).
1. Select the course you want to study. To confirm your best direction of study you are able to contact our Info Centre at tel. 086 010 3682 or via email info@cct.edu.za for guidance and information taking into account your interests and current qualifications. You can also make an appointment with one of the Student Support Officers at any of our campuses for a free career assessment.
2. You need to complete the Application Form available from our website at www.cct.edu.za or from a campus near you.
3. Complete the Application Form in full and attach all documents as requested in the form. Please remember that all information supplied must be correct, truthful and verifiable.
4. Return the Application Form to the address indicated on the front of the form, or fax it to the number indicated on the form or to the relevant campus where the course you are applying for is offered. You can also deliver it to the relevant campus in person.
5. The College of Cape Town will send a SMS notification to your mobile phone number acknowledging receipt of your application.
6. You will be contacted about the further steps you will need to take. This could include interviews, tests and assessments related to your field of study.
7. You will be informed about the College’s decision. If successful, you will be required to pay fees. OR
8. In order to register you must complete your bursary application or sign a financial agreement with the College.
9. You will be invited to register on dates as set out in your letter of admission from the campus where you have applied. Complete the final stage of registration on the assigned date. Ensure that you bring all the required documentation, including your original ID book or passport and originals of qualification results to registration day. A copy of your refugee status is also required if applicable.

Should you wish to enquire about the status of your application at any time, please contact the relevant Campus Coordinator and/or Programme Manager at the campus at which you applied to study, as set out below.

How to apply if you are an international student enrolling for the first time
1. All applicants who did not obtain their qualifications in South Africa must submit all their qualifications to the South African Qualifications Authority (SAQA) for evaluation. The College requires you to submit a certificate issued by SAQA stating the NQF level of your qualifications with your application form. Please visit the SAQA website at www.saqa.org.za for more information about the process.

Evaluation of Foreign Qualifications Call Centre:
Tel: +27 12 431 5070 Helpdesk: 086 010 3188
Switchboard: +27 12 431 5000 Fax: +27 12 431 5039
2. Complete the Application process as outlined in points 1-3.
3. If you are successful, the College of Cape Town will send you a letter of acceptance to your home address in your country of residence.
4. You need to apply for a valid study permit from the South African consulate responsible for your country. They require that you provide proof of comprehensive medical insurance valid in South Africa (Hospital Plan or Life Insurance only will not be accepted).
5. Once you are in possession of a study permit and any necessary visa complete the Registration Form and submit it with proof of payment to the College. Certified copies of documents should be posted to us well in advance of your arrival.
6. Complete the final stage of registration on the assigned date.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Contact Person</th>
<th>Learning Field / Programmes Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Athlone</strong></td>
<td>Campus Coordinator: Mrs Melody Kahn</td>
<td><strong>Motor Mechanics: Trade Preparation Programme</strong></td>
</tr>
<tr>
<td>c/o Protea &amp; Eland Street, Athlone</td>
<td>Email: <a href="mailto:mkahn@cct.edu.za">mkahn@cct.edu.za</a></td>
<td><strong>Auto Electrician</strong></td>
</tr>
<tr>
<td>Tel: +27 21 637 9183 Fax: +27 21 638 3255</td>
<td>Tel: +27 21 637 9183</td>
<td><strong>NC(V) Engineering and Related Design: Automotive Repair &amp; Maintenance</strong></td>
</tr>
<tr>
<td></td>
<td>Campus Coordinator: Mrs Dalene Potgieter</td>
<td>Acting Programme Manager: Mr Nazeem Fataar</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:dpotgieter@cct.edu.za">dpotgieter@cct.edu.za</a> Tel: +27 21 464 3816</td>
<td>Email: <a href="mailto:nfataar@cct.edu.za">nfataar@cct.edu.za</a> Tel: +27 21 637 9183</td>
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<td></td>
<td></td>
<td><strong>Early Childhood Development (ECD)</strong></td>
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<td></td>
<td></td>
<td>Programme Manager: Mrs Wilma de Villiers</td>
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<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:wdevilliers@cct.edu.za">wdevilliers@cct.edu.za</a> Tel: +27 21 637 9183</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Campus Coordinator: Mrs Dalene Potgieter</td>
<td><strong>Art &amp; Design</strong></td>
</tr>
<tr>
<td>c/o Longmarket &amp; Buitenkant Street, Cape Town</td>
<td>Email: <a href="mailto:dpotgieter@cct.edu.za">dpotgieter@cct.edu.za</a> Tel: +27 21 464 3816</td>
<td><strong>Jewellery Manufacturing</strong></td>
</tr>
<tr>
<td>Tel: +27 21 462 2053 Fax: +27 21 461 1608</td>
<td></td>
<td>Programmes Manager: Mrs Elaine Oosthuizen</td>
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<td></td>
<td></td>
<td>Email: <a href="mailto:eoosthuizen@cct.edu.za">eoosthuizen@cct.edu.za</a> Tel: +27 21 464 3869</td>
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<td><strong>Business Studies</strong></td>
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<td><strong>NC(V) Management</strong></td>
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<td><strong>NC(V) Transport &amp; Logistics</strong></td>
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<td>Programmes Manager Business Studies: Mrs Lodene Groenewald</td>
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<td>Email: <a href="mailto:igroenewald@cct.edu.za">igroenewald@cct.edu.za</a> Tel: +27 21 464 3874</td>
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<td>Programmes Manager Business Studies NC(V): Mr Themba Ndaba</td>
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<td>Email: <a href="mailto:tndaba@cct.edu.za">tndaba@cct.edu.za</a> Tel: +27 21 464 3874</td>
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<td>Senior Lecturer WCED Matric: Mrs Meryl Fleischer</td>
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<td>Email: <a href="mailto:mfleischer@cct.edu.za">mfleischer@cct.edu.za</a> Tel: +27 21 464 3874</td>
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<td><strong>Hospitality</strong></td>
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<td><strong>Travel &amp; Tourism</strong></td>
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<td><strong>NC(V) Travel and Tourism</strong></td>
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<td>Programmes Manager: Mrs Melanie Anthony</td>
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<td>Email: <a href="mailto:manthony@cct.edu.za">manthony@cct.edu.za</a> Tel: +27 21 464 3855</td>
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<td><strong>Crawford</strong></td>
<td>Campus Coordinator: Ms Ursula Cupido</td>
<td><strong>Information Technology</strong>&lt;br&gt;CISCO Academy, Microsoft Academy&lt;br&gt;NC(V) IT &amp; Computer Science&lt;br&gt;Programme Manager ICT: Mr Anthony Dietrich Email: <a href="mailto:adietrich@cct.edu.za">adietrich@cct.edu.za</a> Tel: +27 21 696 5133</td>
</tr>
<tr>
<td>Kromboom Road, Crawford</td>
<td>Email: <a href="mailto:ucupido@cct.edu.za">ucupido@cct.edu.za</a> Tel: +27 21 696 5133</td>
<td><strong>Business Studies</strong>&lt;br&gt;NC(V) Finance, Economics &amp; Accounting&lt;br&gt;NC(V) Office Administration&lt;br&gt;Programme Manager: Business Studies Ms Žuinab Abrahams Email: <a href="mailto:zabrahams@cct.edu.za">zabrahams@cct.edu.za</a> Tel: +27 21 696 5133</td>
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<tr>
<td>Tel: +27 21 696 5133</td>
<td>Tel: +27 21 696 5133</td>
<td>Programme Manager: Mrs Raefea Gamieldien Email: <a href="mailto:rgamieldien@cct.edu.za">rgamieldien@cct.edu.za</a> Tel: +27 21 696 5133</td>
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<tr>
<td>Fax: +27 21 696 5136</td>
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<td>Programme Manager: Part-time Studies Mr Albin Bowler Email: <a href="mailto:abowler@cct.edu.za">abowler@cct.edu.za</a> Tel: +27 21 696 5133</td>
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<td><strong>NC(V) Education &amp; Development</strong>&lt;br&gt;NC(V) Primary Health&lt;br&gt;Programme Manager NC(V): Ms Werda Smith Email: <a href="mailto:werda.smith@cct.edu.za">werda.smith@cct.edu.za</a> Tel: +27 21 696 5133</td>
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<td>Programme Manager: Mrs Raeefa Gamieldien Email: <a href="mailto:rgamieldien@cct.edu.za">rgamieldien@cct.edu.za</a> Tel: +27 21 696 5133</td>
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<td>Programme Manager: Part-time Studies Mr Albin Bowler Email: <a href="mailto:abowler@cct.edu.za">abowler@cct.edu.za</a> Tel: +27 21 696 5133</td>
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<tr>
<td><strong>Gardens</strong></td>
<td>Campus Coordinator: Mr Reagan Jacobs</td>
<td><strong>Early Childhood Development (ECD)</strong>&lt;br&gt;Programme Manager: Mrs Liedjie Bosman Email: <a href="mailto:lbosman@cct.edu.za">lbosman@cct.edu.za</a> Tel: +27 21 638 9418</td>
</tr>
<tr>
<td>Breda Street, Gardens</td>
<td>Email: <a href="mailto:rljacobs@cct.edu.za">rljacobs@cct.edu.za</a> Tel: +27 21 461 9418</td>
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<td>Tel: +27 21 461 9418</td>
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<td>Fax: +27 21 464 3857</td>
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<td><strong>NC(V) Electrical Infrastructure Construction</strong>&lt;br&gt;Programme Manager: Mr Jan Kriel Email: <a href="mailto:jkriel@cct.edu.za">jkriel@cct.edu.za</a> Tel: +27 21 531 2105/6/7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Programme Manager: Mrs Daria Duncan Email: <a href="mailto:dduncan@cct.edu.za">dduncan@cct.edu.za</a> Tel: +27 21 638 3131</td>
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<tr>
<td><strong>Guguletu</strong></td>
<td>Campus Coordinator: Ms Malinda Uys</td>
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<tr>
<td>c/o Steve Biko Drive &amp;</td>
<td>Email: <a href="mailto:muys@cct.edu.za">muys@cct.edu.za</a> Tel: +27 21 638 3131</td>
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<tr>
<td>Ngambu Street, Guguletu</td>
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<td>Fax: +27 21 637 0344</td>
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<td>Campus</td>
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</table>
| Pinelands   | Campus Coordinator: Mr Melt de Kock  
Email: mdekock@cct.edu.za  
Tel: +27 21 531 2105/6/7 | NC(V) Electrical Infrastructure and Construction  
Electrical Engineering  
NC(V) Management  
NC(V) Office Administration  
Business Studies  
Programme Manager: Mr Nathaniel Masiza  
Email: nmasiza@cct.edu.za  
Tel: +27 21 638 3131  
Furniture-making / Upholstery  
Programme Manager: Mrs Elaine Oosthuizen  
Email: eoosthuizen@cct.edu.za  
Tel: +27 21 464 3869 |
| Thornton    | Campus Coordinator: Ms Gadija Mustapha  
Email: gmustapha@cct.edu.za  
Tel: +27 21 531 9124 | NC(V) Engineering & Related Design  
Mechanical Engineering  
NC(V) Civil Engineering & Building Construction  
Building & Civil Engineering  
Drawing Office Practice  
Programme Manager: Mr Jan Kriel  
Email: jkriel@cct.edu.za  
Tel: +27 21 531 2105/6/7  
Programme Manager: Mrs Daria Duncan  
Email: dduncan@cct.edu.za  
Tel: +27 21 638 3131  
NC(V) Travel & Tourism  
Programme Manager: Mrs Brenda Maasdorp  
Email: bmaasdorp@cct.edu.za  
Tel: +27 21 797 5540  
Programme Manager: Mrs Melanie Anthony  
Email: manthony@cct.edu.za  
Tel: +27 21 464 3855 |
| Wynberg     | Campus Coordinator: Mrs Michelle Shires  
Email: mshires@cct.edu.za  
Tel: +27 21 797 5540 | Beauty Therapy  
Hair Care  
NC(V) Travel & Tourism  
Programme Manager: Mrs Brenda Maasdorp  
Email: bmaasdorp@cct.edu.za  
Tel: +27 21 797 5540  
Programme Manager: Mrs Melanie Anthony  
Email: manthony@cct.edu.za  
Tel: +27 21 464 3855 |
FINANCIAL AID OVERVIEW

BURSARIES
DHET FET COLLEGE BURSARY SCHEME
The DHET FET College Bursary Scheme is available for qualifying students who:
• Want to study at College of Cape Town.
• Have good academic results (proof must be provided).
• Have a valid South African ID.
• Are in need of financial assistance (proof must be provided).

This bursary is only available for the following programmes:
• NC(V) Level 2, 3 and 4
• N1 – N3 linked to an apprenticeship
• N4 – N6

Awarding is based on applicants meeting all bursary criteria as established by the DHET and the completion of a Financial Means Test.
Bursary criteria may change from time to time.
Not all applicants will be successful.

For information regarding the above-mentioned bursaries, contact the College at 021 696 5133.

ACCESS TRUST - SKILLS FOR LIFE
Access Trust - Skills for Life is a bursary fund assisting public FET Colleges with full-time N4-N6, Level 4 and Level 5 courses in all disciplines, and engineering practicals. Bursaries cover class and registration fees, and are non-repayable.
Application must be made directly via Access Trust. Applications close 31 October each year.

Tel: 021 671 1521 or 021 674 0141
Email: info@accesstrust.org.za
Website: www.accesstrust.org.za

STUDENT LOANS
EDU-LOAN
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 dependents, and who do not qualify for traditional financing through the formal banking sector or government aid schemes.

Tel: 0860 55 55 44
SMS: ‘edu’ to 32150 for a call back
Email: info@eduloan.co.za
Website: www.eduloan.co.za

For more information, contact your nearest campus or Student Support Services Officer.
WORK PLACEMENT SERVICE

The Linkages and Programmes Unit (LPU) of the College of Cape Town links the College with a variety of temporary and permanent work opportunities across various industry sectors. The College has recently established a dedicated Work Placement Unit at the Crawford Campus which provides for a comprehensive support service to potential employers, students and lecturers across all programmes.

The purpose of the Work Placement Unit is to identify various work opportunities within industry and to link suitably qualified students and graduates for appointment in such vacancies. Opportunities may vary from temporary vocational workplace experience, practical internships for N6 students to permanent employment for graduates.

Many South African employers and companies have found excellent solutions for the shortage of adequately qualified and experienced staff by sourcing students at Further Education and Training Colleges. Time spent in a real-life situation develops students’ skills and work experience and for many young people obtaining this kind of work experience has been life-transforming.

They develop a better understanding of their chosen career and how it is practised in the workplace. This can motivate them to work harder and succeed. Many students have forged relationships with employers that led to immediate offers of employment after graduation.

Work Integrated Learning has become a foundation for many young people to qualify for access to employment opportunities which require some form of experience. This work-integrated learning programme for students is aligned with Department of Higher Education and Training’s vision to adequately prepare students for the world of work and create more employment opportunities for FET College students.

Companies, employers and students are invited to contact the College’s Work Placement Unit at the Crawford Campus on +27 21 696 5133.

STUDENT ACCOMMODATION

The College of Cape Town has 3 student residences allowing student to live close or on our campuses while studying.

City Residence (Ladies only)
Corner of Primrose and Constitution Street
Cape Town
Tel: +27 21 464 3829
Fax: +27 21 464 3829

Crawford Residence (Ladies and Gents)
Corner of Kromboom and Thornton Road
Crawford
Tel: +27 21 696 5133
Fax: +27 21 696 5136

Thornton Residence (Ladies and Gents)
Corner of Cedar and Poplar Road
Thornton
Tel: +27 21 531 2105
Fax: +27 21 531 0361
From January 2007 the College of Cape Town (and all other Public FET Colleges) has been offering exciting, modern and relevant programmes of study in vocational programmes. These vocational programmes have specifically been designed and introduced at public FET Colleges to directly respond to the priority skills demand of the modern economy within South Africa.

The National Certificate (Vocational) replaced the NATED courses (N1-N3) at public FET Colleges as a new and modern qualification at Levels 2, 3 and 4 of the National Qualifications Framework (NQF).

The National Certificate (Vocational), or NC(V), gives students with a Grade 9 qualification a vocational alternative to an academic Grade 10-12 by offering industry-focused training on the NQF Levels 2 - 4.

These qualifications are designed to provide training at both the theoretical and practical levels. The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with the opportunity to experience work situations during the period of study. The qualification will also provide an opportunity to enter Higher Education studies at Universities or Universities of Technology subject to appropriate subject combinations and meeting the required admission requirements for these institutions.

We offer the following National Certificate (Vocational) courses:

- Civil Engineering & Building Construction
- Education and Development
- Electrical Infrastructure Construction
- Engineering & Related Design
- Finance, Economics & Accounting
- Hospitality
- Information Technology & Computer Science
- Management
- Marketing
- Office Administration
- Primary Health
- Travel & Tourism
- Transport & Logistics

The College offers various post-school programmes (should the student meet the minimum academic requirements). These include the Report 191 (NATED) programmes that culminate in a National N-Diploma. Each of the National N-Diploma programmes includes National N4-N6 Certificate programmes.

Students are required to complete all subjects included in each of the National Certificates N4 – N6 as well as the prescribed amount of practical experience in industry in the field in which they studied before they qualify for the National N-Diploma. The prescribed amount of practical experience is
- Art & Design: 2 000 hours

Exams in these programmes take place at the end of each trimester for Engineering-related programmes and at the end of each semester for Art & Design- Educare, Hospitality, Tourism and Business-related programmes. These exams are national exams and are quality assured by Umalusi. The National N-Diploma and National Certificates are issued by the accrediting body and not the College.

We offer the following Report 191 (NATED) courses (all of which include the National Certificates N4 – N6):

- National N-Diploma: Art & Design
- National N-Diploma: Building & Civil Engineering
- National N-Diploma: Business Management
- National N-Diploma: Educare
- National N-Diploma: Electrical Engineering
- National N-Diploma: Hospitality & Catering Services
- National N-Diploma: Management Assistant
- National N-Diploma: Mechanical Engineering
- National N-Diploma: Tourism
ART & DESIGN

FURTHER EDUCATION & TRAINING CERTIFICATE:
DESIGN FOUNDATION LEVEL 4
City Campus

Career Options
What will I be qualified as once I’ve completed this course?
Upon successful completion of this course, you will not yet be qualified and you will need to continue your studies before you can enter the workplace.

In which industries will I be able to work?
You will not hold a qualification that enables you to enter the workplace as yet. You will need to continue your studies in the Art & Design field.

What could I do to further improve my skills and my chances of furthering my career?
After completing this course, you can continue studying at the College of Cape Town and complete one of the following: National Certificate in Graphic Design, Graphic Processes, or Photography.

Programme Structure
What will I be studying during this course?
• 2D-Design
• Drawing
• Mathematical Literacy
• 3D-Design
• English Communication

Admission Requirements
What do I need to have completed before I can apply to study this course?
• Grade 11 or NQF Level 3

Duration
• 1 year (full-time)
• Enrolment in January

(Part-time - Not available)

NATIONAL CERTIFICATE: JEWELLERY MANUFACTURE
LEVELS 2, 3 AND 4
City Campus

This course will enable the student to set stones in various settings, manufacture jewellery and grade and identify gemstones.

Career Options
What will I be qualified as once I’ve completed this course?
Upon successful completion of this course, you will be qualified as a goldsmith and would be able to enter the workplace.

In which industries will I be able to work?
• Jewellery design and manufacturing
What could I do to further improve my skills and my chances of furthering my career?
After completing this course, you can continue studying and complete further qualifications in jewellery manufacturing and design. You can also continue studying towards a business qualification to assist you in the managing of a jewellery store or manufacturing business. You could also do trade tests to further develop your skills and gain further accredited qualifications from the industry.

Programme Structure
What will I be studying during this course?

1ST YEAR
• Jewellery Manufacture I
• Introduction to Drawing
• English Communication

2ND YEAR
• Jewellery Manufacture II
• Jewellery Rendering I

3RD YEAR
• Jewellery Manufacture III
• Jewellery Rendering II

Admission Requirements
What do I need to have completed before I can apply to study this course?
• Grade 10 or Jewellery Manufacture NQF Level 2
• Indigenous Jewellery Manufacture Skills Programme

Duration
• 3 years full-time
• Enrolment in January

NATIONAL N-DIPLOMA IN ART & DESIGN (INCLUDES NATIONAL CERTIFICATES INTRODUCTION N4 – N6)
City Campus

This course offers students the opportunity to specialise in the fields of graphic design/photography/graphic processes. This course consists of an N4 Certificate, N5 Certificate and N6 Certificate. After completing the N6 Certificate students need to submit proof of 2 000 hours of practical experience in industry/practical before they can qualify for the National N-Diploma.

Career Options
What will I be qualified as once I’ve completed this course?
Upon completion of this course, you will be able to work in industry in your field of study, or continue studying towards a B.Tech degree within your chosen field.

What will I be able to do once I’ve obtained this qualification?
You will be able to work in any of the following fields/perform the following duties:

GRAPHIC DESIGN
• Below-the-line advertising
• Repro houses
• Publication layout and design
• DTP operator
• Own enterprise/business
• Repro houses
PHOTOGRAPHY
- Freelance photographer
- Journalistic photographer
- Own enterprise/business
- Photography in the film industry

GRAPHIC PROCESSES
- Textile industry
- Own enterprise/business
- Printing companies
- Repro houses

In which industries will I be able to work?
- Advertising
- Graphic Design
- Photography
- Printmaking

What could I do to further improve my skills and my chances of furthering my career?
After completing this course, you can continue studying towards a B.Tech degree at a University of Technology.

Should you not wish to continue studying once you’ve completed this qualification, you will be able to work within your chosen field within the graphic design, advertising, photography or print-making industries (depending on the field of study you specialised in). As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

Programme Structure
What will I be studying during this course?
To complete the N4 – N6 Certificates:
- Enterprise and Business Management (EBM)
- Drawing
- History of Art
- Photography/Graphic Design/Graphic Processes (Choose 2)

Admission Requirements
What do I need to have completed before I can apply to study this course?
- To enter N4 – Intro N4 or NQF Level 4
- To enter N5 – N5 Certificate
- To apply for a National N-Diploma – N6 Certificate plus 2 000 hours of practical experience in industry (to be logged in a prescribed logbook).

Duration
- N4 – N6: 18 months
- Enrolment in January and July
- 2 000 hours of practical experience in industry (to be logged in a prescribed logbook).

NATIONAL CERTIFICATE: FURNITURE-MAKING: WOOD LEVEL 2
Guguletu Campus

The purpose of this qualification is to provide the student with upholstery skills to enable him/her to enter into a career in furniture production. All projects are industry-based and students are given the opportunity to job shadow and to do in-service training. The culmination of the course is the student portfolio of work, which provides the student access into the furniture industry.

Career Options
What will I be qualified as once I’ve completed this course?
On completion of this course, the student will be able to work as a semi-skilled upholsterer.
In which industries will I be able to work?
• Furniture industry

What could I do to further improve my skills and my chances of furthering my career?
After completing this course, you can continue studying and complete the Furniture-making: Wood NQF Level 3 course at the College of Cape Town’s Guguletu Campus.

Programme Structure
What will I be studying during this course?
• Theory of Upholstery
• Upholstery Practical
• Mathematical Literacy

Admission Requirements
What do I need to have completed before I can apply to study this course?
• Grade 9 or equivalent
• 16 years or older
• Students will be required to complete a one-day practical aptitude test, write a letter of motivation, and construct a miniature sculpture. An individual interview process will be conducted prior to acceptance.

You must have passed the following subjects at school:
• English
• Mathematics

Duration
• 1 year full-time
• Enrolment in January

NATIONAL CERTIFICATE: FURNITURE-MAKING: WOOD LEVEL 3
Guguletu Campus

The purpose of this qualification is to further develop the student’s upholstery and woodworking skills, and thereby to enable him/her to enter into a career in furniture production. All projects are industry-based and students are given the opportunity to job shadow and to do in-service training. The culmination of the course is the student portfolio of work, which provides the student access into the furniture industry.

Career Options
What will I be qualified as once I’ve completed this course?
On completion of this course, the student will be able to work as a semi-skilled upholsterer and furniture maker/cabinet maker.

In which industries will I be able to work?
• Furniture industry

What could I do to further improve my skills and my chances of furthering my career?
After completing this course, you can continue studying furniture design courses at private institutions that specialize in furniture or interior design. You could also investigate studying towards a qualification in management, import/export and quality assurance to assist you in furthering your career in the furniture industry at large.

Programme Structure
What will I be studying during this course?
• Theory of Upholstery and Restoration of Furniture
• Upholstery Practical II
• Mathematical Literacy

• Engineering Drawing II
• English Communication
Admission Requirements
What do I need to have completed before I can apply to study this course?
• Furniture-making: Wood Level 2, or Grade 12
• 17 years or older
• Students will be required to complete a one-day practical aptitude test, write a letter of motivation, and construct a miniature sculpture. An individual interview process will be conducted prior to acceptance.

You must have passed the following subjects at school:
• English Grade 12/Level 2
• Mathematics Grade 12/Level 2

Duration
• 1 year full-time
• Enrolment in January (Part-time - Not available)

BEAUTY THERAPY

BEAUTY THERAPY ITEC DIPLOMA (LEVEL 2, 3 & 5)

The College of Cape Town’s Beauty Therapy Department is fully accredited to offer the International Therapy Examination Council (ITEC) qualifications. ITEC has been awarding high quality and respected industry qualifications since 1947. It is now one of the world’s leading and most successful awarding bodies specialising in the Beauty and Complementary Therapy sectors. In 2011 ITEC awarded over 38 000 Certifications in over 38 countries.

ITEC offers one of the largest beauty qualification portfolios including qualifications for employability, specialist subjects and skills enhancement leading to Continuous Professional Development (CPD). The College of Cape Town with ITEC ensures that the qualifications obtained from the institution have global recognition and that they meet the quality standards as required, both nationally and internationally.

The Beauty Therapy ITEC qualification commences at Level 2 to allow access to those that have successfully completed Grade 9. This three-year qualification offers the prospective student an opportunity to gain theoretical, practical and integrated college and industry work experience thereby ensuring readiness for employment. The qualification offers a structured work placement component. After each level the student will acquire various new skills sets and competencies whilst building on previously acquired knowledge and experience.

Career Options
What will I be qualified as once I’ve completed this course?
Beauty Specialist in Facial, Body and Complementary Therapies

What will I be able to do?
• Manicures and Pedicures
• Basic and Advanced Facial Skin Care
• Themed Face Painting
• Swedish and Seated Massage
• Indian Head Massage
• Eyelash Extensions
• Electrical Body Treatments
• Hot Stone Therapy
• Facial Electrical Treatments
• Maintain Health and Safety in the Salon
• First Aid
• Salon Receptionist Duties
• Photographic Make-up
• Basic Make-up Application
• Waxing Services
• Basic and Advanced Nail Art
• Threading
• Nail Technology
• Spa Treatments
• Retail Displays in the salon
• Salon Business Practice
In which industries will I be able to work?
Upon completion of your ITEC Diploma Level 5, you will be able to work in any service-orientated industry that requires the services of a qualified Beauty Therapist or someone skilled in dealing with customers, e.g. beauty salons on cruise liners, health spas, hotels, your own business, industry-related consultancy, industry-related sales and marketing, lecturing at an industry-related educational/training institution.

What could I do to further improve my skills and my chances of furthering my career?
After completing this qualification you will be able to either start your own business within the industry or become employed and work towards promotion within your career by working within your field of study. As with any other career, you would need to work hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career. You can further your studies in advanced therapies offered by ITEC by attending College on a part-time basis. The Beauty Therapy sector is a dynamic industry with constant changes so it is up to all aspiring therapists to ensure that they remain relevant to latest trends.

Programme Structure
What will I be studying during this course?

LEVEL 2 (YEAR 1)
- Introduction to the Hair and Beauty Sector
- Create and Maintain Retail Displays in the Salon
- Salon Reception Duties
- Seated Massage
- The Art of Photographic Make-up
- Create a Hair and Beauty Image
- Working with Others in the Hair and Beauty Sector
- Follow Health and Safety in the Salon
- Providing Basic Manicures and Pedicures
- Basic Facial Skin Care
- Basic Application of Make-up
- Themed Face Painting
- Case studies for Basic Nail Art
- Computer Literacy

Enrichment Courses Year 1
- First Aid
- Community and Corporate work/events
- Various cosmetic house product training

LEVEL 3 (YEAR 2)
- Advanced Facial Skin Care
- Advanced Manicure and Pedicure
- Nail Technology
- Eyelash Extensions (Short course)
- Salon Practice
- Case studies for all practical subjects
- Advanced Make-up
- Waxing
- Threading (Short course)
- Hot Stone Therapy (Short course)
- Anatomy & Physiology I
- Business Awareness and Professional Conduct

Enrichment Courses Year 2
- Various new and advanced cosmetic house product training
- Community and Corporate work/events

LEVEL 5 (YEAR 3)
- Electrical Body Treatments I+II
- Swedish Massage
- Nail Art (Basic and Advanced)
- Spa Treatments
- Indian Head Massage
- Community and Corporate work/events
- Facial Electrical Treatments
- Anatomy and Physiology II
- Body Treatments I+II
- Case studies for all practical subjects
- Salon Practice
- Various new and advanced cosmetic house product training

Admission Requirements
What do I need to have completed before I can apply to study this course?
- Grade 9 or equivalent for entry into Level 2
- Passed ITEC Level 2 for entry into Level 3
- Passed ITEC Level 3 for entry into Level 5
• Students must meet the personality profile of a prospective Beauty Therapy Candidate.
• Students must be physically fit.

Students will be required to complete a competency test for literacy and numeracy, a placement test and undergo an individual interview process to assess suitability prior to acceptance.

Duration
• 3 years full-time
• Enrolment in January

BEAUTY THERAPY ITEC DIPLOMA (LEVEL 4 & 5)
Wynberg Campus

The College of Cape Town’s Beauty Therapy Department is fully accredited to offer the International Therapy Examination Council (ITEC) qualifications. ITEC has been awarding high quality and respected industry qualifications since 1947. It is now one of the world’s leading and most successful awarding bodies specialising in the Beauty and Complementary Therapy sectors. In 2011 ITEC awarded over 38 000 Certifications in over 38 countries. ITEC offers Colleges and students one of the largest beauty qualification portfolio including qualifications for employability, specialist subjects and skills enhancement leading to Continuous Professional Development (CPD). The College of Cape Town together with ITEC ensures that the qualifications obtained from the institution have global recognition and that they meet the quality standards as required, both nationally and internationally.

Career Options
What will I be qualified as once I’ve completed this course?
Beauty Specialist in Facial, Body and Complementary Therapies

What will I be able to do?

Upon completion of this course, you will be able to do the following:
• Electrical Body Treatments
• Holistic, Seated, Hot Stone and Indian Head Massage
• Manage a Beauty Therapy business
• Nail Art (Basic and Advanced)
• Waxing Services
• Eyelash Extensions
• Use cosmetic house products effectively
• Facial Electrical Treatments and Skin Care
• Make-up Services
• Manicure & Pedicure Services
• Nail Technology Services
• First Aid
• Threading
• Participate/manage Community/Corporate events

In which industries will I be able to work?
Upon completion of your ITEC Diploma Level 5, you will be able to work at any service-orientated industry that requires the services of a qualified Beauty Therapist or someone skilled in dealing with customers, e.g. beauty salons, hotels or health spas. You would be able to work in industry-related sales and marketing, run your own business, lecture at an industry-related educational/training institution, consult in industry or work in spas on cruise liners.

What could I do to further improve my skills and my chances of furthering my career?
After completing this qualification you will be able to either start your own business within the industry or become employed and work towards promotion within your career by working within your field of study. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career. You can further your studies in advanced therapies offered by ITEC by attending College on a part-time or full-time basis. The Beauty Therapy sector is a very dynamic sector with constant changes so it is up to all aspiring therapists to ensure that they remain relevant to the latest trends, thereby ensuring Continuous Professional Development.
Programme Structure
What will I be studying during this course?

LEVEL 4 (YEAR 1)
- Facial Skin Care
- Manicure & Pedicure
- Body Treatments I
- Anatomy & Physiology I
- Case studies in all practical subjects
- Product training courses for various cosmetic houses
- Threading (Short course)
- Waxing
- Make-up
- Nail Technology
- Business Awareness and Professional Conduct
- First Aid
- Eyelash Extensions (Short course)
- Participate in Community/Corporate work/events

LEVEL 5 (YEAR 2)
- Facial Electrical Treatments
- Swedish Massage
- Electrical Body Treatments I+II
- Nail Art (Basic and Advanced)
- Hot Stone Therapy
- Product training for various new and advanced cosmetic house
- Case studies in all practical subjects
- Salon Practice
- Indian Head Massage
- Anatomy & Physiology II
- Participate and/or manage community/corporate work/events

Admission Requirements
What do I need to have completed before I can apply to study this course?
- Grade 12 or equivalent
- Mature student exemption: 23 years or older for entry into Level 4
- Students must meet the personality profile of a prospective Beauty Therapy Candidate.
- Students must be physically fit.

Students will be required to complete a competency test for literacy and numeracy, a placement test and undergo an individual interview process to assess suitability prior to acceptance.

You must have passed the following subjects at school:
- Life Science (Biology knowledge and background at Grade 12 level)

Duration
- 2 years full-time
- Enrolment in January (Part-time - Not available)

BUILDING & CIVIL ENGINEERING

NATIONAL N1 – N3 CERTIFICATES: BUILDING AND CIVIL ENGINEERING
Thornton Campus

The N1 to N3 National Certificates in the Building and Civil Engineering programme covers all the trades in Building and Civil-related industries.

Career Options
What will I be qualified as once I’ve completed this course?
The holder of a National N1 – N3 Certificate in Building and Civil Engineering will be able to take up employment in one of the following fields in construction.
- Carpentry
- Plumbing
- Wood machinist and joinery
- Specialised field in the industry (roofing, tiling, glazing, cabinetmaking, waterproofing, trainee draughtsperson)
- Bricklaying
- Painting
What will I be able to do?
Take up a position as an apprentice or learner technician to gain the necessary industrial experience to be able to do a trade test.

In which industries will I be able to work?
In any Building and Civil-related industry.

What could I do to further improve my skills and my chances of furthering my career?
Achieving the necessary entry requirements at academic level in N3 of this course will enable you to continue studying the N4 - N6 Certificates and ultimately obtain the National N-Diploma. Alternatively the N4 Certificate with Mathematics and Engineering Science also gives access to enter Higher Education at Cape Peninsula University of Technology (CPUT) should you meet the entry requirements for that institution.

Programme Structure
What will I be studying during this course?

N1 CERTIFICATE
- Mathematics
- Engineering or Building Science
- Woodworkers/Plumbing/Bricklaying/Painting Theory (Choose one)

N2 CERTIFICATE
- Mathematics
- Engineering or Building Science
- Carpentry and Roofwork/Plumbing/Bricklaying/Painting Theory (Choose one)

N3 CERTIFICATE
- Mathematics
- Engineering or Building Science
- Building Drawing
- Building and Civil Technology

All examinations are external (national), conducted by the DHET and quality assured by Umalusi.

Admission Requirements
What do I need to have completed before I can apply to study this course?
- N1: Minimum of Grade 9 with Mathematics above 60%
- N2: N1 or equivalent
- N3: N2 or equivalent

How do I get an apprenticeship to allow me entry into this course?
- You must be registered as an apprentice with a company.

Duration
- Each level is one trimester (12 weeks) (Part-time - depends on student demand)

NATIONAL N-DIPLOMA: BUILDING & CIVIL ENGINEERING
(INCLUDES N4 – N6 CERTIFICATES)
Thornton Campus

This course consists of an N4 Certificate, N5 Certificate and N6 Certificate. After completing the N6 Certificate students need to submit proof of 24 months experience in industry/practical before they can qualify for the National N-Diploma.

This qualification will enable students to enter the Building and Construction industry in the capacity of supervisor or foreman.
Career Options
What will I be qualified as once I’ve completed this course?
You will be qualified as a technician in the Building and Civil Industry.

In which industries will I be able to work?
- Architectural Industry
- Building Industry and related trades
- Local Government (Municipalities)
- Road Construction
- Building Construction
- Civil Engineering
- Quantity Surveying
- Structural Surveying Companies

What could I do to further improve my skills and my chances of furthering my career?
Once you have obtained your National N-Diploma you will be fully qualified as a technician in the Building and Civil industry. This will equip you to work at any organisation within the industry that requires a technician or artisan with your qualifications. You will be able to work towards promotion within your career by working within your field of study and gaining experience within the industry. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

Achieving the necessary entry requirements at academic level upon completion of your National N-Diploma will enable you to continue studying at an institution of Higher Education, such as a University of Technology or a University.

Programme Structure
What will I be studying during this course?
NATIONAL CERTIFICATE N4
- Mathematics
- Building Administration
- Building and Structural Construction
- Engineering Science
- Building and Structural Surveying
- Quantity Surveying

NATIONAL CERTIFICATE N5
- Building Administration
- Building and Structural Construction
- Building and Structural Surveying
- Quantity Surveying

NATIONAL CERTIFICATE N6
- Building Administration
- Building and Structural Construction
- Building and Structural Surveying
- Quantity Surveying

Admission Requirements
What do I need to have completed before I can apply to study this course?
- To enter N4 – Grade 12 with appropriate subjects, Foundational Level 3, N3 or equivalent qualification with appropriate subjects
- To enter N5 – N4 Certificate or equivalent qualification
- To enter N6 – N5 Certificate or equivalent qualification

Duration
- 12 weeks per level plus 2 years practical experience in the Building industry.
- Enrolment in January, May or September (Part-time - on demand)
The National Certificate (Vocational) Civil Engineering and Building Construction course covers construction, masonry building and woodworking; design, drainage and sanitation in a practical, theoretical, management and design environment. This course integrates academic knowledge and theory with practical skills and values.

Career Options
What will I be qualified as once I’ve completed this course?
This course is a good basis to obtain employment within your specific study field or to complete further training towards a qualification in a specific chosen field. It also provides entry to Higher Education, such as a University or University of Technology.

What will I be able to do?
- Architectural Technology
- Civil Construction Engineering
- Industrial Designing
- Road Construction Engineering
- Town Regional Planning
- Building Construction
- Drainage Inspection
- Quantity Surveying
- Sanitation Engineering

In which industries will I be able to work?
- Architectural Industry
- Building Industry
- Road Construction
- Building Construction
- Local Government (Municipalities)

What could I do to further improve my skills and my chances of furthering my career?
After successfully completing the NC(V) Level 4 Civil Engineering & Building Construction course, you will be able to continue studying at a FET College to obtain your N-Diploma (after completing N4 - N6), or at an institution of Higher Education, such as a University of Technology or a University.

Programme Structure
What will I be studying during this course?
LEVEL 2 – 4 FUNDAMENTAL SUBJECTS (COMPULSORY)
- English
- Life Orientation
- Mathematics

LEVEL 2 VOCATIONAL CORE SUBJECTS
- Construction Planning (includes Drawings, Setting out, Quantities & Costings)
- Plant and Equipment
- Materials
- Carpentry and Roofwork OR Masonry OR Roads OR Plumbing OR Concrete Structures. (Choose one)

LEVEL 3 VOCATIONAL CORE SUBJECTS
- Construction Planning (includes Drawings, Setting out, Quantities & Costings)
- Plant and Equipment
- Materials
- Carpentry and Roofwork OR Masonry OR Roads OR Plumbing OR Concrete Structures. (Choose one, following on from your choice in Level 2)
LEVEL 4 VOCATIONAL CORE SUBJECTS
• Construction Planning (includes Drawings, Setting out, Quantities & Costings)
• Plant and Equipment
• Materials
• Carpentry and Roofwork OR Masonry OR Roads OR Plumbing OR Concrete Structures. (Choose one, following on from your choice in Level 2)

Admission Requirements
What do I need to have completed before I can apply to study this course?
• To enter Level 2 – Grade 9
• To enter Level 4 – Level 3 qualification

You must have passed the following subjects at school:
• Mathematics
• English

Duration
• 3 years full-time
• Enrolment in January

NATIONAL CERTIFICATE IN MULTI-DISCIPLINARY DRAWING OFFICE PRACTICE: N4 & N5
Thornton Campus

The National Certificate in Multi-Disciplinary Drawing Office Practice: N4 & N5 course covers Architectural, Mechanical, Structural Steel Detailing, Technical Illustrations and Computer Aided Draughting Programs (AutoCAD and Caddie). This course integrates academic knowledge and theory with practical skills and values.

Career Options
What will I be qualified as once I've completed this course?
Draughtsperson

What will I be able to do?
• Draughtsperson for Building and/or Structural Steel-related organisations.
• Draughtsperson for Mechanical-related organisations.
• Entrepreneur (self-employment or private enterprise) within the Building and/or Civil Engineering industry.

In which industries will I be able to work?
• Architectural Industry
• Building Industry
• Construction Industry
• Eskom
• Local Government (Municipalities)
• Mechanical Engineering companies

What could I do to further improve my skills and my chances of furthering my career?
This course will equip you to work in any organisation that requires a draughtsperson for further or specialised training. You will be able to work towards promotion within your career by working within your field of study and gaining experience within the industry. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

Programme Structure
What will I be studying during this course?
TRIMESTER 1: DRAWING OFFICE ORIENTATION
• Mechanical Orientation
• Building Technology Orientation
• Engineering Drawing Orientation
• Computer Aided Draughting (AutoCAD 2D)
TRIMESTER 2: DRAWING OFFICE N4
• General Draughting
• Pictorial Draughting
• Computer Aided Draughting (AutoCAD Advanced 3D)

TRIMESTER 3: DRAWING OFFICE N5
• Building Draughting
• Technical Illustration
• Structural Steel Detailing
• Computer Aided Draughting (Caddie)

Admission Requirements
What do I need to have completed before I can apply to study this course?
• N3 or Grade 12

You must have passed the following subjects at school:
• Mathematics
• English

Duration
• 1 year full-time
• Enrolment in January
(Part-time - Not available)

AUTOCAD INTRODUCTION 2D PART-TIME STUDIES
Thornton Campus

AutoCAD is a popular Computer Aided Design (CAD) programme used extensively in industry to complete drawing projects in any discipline.

The objective of the course is to introduce the student to AutoCAD concepts and how to use the commands to complete drawing projects.

Career Options
What will I be able to do once I've completed this course?
You will have a solid foundation and knowledge on how to use the programme to take them to the next level within the drawing office environment.

In which industries will I be able to work?
• Building Industry
• Road Construction
• Architectural Industry
• Local Government (Municipalities)
• Building Construction
• Any Engineering Field

What could I do to further improve my skills and my chances of furthering my career?
Complete further courses in AutoCAD and gain experience within industry by applying the skills learnt.

Programme Structure
What will I be studying during this course?
Modules
• Entity creation: (lines, point commands, etc.) – exercises
• Entity creation: (arcs, circles, fillet, trim, etc.) – exercises
• Drawing tools: (grid, snap, ortho, axis, etc.) – exercises
• Entity creation: (trace, solid, text, etc.) – exercises
• Creating templates: (A4, A3, A2 with titles) – exercises
• Layers, colours, linetypes, ltscale – exercises
• Entity creation: (polygon, ellipse, donut) – exercises
• Edit commands: (erase, copy, rotate, move, mirror) – exercises
• Drawing exercises using a combination of all the above
• Dimensioning
• Plotting

Admission Requirements
What do I need to have completed before I can apply to study this course?
You will need a drawing background of at least the equivalent of N3, or a draughting background in industry.

Duration
The course is offered over a period of 30 hours, which could be 5 weeks of 6 hours per week, or 10 weeks of 3 hours per week.
Classes are offered during the evenings: 17:30 to 20:30

AUTOCAD 3D PART-TIME STUDIES
Thornton Campus

Introduction
AutoCAD is a popular Computer Aided Design (CAD) programme used extensively in industry to complete drawing projects in any discipline.

The objective of the course is to introduce the student to AutoCAD 3D concepts and how to use the commands to create 3D models.

Career Options
What will I be able to do once I’ve completed this course?
You will have a solid foundation and knowledge on how to use the programme to create and manipulate 3D models.

In which industries will I be able to work?
• Building Industry
• Road Construction
• Architectural Industry

• Local Government (Municipalities)
• Building Construction
• Any Engineering Field

What could I do to further improve my skills and my chances of furthering my career?
Complete more advanced courses in AutoCAD 3D and gain experience within industry by applying the skills learnt.

Programme Structure
What will I be studying during this course?

Modules
• Basic 3D Concepts
• Introduction to 3D Modelling
• Understanding the UCS and setting up efficiently
• Creating Composite Solids
• Sectioning a Solid Model and Generating 2D Geometry
• Creating Drawings from 3D Models
• Using Lights
• Using the Sun
• Navigating the Model
• Placing rendered images in a viewport
• Paper Space and Plotting

• Creating Surfaces
• Creating Solid Primitives
• Creating Models from 2D Profiles
• 3D Editing & Manipulation
• Display Commands
• Using Visual Styles
• Using Materials
• Rendering
• Creating and Editing Viewports
• Animations
Admission Requirements  
What do I need to have completed before I can apply to study this course?  
You will need a drawing background and at least the Introduction to AutoCAD Course.

Duration  
• The course is offered over a period of 30 hours, which could be 5 weeks of 6 hours per week, or 10 weeks of 3 hours per week.  
• Classes are offered during the evenings: 17:30 to 20:30.

BUSINESS STUDIES

NATIONAL N-DIPLOMA: BUSINESS MANAGEMENT (INCLUDES N4 – N6 CERTIFICATES)  
City Campus (Full-time) | Guguletu Campus (Full-time) | Crawford Campus (Full-time and Part-time)

The foundation of this course lies in Entrepreneurship. The candidate that would make a success of this course and a career in Business Management is the person that is motivated to start their own business. They have tenacity (the “bulldog-mentality” of not letting go), endurance and the will and enthusiasm to succeed.

The National N-Diploma: Business Management includes the N4 – N6 Certificates that enable students to use the business skills and knowledge learned to pursue a career in Entrepreneurship, run their own businesses, or work in a retail, wholesale or generic management environment.

Career Options  
What will I be qualified as once I’ve completed this course?  
• Entrepreneurship / start and run your own business  
• General Management  
• Salesperson

What will I be able to do?  
• Draw up a business plan in order to start your own business  
• General management roles within any industry, but mostly the wholesale and retail industry  
• Sell products and services

In which industries will I be able to work?  
The variety of industries in which you could work is very wide. All industries need people to sell their products and/or services. Most candidates find positions in Wholesale and Retail, but also in the Insurance and Banking Industry. The ultimate would of course be to start your own small/micro enterprise and build that up so that you could become the employer of people.

What could I do to further improve my skills and my chances of furthering my career?  
Achieving the necessary entry requirements at academic level during this course will enable you to continue studying in a business-related field of study. This can be done by completing your National N-Diploma at an FET College, or studying towards a specific business qualification at an institution of Higher Education, such as a University or University of Technology, based on your academic achievements meeting their specific admission requirements.

Programme Structure  
What will I be studying during this course?  
BUSINESS MANAGEMENT N4 (6 MONTHS)  
• Management Communication N4  
• Entrepreneurship & Business Management N4  
• Introductory Accounting N4  
• Computer Practice N4
BUSINESS MANAGEMENT N5 (6 MONTHS)

- Entrepreneurship & Business Management N5
- Public Relations N5
- Sales Management N5
- Computer Practice N5

BUSINESS MANAGEMENT N6 (6 MONTHS)

- Entrepreneurship & Business Management N6
- Cost and Management Accounting N5
- Sales Management N6
- Public Relations N6

Note: After completing the N6 Certificate, students need to complete 18 months of practical experience in their area of study to obtain a National N-Diploma.

Admission Requirements

What do I need to have completed before I can apply to study this course?

- Grade 12 or an equivalent qualification

Candidates are expected to pass a short literacy (English) assessment before acceptance into this course. The medium of teaching in this course is English and students must be able to speak and write English.

Duration

- 6 months per level full-time (3 semesters to complete up to N6 level)
- 18 months practical experience
- Enrolment in January and July

(Part-time - Crawford Campus only)

NATIONAL N-DIPLOMA: FINANCIAL MANAGEMENT (INCLUDES N4 – N6 CERTIFICATES)

City Campus

This qualification is designed to encourage access to the accounting profession. It is offered to those candidates who would like to enter the world of finance as their career.

Career Options

What will I be qualified as once I've completed this course?

- Act as support for a Chartered Accountant in a large firm
- Accounting Technician/Clerk
- Debtors/Creditors Clerk
- Assistant to a Cost Accountant
- Accountant for a small firm
- Bookkeeper
- Payroll Administrator
- Internal Auditor Clerk

What will I be able to do?

- Financial accounting
- Payroll administration (salaries and wages)
- Bookkeeping

In which industries will I be able to work?

You will be able to work in any industry.

What could I do to further improve my skills and my chances of furthering my career?

Achieving the necessary entry requirements at academic level during this course will enable you to continue studying in a business-related or finance-related field of study. This can be done by studying towards a specific business qualification at an institution of Higher Education, such as a University or University of Technology, based on your academic achievements meeting their specific admission requirements.
Should you not wish to continue studying once you’ve completed this qualification, you will be able to work towards promotion within your career by working within your field of study and gaining experience within the industry. You would also be able to start and manage your own small business. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

Programme Structure
What will I be studying during this course?

FINANCIAL MANAGEMENT N4 (6 MONTHS)
- Financial Accounting N4
- Entrepreneurship N4
- Computerised Financial Systems N4
- Management Communication N4

FINANCIAL MANAGEMENT N5 (6 MONTHS)
- Financial Accounting N5
- Entrepreneurship N5
- Computerised Financial Systems N5
- Cost & Management Accounting N5

FINANCIAL MANAGEMENT N6 (6 MONTHS)
- Financial Accounting N6
- Entrepreneurship N6
- Computerised Financial Systems N6
- Cost & Management Accounting N5

Note: All final exams are set by the Department of Higher Education and Training. After completing the N6 Certificate, students need to complete 18 months of practical experience in their area of study to obtain a National N-Diploma.

Admission Requirements
What do I need to have completed before I can apply to study this course?

Grade 12 or an equivalent qualification with Accounting

Candidates are expected to pass a short literacy (English) assessment before acceptance into this course. The medium of teaching in this course is English and students must be able to speak and write English. Candidates may also be asked to attend an accounting assessment.

Duration
- 6 months per level full-time (3 semesters to complete up to N6 level)
- 18 months practical experience
- Enrolment in January and July

NATIONAL N-DIPLOMA: MANAGEMENT ASSISTANT
(INCLUDES N4 – N6 CERTIFICATES)

City Campus

The Management Assistant Diploma provides opportunities to access typist, office administration, secretarial, receptionist and personal assistant careers. The person that will make a success of a career in administration or as management assistant is a person that is organised and methodical.

This course consists of an N4 Certificate, N5 Certificate and N6 Certificate. After completing the N6 Certificate students need to submit proof of 18 months experience in industry/practical in order to qualify for the National N-Diploma.

Career Options
What will I be qualified as once I’ve completed this course?
- Administrative Assistant
- Management Assistant
- Personal Assistant
- Secretary
- Data Capturer
- Office Administrator
- Receptionist
- Typist
What will I be able to do?
• Data capturing
• Secretarial work
• Manage office administrative duties

In which industries will I be able to work?
All industries need a person to assist with the admin, type the letters, run their office, etc. This is a person that is sought after in all industries – small and large.

What could I do to further improve my skills and my chances of furthering my career?
Achieving the necessary entry requirements at academic level during this course will enable you to continue studying in a business-related field of study. This can be done by completing your National N-Diploma at an FET College, or studying towards a specific business qualification at an institution of Higher Education, such as a University or University of Technology, based on your academic achievements meeting their specific admission requirements.

Programme Structure
What will I be studying during this course?
MANAGEMENT ASSISTANT N4 (6 MONTHS)
• Communication N4
• Introductory Information Processing N4
• Office Practice N4
• Computer Practice N4

MANAGEMENT ASSISTANT N5 (6 MONTHS)
• Communication N5
• Information Processing N4
• Office Practice N5
• Computer Practice N5

MANAGEMENT ASSISTANT N6 (1ST - 6 MONTHS)
• Communication N6
• Information Processing N5
• Information Processing N6
• Office Practice N6
• Public Relations N5
• In order to work towards a National N-Diploma, you must complete Information Processing N6

Admission Requirements
What do I need to have completed before I can apply to study this course?
• Grade 12 or an equivalent qualification
• Students with competency in Compu Typing, Typing, Information Processing or Computer Application Technology (CAT) will receive preference.

Candidates are expected to pass a short literacy (English) assessment before acceptance into this course. The medium of teaching in this course is English and students must be able to speak and write English.

Duration
• 6 months per level full-time (3 semesters to complete up to N6 level; 1 semester to complete Information Processing N6)
• 18 months practical experience
• Enrolment in January and July (Part-time - Not available)
The Finance, Economics and Accounting course is aimed at students who are interested in pursuing a career or further studies in the financial, economic and accounting sector. This course integrates academic knowledge and theory with practical skills and values.

**Career Options**

**What will I be qualified as once I’ve completed this course?**

On completion, students will obtain an NQF Level 4 qualification which will enable them to find employment in the financial, economic and accounting sector, or will allow students admission into Higher Education institutions such as Universities or Universities of Technology for further studies.

**What will I be able to do?**

The NC(V) Finance, Economics & Accounting Level 4 qualification provides opportunities to access any one of the careers listed below:

- Accounting (Private & Public)
- Financial Services
- Investment Broking
- Banking
- Insurance Services

**Skills attained:**

- Basic bookkeeping skills (Manual and computerised)
- Entrepreneurial skills (starting your own business)
- Good communication skills
- Interpretation and understanding of the economy (Domestic and International)

An added advantage is that the students will be trained in Pastel Accounting, which is currently the preferred software application used by companies.

**In which industries will I be able to work?**

You will be able to work in any industry that requires financial, economic and accounting skills.

**What could I do to further improve my skills and my chances of furthering my career?**

Achieving the necessary entry requirements at academic level will enable you to continue studying towards a qualification related to the fields of Finance, Economics and Accounting at an FET College or an institution of Higher Education, such as a University or University of Technology.

**Programme Structure**

**What will I be studying during this course?**

**LEVEL 2 – 4 FUNDAMENTAL SUBJECTS (COMPULSORY)**

- Language
- Life Orientation
- Mathematics/Mathematical Literacy

**LEVEL 2, 3 AND 4 VOCATIONAL CORE SUBJECTS**

- Applied Accounting
- Economic Environment
- Financial Management
- Entrepreneurship/Project Management

**Admission Requirements**

**What do I need to have completed before I can apply to study this course?**

- Level 2 – Grade 9
- Level 4 – Level 3 qualification
- Level 3 – Level 2 qualification
NATIONAL CERTIFICATE (VOCATIONAL) MANAGEMENT LEVEL 2 - 4
City Campus / Guguletu Campus - Level 2 - 3 (Level 4 - 2015)

The National Certificate (Vocational) Management course is a 3-year qualification with its primary goal set at providing the certificate holder the opportunity to be employed in industry without any additional training. The various subject components all complement and support each other to best reflect the student’s interest and also needs.

This course is a combination of theory and practical components. It develops the certificate holder over a 3-year period to develop their various cognitive abilities in order to not only operate in the vocational field but also to be responsive to a dynamic, ever-changing economy.

The NC(V) certificate holder has two paths they may choose: the primary one being employed in industry by filling the skills gap within South Africa, and the other to further develop their knowledge and skills at an institution of higher learning.

The course is structured in such a way as to have a seamless transition from the FET training sector to the Higher Education (HE) sector, i.e. University or University of Technology. An NC(V) introduction letter, when submitted with an application document, will allow the certificate holder the opportunity to be considered at the same level as all other applicants wishing to gain access to HE institutions.

Career Options
What will I be qualified as once I’ve completed this course?
- Administrator
- Data Capturer
- Financial Clerk
- Operations Manager Assistant
- Administration Clerk
- Finance Clerk
- Management Assistant
- Project Manager Assistant

What will I be able to do?
Students completing this qualification will be able to find employment in any of the economic sectors within the field of
- Assisting in operations management
- Data capturing
- Fulfilling duties related to administration
- Assisting in project management
- Management

In which industries will I be able to work?
Successful students will be able to work in any industry where their specific skills are required.

What could I do to further improve my skills and my chances of furthering my career?
Achieving the necessary entry requirements at academic level in Level 4 of this course will enable you to continue studying in a business-related field of study. This can be done by studying towards a specific business qualification at an FET College or an institution of Higher Education, such as a University or University of Technology.

Programme Structure
What will I be studying during this course?
LEVEL 2 – 4 FUNDAMENTAL SUBJECTS (COMPULSORY)
- Language
- Life Orientation
- Mathematical Literacy

LEVEL 2 VOCATIONAL CORE SUBJECTS
- Management Practice
- Financial Management
- Operations Management
- Entrepreneurship
LEVEL 3 AND 4 VOCATIONAL CORE SUBJECTS

- Management Practice
- Financial Management
- Operations Management
- Project Management

Admission Requirements

What do I need to have completed before I can apply to study this course?

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

Duration

- 3 years full-time (1 year per level)
- Enrolment in January

(Part-time - Not available)

NATIONAL CERTIFICATE (VOCATIONAL) MARKETING LEVEL 2 - 4
City Campus

The National Certificate (Vocational) Marketing course is a 3-year qualification primarily aimed at providing the certificate holder the opportunity to be employed in industry without any additional training. The various subject components all complement and support each other to best reflect the student’s interest and also needs.

This course is a combination of theory and practical components. It develops the certificate holder’s various cognitive abilities to not only operate in the vocational field but also to be responsive to a dynamic, ever-changing economy.

The NC(V) certificate holder has two paths they may choose: the primary one being employed in industry by filling the skills gap within South Africa, and the other to further develop their knowledge and skills at an institution of higher learning.

The course is structured in such a way as to have a seamless transition from the FET training sector to the Higher Education (HE) sector, i.e. University or University of Technology. An NC(V) introduction letter, when submitted with an application document, will allow the certificate holder the opportunity to be considered at the same level as all other applicants wishing to gain access to HE institutions.

Career Options

What will I be able to do?
The NC(V) Marketing Level 4 qualification provides opportunities to access any one of the fields listed below:

- Customer Relations
- Marketing Research
- Public Relations
- Sales Management
- Marketing
- Product Development
- Purchasing Management
- Call Centre Agent

In which industries will I be able to work?
Successful students will be able to work in any industry where their specific skills are required.

What could I do to further improve my skills and my chances of furthering my career?
Achieving the necessary entry requirements at academic level in Level 4 of this course will enable you to continue studying in a marketing-related field of study. This can be done by studying towards a specific marketing-related qualification at an institution of Higher Education, such as a University or University of Technology.
Programme Structure
What will I be studying during this course?

LEVEL 2 – 4 FUNDAMENTAL SUBJECTS (COMPULSORY)
- Language
- Mathematical Literacy
- Life Orientation

LEVEL 2, 3 AND 4 VOCATIONAL CORE SUBJECTS
- Marketing
- Advertising & Promotions
- Marketing Communications
- Contact Centre Operations

Admission Requirements
What do I need to have completed before I can apply to study this course?
- Level 2 – Grade 9
- Level 3 – Level 2 qualification
- Level 4 – Level 3 qualification

Duration
- 3 years full-time (1 year per level)
- Enrolment in January (Part-time - Not available)

NATIONAL CERTIFICATE (VOCATIONAL) OFFICE ADMINISTRATION
LEVEL 2 - 4
Crawford Campus | Guguletu Campus

The National Certificate (Vocational) Office Administration gives Grade 9 learners a Vocational alternative to an academic Grade 10-12 by offering industry-focused training on the NQF Levels 2-4.

These qualifications are designed to provide both the theory and practice. The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with an opportunity to experience real work situations during the period of study.

Career Options
What will I be qualified as once I’ve completed this course?
- Administration Officer
- Financial Administrator
- Human Resource Administrator
- Receptionist/Switchboard Operator
- Entrepreneur
- Hospital Administrator
- Personal Assistant
- Secretary

What will I be able to do?
- Any administrative related work e.g. prepare and conduct meetings, report writing, managing customers, filing, and utilising office equipment e.g. email, fax, telephone, photocopy machine, etc.
- Project Management-related activities e.g. planning, conducting and administration of micro and small projects.

In which industries will I be able to work?
Successful students will be able to work in any industry where their specific skills are required.

What could I do to further improve my skills and my chances of furthering my career?
Achieving the necessary entry requirements at academic level during this course will enable you to continue studying in a business-related field of study. This can be done by studying towards a specific business qualification at an institution of Higher Education, such as a University or University of Technology.
Programme Structure

What will I be studying during this course?

LEVEL 2 – 4 FUNDAMENTAL SUBJECTS (COMPULSORY)
- Language
- Life Orientation
- Mathematical Literacy

LEVEL 2 VOCATIONAL CORE SUBJECTS
- Business Practice
- Office Practice
- Office Data Processing
- Entrepreneurship

LEVEL 3 VOCATIONAL CORE SUBJECTS
- Business Practice
- Office Practice
- Project Management

LEVEL 4 VOCATIONAL CORE SUBJECTS
- Business Practice
- Office Practice
- Office Data Processing
- Personal Assistance at Crawford Campus / Project Management at Guguletu Campus

Admission Requirements

What do I need to have completed before I can apply to study this course?
- Level 2 – Grade 9
- Level 4 – Level 3 qualification
- Level 3 – Level 2 qualification

Duration
- 3 years full-time (1 year per level)
- Enrolment in January

NATIONAL CERTIFICATE (VOCATIONAL) TRANSPORT AND LOGISTICS LEVEL 2 - 4
City Campus

Transport and Logistics are two interrelated fields which both offer good career opportunities for graduates. A growing transport and logistics sector ensures the sound functioning of the economy and plays a very significant role in the supply chain for many other sectors of the economy. Logistics describes the management of activities associated with the planning and movement of materials, parts and finished goods across companies, together with the information flow that accompanies it.

This course is a combination of theory and practical components. It develops the certificate holder over a 3 year period to develop their various cognitive abilities in order to not only operate in the vocational field but also to be responsive to a dynamic, ever-changing economy.

The NC(V) certificate holder has two paths they may choose: the primary one is being employed in the industry by filling the skills gaps within South Africa, and the other to further develop their knowledge and skills at an institution of higher learning.

The course is structured in such a way as to have a seamless transition from the FET training sector to the Higher Education (HE) sector, i.e. University or University of Technology. An NC(V) introduction letter, when submitted with an application document, will allow the certificate holder the opportunity to be considered at the same level as all other applicants wishing to gain access to HE institutions.
Career Options
What will I be able to do?
The NC(V) Transport and Logistics Level 4 qualification provides opportunities to access any of the following careers listed:

• Freight Forwarder
• Passenger Transport Manager Assistant
• International Trade Agent
• Shipping Officer
• Transport Engineer
• Warehouse Specialist
• Marketing and Sales positions in warehousing, logistics and freight transport

• Logistics and Distribution Manager Assistant
• Transport Planner
• Air Freight Administrator
• Supply Chain Specialist
• Logistics Specialist
• Dispatch Supervisor

In which industries will I be able to work?
Many sectors in our economy make use of some mode of transportation to deliver goods and services to their customers. Industries such as agriculture, forestry and fishing; mining; manufacturing; construction; wholesale and retail; transport, storage and communications; as well as government are examples.

What could I do to further improve my skills and my chances of furthering my career?
Depending on entry requirements you can continue studying in a business-related field of study. This can be done by studying towards a specific business qualification at an FET College or an institution of Higher Education, such as a University or University of Technology.

Should you not wish to continue studying once you've completed this qualification, you will be able to work towards promotion within your career by working within your field of study and gaining experience within the industry. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

Programme Structure
What will I be studying during this course?
LEVEL 2 -3 FUNDAMENTAL SUBJECTS
• Language
• Mathematical Literacy
• Life Orientation

LEVEL 2 VOCATIONAL CORE SUBJECTS
• Freight Logistics
• Transport Operations
• Transport Economics
• Entrepreneurship

LEVEL 3 VOCATIONAL CORE SUBJECTS
• Freight Logistics
• Transport Operations
• Transport Economics
• Project Management

LEVEL 4 VOCATIONAL CORE SUBJECTS
• Freight Logistics
• Transport Operations
• Transport Economics
• Project Management

Admission Requirements
Grade 9 or 10
Or NQF Level 1 Qualification

Duration
• 3 years full-time (1 year per level)
• Enrolment in January and July

(Part-time - Not available)
The Higher Certificate provides access to a higher education for many experienced and skilled Early Childhood Development (ECD) practitioners and trainers who do not have a recognised qualification. The purpose of this qualification is to:

1. Develop ECD practitioners (e.g. home-based, centre- and school-based practitioners including Grade R, family and community ECD motivators, fieldworkers, facilitators, trainers and managers) to provide appropriate education, training and development services in the ECD sub-field.
2. Enable ECD practitioners to use their knowledge of child growth and development from birth to 6 years and relevant national policies to guide their professional practice in the ECD sub-field.

This qualification provides an opportunity for practitioners with a Level 4 Certificate in ECD or an equivalent to further their professional development and to specialise in aspects of ECD practice e.g. Grade R. (Refer www.saqa.org.za)

Career Options

What will I be qualified as once I’ve completed this course?
- Early Childhood Development (ECD) Practitioner
- Reception Year Practitioner
- Trainer at private companies (ECD)

What will I be able to do?
- Manage an Early Childhood Development site
- Mentor Level 1 and 4 in-service students in training
- Training Level 1 students for a non-governmental training provider
- Teach a Grade R class
- Manage and be an educator to a play group
- Take care of children as an Au Pair
- Educate children at an Early Childhood Development Centre

In which industries will I be able to work?
- Early Childhood Development
- Private sector
- ECD community
- Play groups
- Schools that offer Grade R education
- ECD sites

What could I do to further improve my skills and my chances of furthering my career?
You can continue your studies in Education at an FET College, or study towards a specific teaching qualification at an institution of Higher Education, such as a University if you meet their entry requirements.

Programme Structure

What will I be studying during this course?

Fundamental Unit Standards
- Present information in a public setting

Core Subjects Unit Standards
- Mediate active learning in ECD programmes.
- Promote healthy development in ECD programmes.
- Develop and manage the ECD learning programme.
Elective Subjects
- Facilitate a life skills learning programme in the reception year.
- Facilitate a literacy learning programme in the reception year.
- Facilitate a numeracy learning programme in the reception year.

Admission Requirements
What do I need to have completed before I can apply to study this course?
- Grade 12, or equivalent qualification
- Level 4 FET National Certificate: ECD
- Level 4 National Certificate in ECD
- Level 4 National Certificate (Vocational)

Note: Admission for the Level 5 Higher Certificate is subject to the successful completion of a PACE Assessment in numeracy and literacy.

Duration
- 18 months full-time
- Enrolment in January and July

NATIONAL DIPLOMA: EARLY CHILDHOOD DEVELOPMENT
LEVEL 5
Gardens Campus

The purpose of the qualification is to:
1. Provide access to a recognised qualification at Level 6 for ECD educators who have a Level 5 Higher Certificate in ECD.
2. To enable educators/students to plan and implement a learning programme which is based on their knowledge of child development from birth to six years and which helps children in a specific phase to work towards achieving the learning outcomes of the national school curriculum (where appropriate).
3. To improve community-based ECD services for young children by raising the level of ECD teaching competence and/or by providing opportunities for training in support and leadership roles.

This qualification provides a substantial qualification for:
- Potential students/educators who have acquired an FETC (Grade 12) or equivalent qualification at Level 4 (120 credits) and who wish to make ECD their full-time career (entry point);
- Students/educators who have a Level 4 qualification in ECD to further their career and professional development in ECD by providing access to a Level 6 qualification;
- Students/educators who have a Higher Certificate in ECD to further their career and professional development in ECD by providing access to a Level 6 qualification.

(Refer www.saqa.org.za)

Career Options
What will I be qualified as once I’ve completed this course?
- Early Childhood Development (ECD) Practitioner
- Reception Year Practitioner

What will I be able to do?
- Manage an Early Childhood Development site
- Starting my own Early Childhood Development site
- Train Level 1 and 4 students at a non-governmental training organisation
- Assist Grade R educators in the classroom environment
- Manage and be an educator to a play group
- Take care of children as an Au Pair
- Early Childhood Development (ECD) Practitioner
- Play Group Practitioner
• Grade R Practitioner
• Assessor in the ECD field of study
• Facilitator Level 1 in ECD
• Presenting workshops in ECD
• Mentor to students Levels 1, 4 and 5 in-service practical training
• Leadership roles in ECD

In which industries will I be able to work?
• Early Childhood Development
• Private sector
• ECD Community
• Play groups
• Schools that offer Grade R education
• ECD sites

What could I do to further improve my skills and my chances of furthering my career?
Achieving the necessary entry requirements at academic level during this course will enable you to continue studying in another teaching-related field of study. This can be done either by continuing your studies in Education at an FET College, or by studying towards a specific teaching qualification at an institution of Higher Education, such as a University (must meet the criteria of the specific provider).

Programme Structure
What will I be studying during this course?

FUNDAMENTAL UNIT STANDARDS
• Present information in a public setting (Certificate)
• Apply workplace communication skills (Certificate)
• Develop and apply academic literacy skills

CORE UNIT STANDARDS
• Mediate active learning in Early Childhood Development programmes (Certificate)
• Promote healthy development in Early Childhood Development programmes (Certificate)
• Develop and manage the Early Childhood Development learning programme (Certificate)

ELECTIVE UNIT STANDARDS
• Facilitate a life skills learning programme in the reception year (Certificate).
• Facilitate a literacy learning programme in the reception year (Certificate).
• Facilitate a numeracy learning programme in the reception year (Certificate).
• Facilitate an inclusive educational environment in ECD settings.
• Manage diversity in ECD settings.
• Manage a medium-scale ECD service.
• Support children and adults living with HIV/AIDS in ECD settings.
• Organise a programme of learning.
• Manage the ECD Learning programme.
• Facilitate a programme of learning.
• Identify and respond to learners with special needs and barriers to learning.
• Plan and conduct assessment of learning outcomes.
• HIV/AIDS in the workplace.

Admission Requirements
What do I need to have completed before I can apply to study this course?
• Grade 12
• Level 5 Higher Certificate in Early Childhood Development to enter at second year level.

Duration
How long will it take to complete this course?
• 18 months full-time (First Year: Certificate)
• 1 year part-time (Second Year: 2 days per week)
• Enrolment in January and July

(Part-time - Available)
NATIONAL N-DIPLOMA: EDUCARE (INCLUDES N4 - N6 CERTIFICATES)
Gardens Campus

This course consists of an N4 Certificate, N5 Certificate and N6 Certificate, and Diploma. On completion of the N6 Certificate, students need to submit proof of 18 months practical experience at a school/daycare centre, in order for them to qualify for the National N-Diploma in Educare. Please note that you will only receive a qualification on completion of the practical training. This qualification is students individuals who are interested in working with children, have a Grade 12, NQF Level 4 Certificate or NC(V) Level 4 Certificate.

Career Options

What will I be qualified as once I’ve completed this course?
On completion of the 18-month practical training, you will be qualified as a teacher with a Diploma in Educare to work with children between the ages of 0-5 years. You will be an ECD practitioner/teacher.

What will I be able to do?
- Educare practitioner
- Manage an ECD site
- Au pair
- Play group practitioner
- Starting and managing you own ECD site
- Teacher in a grade R class

In which industries will you be able to work?
Education and Training

What could I do to further improve my skills and my chances of furthering my career?
You will achieve the National N-Diploma in Educare. This will enable to you continue studying in the Education field. You could proceed to study the Bachelor Degree in Foundation Phase at an institution of Higher Education, such as a University.

Should you not wish to continue studying once you’ve completed this qualification, you will be able to work towards promotions within your career by working within your field of study and gaining experience within the Education industry. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

Programme Structure

What will I be studying during this course?

<table>
<thead>
<tr>
<th>N4  (6 MONTHS)</th>
<th>N5  (6 MONTHS)</th>
<th>N6  (6 MONTHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educare Didactics</td>
<td>Educare Didactics</td>
<td>Educare Didactics</td>
</tr>
<tr>
<td>(Suitable Practical In-Service</td>
<td>(Suitable Practical In-Service</td>
<td>(Suitable Practical In-Service</td>
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<tr>
<td>Training will take place)</td>
<td>Training will take place)</td>
<td>Training will take place)</td>
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<tr>
<td>Child Health</td>
<td>Small Business Management and</td>
<td>Daycare Management</td>
</tr>
<tr>
<td></td>
<td>Entrepreneurship</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Educational Psychology</td>
<td>Educational Psychology</td>
</tr>
<tr>
<td>Day Care Personnel Development</td>
<td>Daycare Communication</td>
<td>Daycare Communication</td>
</tr>
</tbody>
</table>

What do I need to have completed before I can apply to study this course?
Grade 12, or Level 4 National Certificate (NQF)

Duration
6 months for each of the 3 programmes on a full-time basis (N4, N5 and N6). The course will be run on a full-time basis (3 days theoretical classes and 2 days practical in-service training).
To obtain a National N-Diploma in Educare requires a minimum of 18 months theoretical study plus 18 months of in-service training.

As a part-time student it will take 2 years to complete the theoretical component and 18 months for the practical component.

NATIONAL CERTIFICATE (VOCATIONAL) EDUCATION & DEVELOPMENT LEVEL 2 - 4
Crawford Campus

The course is for students who have an interest in furthering their studies in the field of Education and Development within the sub-field of Early Childhood Development (ECD).

Career Options
What will I be qualified as once I’ve completed this course?
• Early Childhood Development Assistant

What will I be able to do?
• Assist in an educational area

In which industries will I be able to work?
• Any industry or organisation that offers early childhood development services

What could I do to further improve my skills and my chances of furthering my career?
When you have completed this qualification, you can continue your studies in Education at an FET College, or study a specific teaching qualification at an institution of Higher Education.

Programme Structure
What will I be studying during this course?
The programme is offered as a full-time course spread over three years composed of the following subjects or modules per level.

LEVEL 2 – 4 FUNDAMENTAL SUBJECTS
• Languages
• Life Orientation

Plus the Core subjects below

LEVEL 2 VOCATIONAL CORE SUBJECTS
• Early Childhood Development
• Art & Science of Teaching

• Human & Social Development
• Learning Psychology

LEVEL 3 VOCATIONAL CORE SUBJECTS
• Early Childhood Development
• Art & Science of Teaching

• Human & Social Development
• Learning Psychology

LEVEL 4 VOCATIONAL CORE SUBJECTS
• Early Childhood Development
• Art & Science of Teaching

• Human & Social Development
• Learning Psychology
Admission Requirements
What do I need to have completed before I can apply to study this course?
• Level 2 – Grade 9 or Level 1
• Level 4 – Level 3 qualification

Duration
• 3 years full-time (1 year per level)
• Enrolment in January (Part-time - Not available)

NATIONAL CERTIFICATE (VOCATIONAL) PRIMARY HEALTH
LEVEL 2 - 4
Crawford Campus

The programme focuses on community-orientated primary health care and is offered on Level 2, 3 and 4. This qualification will provide opportunities to students who want to pursue careers in the health field. It is designed to provide both theoretical learning and practical experience in a simulated and real environment. It is SAQA registered.

Career Options
The NC(V) Primary Health provides:
• A generic, academic educational platform for entry into higher education.
• Opportunities to enter a career path on Level 5 in health support programmes such as nursing, social work as well as community care work.

You will be equipped to:
• Work at non-profit organisations, NGO’s and community-based organisations in health.
• Health education and health promotion tasks in crèches, schools and other primary health care settings.
• Work in special care organisations such as HIV and TB organisations.

Programme Structure

<table>
<thead>
<tr>
<th>Subject</th>
<th>Pass requirement</th>
<th>Credits per level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 First Additional Language (English)</td>
<td>40%</td>
<td>20</td>
</tr>
<tr>
<td>2 Mathematics or Mathematical Literacy</td>
<td>30%</td>
<td>20</td>
</tr>
<tr>
<td>3 Life Orientation</td>
<td>40%</td>
<td>10</td>
</tr>
<tr>
<td>4 The South African Health Care System</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>5 Public Health</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>6 Health and the Human Being</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td>7 Community Orientated Primary Care (COPC)</td>
<td>50%</td>
<td>20</td>
</tr>
</tbody>
</table>

The three core vocational subjects provide a high degree of specialisation in the health economic sector, whilst the fourth vocational subject (COPC) provides for vocational and/or occupational specialisation in community-orientated primary care.

Focus on Each Subject
The South African Health Care System
This subject encompasses the sum of all organisations, institutions, resources, people and actions of which the primary intent is to promote, restore and maintain health. The health care system includes everyone responsible for good health, from the family in a rural village to the surgeon in an academic hospital. The South African Health Care System aims to equip the student with knowledge and skills to be able to work in different health modalities within the health system.
Public Health
Public Health is the science and art to promote health and wellness, prevent and control disease rather than cure disease through organised and focused efforts at national, international, regional and community levels. This is done by empowering individuals to make informed choices on matters that impact their health and wellness. Public Health is defined as “the collective action taken by society to protect and promote the health of the entire population”. The focus is on the causes of disease and methods for their control.

The subject aims to equip students with basic knowledge of infectious and non-infectious diseases and the skills to identify causes of disease and apply basic principles to prevent further infections, controlling disease from spreading, report suspicious signs and symptoms and encourage treatment.

Human Body & Mind
This is the study of the structure and function of the normal healthy body and the fundamental understanding of the human mind. Health and the Human Being explores the way the human body and mind develop throughout the lifespan from birth to old age and death.

Community Orientated Primary Care (COPC)
Community Orientated Primary Care is an approach to the knowledge and practice of health care and human well-being. It simultaneously brings personal and individual human health and community medicine together in locally specific contexts in order to improve health outcomes for both individuals and the society in which they live. The subject involves learning about the principles of COPC, the importance of individuals and families as well as the significance of the social structure of society on individual and community health.

Examination papers are on all three levels and are set by the DHET. Level 2 and 3 papers are marked internally and students receive statements of results, while Level 4 is marked externally, and a National Certificate Vocational: Primary Health is issued by UMALUSI.

Admission Requirements
• Grade 9, 10, 11 pass or a Grade 12 Certificate, or
• NQF Level 1 Adult Education
• The student should be at least 16 years old.

Duration
• 3 years full-time (1 year per level)
• Enrolment in January

UNISA B.Ed DEGREE: FOUNDATION PHASE
Gardens Campus (Part-time only)

This course is endorsed by UNISA.

The Bachelor Degree in Foundation Phase is a four-year qualification in Pre-Primary and Primary Education of children. This programme complies fully with the requirements, which include language and content subject proficiency, as well as practical training.

The programme consists of 40 modules, divided into three major study components. The first part involves studying three approved school subjects, with the number of modules depending on the subjects concerned. The second component consists of 10 modules on educational themes such as child development. The third part involves 15 modules on professional studies such as teaching practice. Teaching practice includes five weeks of compulsory practical training every year.

Career Options
What will I be qualified as once I’ve completed this course?
• Foundation Phase Educator (Grade R – Grade 3 teacher)
• ECD Lecturer
What will I be able to do?
- Teach Grade R to Grade 3 learners
- Teach students studying Early Childhood Development

In which industries will I be able to work?
- Education sector

What could I do to further improve my skills and my chances of furthering my career?
Achieving the necessary entry requirements at academic level during this course will enable you to continue studying towards a post-graduate qualification in Education. This can be done by studying at an institution of Higher Education, such as a University after obtaining your B.Ed degree.

Programme Structure
What will I be studying during this course?

Modules
- Thinking Skills
- English
- Health in Childhood A
- Teaching Practice 1, 2, 3 & 4
- Children’s Literature
- Health in ECD Development
- Read, Write and Spell in Second Language
- Science and Technology
- Psychology
- Counselling Skills
- Guidance
- Special Needs Education A & B
- Management of Institutions
- Environmental Education
- Computer Practice in the Classrooms
- Afrikaans/Xhosa
- Early Childhood Development
- Art and Handwork
- Music
- The Reception Year
- Read, Write and Spell in First Language
- Mathematical Education
- Social Education
- HIV/AIDS Care and Counselling
- Childhood Development
- The Young Child and Learning
- Multicultural Education
- Theoretical Frameworks
- Religious Education
- Management of Information Services for Children

Admission Requirements & Duration
What do I need to have completed before I can apply to study this course, and how long will it take to complete this course?

This part-time course consists of 40 modules of which a maximum of 10 modules are studied every year. Tuition takes place on 2 Saturdays a month. The duration of this course will depend on the qualification you already hold, but the course must be completed within a maximum period of 8 years.

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>MINIMUM DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Grade 12 with an exemption (i.e. matriculated before 2007; matric certificate must state “Grade 12 with an endorsement“.)</td>
<td>4 years</td>
</tr>
<tr>
<td>2. Grade 12 with an exemption + N7 – Diploma in Early Childhood Development (i.e. matriculated before 2007; matric certificate must state “Grade 12 with an endorsement“.)</td>
<td>3 years</td>
</tr>
<tr>
<td>3. Grade 12 with qualification to study towards a degree (i.e. matriculated from 2008 onwards; matric certificate must state “Qualifies for degree“.)</td>
<td>4 years</td>
</tr>
</tbody>
</table>
4. Grade 12 without an exemption, but you are older than 23 years (i.e. matriculated before 2007) 4 years
5. National Senior Certificate (NSC) + N7 Certificate (Diploma) 4 years
6. No matric qualification but must be over the age of 46 years 4 years

SHORT COURSE: ASSESSOR/SAQA ACCREDITED UNIT STANDARD
Gardens Campus | Crawford Campus | It can also be offered at a venue as negotiated between the company that requires the training and College of Cape Town.

This is a generic assessor unit standard for those who assess people for their achievement of learning outcomes in terms of specified criteria using pre-designed assessment instruments. People credited with this unit standard are able to carry out assessments in a fair, valid, reliable and transparent manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender and disability.

Career Options
• Assessor in the field of Education & Training.

What will I be able to do?
• Plan and conduct outcomes-based assessment of learning outcomes.
  - Demonstrate understanding of outcomes-based assessment;
  - Prepare for assessments;
  - Conduct assessments;
  - Provide feedback on assessments; and
  - Review assessments.

In which industries will I be able to work?
• Education sector

What could I do to further improve my skills and my chances of furthering my career?
The unit standard will also be recognised as part of the Level 5 National Diploma in ECD. The student will receive credits towards this unit standard.

Programme Structure
What will I be studying during this course?
• Conduct outcomes-based assessment.

Admission Requirements
What do I need to have completed before I can apply to study this course?
Competence in:
• Communication/Grade 12
  • It is assumed that the candidate has evaluative expertise within the area of learning in which s/he intends to assess. A formal qualification is therefore needed in his/her field of expertise.

Duration
• 5 days full-time skills course
The course is dependent on the number of students: a minimum of 20 students is required to run the course.
(Part-time - Not available)
This unit standard is for people who conduct internal or external moderation of outcomes-based assessments. The assessments could be in terms of outcomes defined in a number of documents, including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications. This unit standard will contribute towards the achievement of a variety of qualifications particularly within the field of Education Training and Development Practices and Human Resource Development. (Refer www.saqa.org.za.)

Career Options
What will I be qualified as once I’ve completed this course?
• Moderator

What will I be able to do?
• Plan and conduct moderation of outcomes-based assessment in a field that you are qualified and registered for.

In which industries will I be able to work?
• Education sector

Programme Structure
What skills will I develop during this course?
In particular, people credited with this unit standard are able to:
• Demonstrate understanding of moderation within the context of an outcomes-based assessment system;
• Plan and prepare for moderation;
• Conduct moderation;
• Advise and support assessors;
• Report, record and administer moderation; and
• Review moderation systems and processes. (Refer www.saqa.org.za.)

Admission Requirements
What do I need to have completed before I can apply to study this course?
Competence in:
• Communication Level 4
• Conduct Outcomes-based Assessment
• It is further assumed that the person has evaluative expertise within the field in which they are moderating assessments. (Refer www.saqa.org.za.)

Duration
• 5 days full-time skills course
Note: This course will only be offered when a group of 20 students have registered and paid 50% of the fees.
The N1 to N3 National Certificates in the Electrical Engineering programme cover heavy current as well as light current. Heavy current includes the distribution of electricity, domestic wiring, civil and industrial industries. Light current includes fields such as digital electronics and industrial electronics.

Career Options
What will I be qualified as once I’ve completed this course?
The holder of a National N1 – N3 Certificate in Electrical Engineering will be able to take up employment in one of the following fields:
- Electrical Engineering & Construction
- Process Control
- Industrial Electronic Engineering
- Industrial Engineering
- Digital Electronic Engineering

What will I be able to do?
- Take up a position as an apprentice or student technician to gain the necessary industrial experience to be able to do a trade test.

In which industries will I be able to work?
- Any industry or organisation that requires a person with electrical qualifications and skills obtained through studying N1 – N3: Electrical Engineering.

What could I do to further improve my skills and my chances of furthering my career?
Achieving the necessary entry requirements at academic level in N3 of this course will enable you to continue studying in an electrical engineering-related field of study. This can be done by studying towards a specific electrical engineering qualification at an FET College or an institution of Higher Education, such as a University or University of Technology.

Programme Structure
What will I be studying during this course?

N1 CERTIFICATE
- Mathematics
- Engineering Science
- Industrial Electronics
- Electrical Trade Theory

N2 CERTIFICATE
- Mathematics
- Engineering Science or Logic Systems
- Industrial Electronics
- Electrical Trade Theory

N3 CERTIFICATE
- Mathematics
- Engineering Science or Logic Systems
- Industrial Electronics
- Electrical Trade Theory or Electrotechnology

All examinations are external (nationally moderated).

Admission Requirements
What do I need to have completed before I can apply to study this course?
- N1: Minimum of Grade 9 with Mathematics above 60%
- N2: N1 or equivalent
- N3: N2 or equivalent
How do I get an apprenticeship to allow me entry into this course?
• You must be registered as an apprentice with a company.

Duration
• Each level is one trimester (12 weeks) (Part-time - Only offered on a distance-learning basis.)

NATIONAL N-DIPLOMA: ELECTRICAL ENGINEERING
(INCLUDES N4 – N6 CERTIFICATES)
Pinelands Campus

The National N-Diploma in Electrical Engineering is a three year post-matric qualification consisting of a theoretical part (N4 – N6) and two years industry experience in the Electrical Engineering field. The N4 – N6 Certificate Programmes are post-matric National Certificates leading towards obtaining a National N-Diploma in Electrical Engineering. Each certificate is a qualification on its own and is offered over a period of 3 months. These certificate programmes differ from the NC(V) course in that there is no practical component included in this course.

Career Options
What qualification will I obtain once I’ve completed this course?
• You will obtain a National N-Diploma in Electrical Engineering.

In which industries will I be able to work?
• In the electrical industry or any other industry or organisation that requires the qualification, knowledge and skills obtained by studying towards the National N-Diploma in Electrical Engineering.

What could I do to further improve my skills and my chances of furthering my career?
Once you have obtained your National N-Diploma, you will be equipped to work at any organisation within the industry that requires your qualifications. You will be able to work towards promotion within your career by working within your field of study and gaining experience within the industry. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

Achieving the necessary entry requirements at academic level upon completion of your National N-Diploma will enable you to continue studying at an institution of Higher Education, such as a University of Technology or a University.

Programme Structure
What will I be studying during this course?
• The National N-Diploma consists of a 1 year theoretical component (N4 - N6) as well as an industrial practical component of 2 years.
• 12 subjects from N4 – N6 make up the theoretical component
  - Communication Electronics (Light Current) – this subject is only available through the Distance Learning option.
  - Digital Electronics
  - Electrotechnics (Heavy Current)
  - Industrial Electronics
  - Mathematics

Admission Requirements
What do I need to have completed before I can apply for a National N-Diploma?
• To enter N4 – N3 Certificate or equivalent qualification
• To enter N5 – N4 Certificate or equivalent qualification
• To enter N6 – N5 Certificate or equivalent qualification
You must have passed the following subjects at school:

- Mathematics
- Electrical Technology/Electricians Work
- Science
- English

Duration

- 12 weeks per certificate full-time
- 2 years practical experience within industry in the Electrical Engineering field (Part-time - Available)

For information on Part-time studies (Evening Classes and Distance Learning), please contact the Pinelands Campus at tel. +27 21 531 2105/6/7.

NATIONAL CERTIFICATE (VOCATIONAL) ELECTRICAL INFRASTRUCTURE CONSTRUCTION LEVEL 2 – 4
Pinelands Campus | Guguletu Campus

The NC(V) Electrical Infrastructure Construction course covers heavy current as well as light current. Heavy current covers the distribution of electricity, domestic wiring, civil and industrial industries. Light current covers fields such as digital electronics, industrial electronics, communication electronics, sound engineering and instrumentation.

Career Options

What will I be able to do once I’ve completed this course?
The holder of an NC(V) Electrical Infrastructure Construction Level 4 qualification will be able to accept employment in one of the following fields:

- Digital Electronic Engineering
- Electrical Engineering Construction
- Industrial Electronic Engineering
- Industrial Engineering
- Instrumentation
- Process Control
- Sound Technology
- Theatre Technology

In which industries will I be able to work?

- Any industry or organisation that requires a person with electrical qualifications and skills obtained through studying NC(V) Electrical Infrastructure Construction Levels 2 – 4.

What could I do to further improve my skills and my chances of furthering my career?

Achieving the necessary entry requirements at academic level during the NC(V) Level 4 Electrical Infrastructure Construction course will enable you to continue studying at an FET College (National N-Diploma including N4 – N6), or at an institution of Higher Education, such as a University of Technology or a University.

Should you not wish to continue studying once you’ve completed your NC(V) Level 4 qualification, you will be able to work towards promotion within your career by working within your field of study and gaining experience within the industry.

After obtaining sufficient experience, you can then complete the Trade Test to become a qualified electrician.

Programme Structure

What will I be studying during this course?
LEVEL 2 – 4 FUNDAMENTAL SUBJECTS (COMPULSORY)
- English
- Life Orientation
- Mathematics
- Plus the Core subjects below

LEVEL 2 VOCATIONAL CORE SUBJECTS
- Electrical Principles & Practice
- Workshop Practices
- Electronic Control & Digital Electronics
- Electrical Systems & Construction
LEVEL 3 VOCATIONAL CORE SUBJECTS
• Electrical Principles & Practice
• Electrical Workmanship
• Electronic Control & Digital Electronics
• Electrical Systems & Construction

LEVEL 4 VOCATIONAL CORE SUBJECTS
• Electrical Principles & Practice
• Electrical Workmanship
• Electronic Control & Digital Electronics
• Electrical Systems & Construction

Admission Requirements
• Level 2 – Minimum of Grade 9 or Level 1 (preference will be given to candidates who have completed Grade 11 or 12 due to the complex nature of the course content)
• Level 3 – Level 2 qualification
• Level 4 – Level 3 qualification

You must have passed the following subjects at school:
• Mathematics
• English
• Science

Duration
• 3 years full-time (1 year per level)
• Enrolment in January

ELECTRICAL ENGINEERING: ACCREDITED SKILLS COURSES
Pinelands Campus

These courses are hands-on practical courses accredited by the relevant SETAs to provide learners with the skills and competency required to be able to perform the necessary tasks in the Electrical Engineering field.

Career Options
What will I be able to do once I’ve completed one of these courses?
• Electrical work to the level of skills obtained through your training period.

In which industries will I be able to work?
• Electrical industry and any other industry or organisation that requires a person with the skills obtained during training to perform functions related to the electrical field.

What could I do to further improve my skills and my chances of furthering my career?
Obtain more industry experience in the Electrical Engineering field. This will enable you to do your Trade Test so as to become a qualified Electrician.

Skills Courses Offered
We offer the following skills/practical courses:
• Electrical
• Refrigeration, Air-conditioning and Ventilation

What will I be studying during these courses?
Practical skills in the Electrical Engineering field.

Admission Requirements
What do I need to have completed before I can apply to study these courses?
You need to have the right attitude and aptitude.

Duration
• 10 weeks full-time for each skills course

(Part-time - Available)
The College of Cape Town Hairdressing Department offers three South African Qualification Authority (SAQA) Qualifications. These qualifications are fully accredited by the Department of Higher Education and Training (DHET) with the quality control falling under the auspices of the Quality Council for Trades and Occupations (QCTO) which was previously administered via Programme Approval with the Services SETA. As one of the few Education and Training providers that have met all assessment and moderation requirements and certification endorsed by the Services SETA, our students are in possession of accredited educational qualifications when they exit that will be recognised both nationally and internationally.

The Hairdressing Level 2 qualification allows access to students after Grade 9 and/or post-matric. Young and/or mature learners will have the opportunity to follow a career in Hairdressing at a Vocational Continuous Educational and Training (VCET) College instead of following the formal school learning path for pre-matric study. The primary purpose of this qualification is to empower students with the knowledge, skills, attitudes and values required to succeed in the hairdressing industry. These qualifications lay the foundation for lifelong learning as well as creating the opportunity for further education.

The course meets the National Qualifications Framework criteria and standards in terms of duration and structured work placement. The success of this placement ensures that students have relevant industry exposure during their studies. This equips them with all the relevant theoretical, practical and reflexive skills and competencies that make them marketable for employment or becoming self-employed.

These qualifications simultaneously provide the required fundamental learning to access related studies at further education level. After qualification and the required industry hours the student will have access into the Hairdressing Trade Test which is the highest National Qualification for Hairdressing in South Africa.

Career Options

What will I be qualified as once I’ve completed this course?
- You will become a qualified Stylist with general skills or a qualified Stylist specialising in specific areas of choice.

What will I be able to do?
Upon completion of this course, you will be able to supply services in:
- Basic and Advanced Hair Therapy
- Hair Styling
- Hair Colouring
- Salon Management
- Sales and Marketing
- Salon Reception Duties
- Hair Cutting
- Make-up
- Salon Administration
- Retailing
- Professional Customer Care
- Salon Support

In which industries will I be able to work?
- Cruise liners
- Industry-related consultancy
- Your own business
- Hairdressing Industry
- Industry-related sales and marketing
- Lecturing at an industry-related educational/training institution

What could I do to further improve my skills and my chances of furthering my career?
After completing this qualification at College you will be able to either start your own business within the industry or work towards promotion within your career by working within your field of study and gaining experience within the industry. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.
Programme Structure

What will I be studying during this course?

LEVEL 2 (YEAR 1)

- Salon Support Services
- Hairdressing Communication
- English Communication
- Health and Safety
- Computer Practice
- Salon Practice – College Simulator
- Salon Administration
- Mathematical Literacy
- First Aid
- HIV/AIDS
- Basic Hair Cutting Techniques
- In-service Training in Industry

LEVEL 3 (YEAR 2)

- Salon Support Services
- Hairdressing Communication
- English Communication
- Haircutting Techniques: Ladies and Gents
- Salon Practice – College Simulator
- Salon Administration
- Mathematical Literacy
- Make-up
- Hairstyling Techniques
- In-service Training in Industry

LEVEL 4 (YEAR 3)

- Salon Support Services
- Hairdressing Communication
- English Communication
- Chemical Services
- Make-up (History)
- Health and Safety
- Competition Techniques
- In-service Training in Industry
- Various product house training
- Life Skills (not applicable to part-time studies)
- Salon Administration
- Mathematical Literacy
- Afrikaans Communication
- Make-up
- Braiding, Dreadlocks and Hair Extensions
- Business Management
- Salon Practice – College Simulator
- Enrichment Courses in Years 1, 2 and 3
- Advanced Hairstyling Techniques

Admission Requirements

What do I need to have completed before I can apply to study this course?

- Grade 9 or equivalent
- Entry into Level 3 will require competency in all Level 2 unit standards.
- Entry into Level 4 will require competency in all Level 3 unit standards.

The following are required for admission into this course:

- Students must meet the personality profile of a prospective Hairdressing Candidate.
- Students must be physically fit.
- Students must have a placement salon to complete workplace training. Students attend college from Monday to Friday, but go to the workplace for practical training on the respective salon placement days.
- Students will be required to complete an assessment to determine their level of competence in literacy and numeracy, a placement test and to undergo an individual interview process to assess suitability prior to acceptance.

Duration

- 3 years full-time – 1 year per level
- Enrolment in January

Note: All sections of the full-time course are also available on a part-time basis through an apprentice model. Part-time studies are available for students employed full-time at a salon on an apprentice contract. Afrikaans Communication Classes offered on a Wednesday Morning.
The National Certificates N4-N6 in Hospitality and Catering Services is accredited by the Department of Higher Education and Training and Quality assured by Umalusi.

This course is designed for those who enjoy cooking and creating their own flavours in the kitchen. The College of Cape Town’s Hospitality Department offers Hospitality students the opportunity to refine, re-design and perfect their cooking and management skills in this dynamic and growing industry. The qualification places equal emphasis on the academic, practical and integrated-learning experience of the student. The qualification is aimed at individuals who are passionate about serving people and who have the ability to go the distance in a demanding hospitality industry.

Career Options

What will I be qualified as once I’ve completed this course?
You will be job-ready and able to take up a position in the following sectors of the hospitality industry:

- Hotel, Restaurant and Guesthouse Management
- Function Catering
- Events Management
- Commis Chef/Chef de Partie
- Food and Beverage Service
- Test Kitchens
- Tasting Room Facilitators
- Conference and Banqueting

What will I be able to do?
You will be equipped with the necessary culinary and management skills and techniques to work in a service kitchen and the hotel food and beverage environment. Strong emphasis is placed on students adopting excellent customer service skills which will enable them to function effectively in this service-driven industry.

In which industries will I be able to work?
Tourism and Hospitality industry or any service related industry

What could I do to further improve my skills and my chances of furthering my career?
Upon successful completion of this course, students can further enhance their skills by completing skills courses that would enable them to specialise in the various sectors of the industry. Once you have completed an 18-month period of work in the industry, the National Diploma in Hospitality and Catering is awarded by the Department of Higher Education and Training.

Programme Structure

What will I be studying during this course?

**N4 CERTIFICATE**
- Catering Theory and Practical N4
- Nutrition and Menu Planning N4
- Applied Management N4
- Sanitation and Safety N4

**N5 CERTIFICATE**
- Catering Theory and Practical N5
- Food and Beverage Service N5
- Applied Management N5
- Entrepreneurship and Business Management N4

**N6 CERTIFICATE**
- Catering Theory and Practical N6
- Communication and Human Relations N6
- Applied Management N6
- Computer Practice N4
Enhancement Courses
• First Aid
• Food and Wine Pairing
• Effective Communication and Presentation Workshop
• Industry-related demonstrations and Guest lecturers

Admission Requirements
What do I need to have completed before I can apply to study this course?
• Grade 12
• The ability to communicate effectively in English
• Prospective learners will be required to undergo a placement assessment and individual interviews to assess suitability prior to acceptance

Duration
• 18 months full-time (Each level takes 6 months)
• Enrolment in January and July

NATIONAL CERTIFICATE (VOCATIONAL) HOSPITALITY STUDIES
LEVEL 2 – 4
City Campus

This Hospitality course provides the student with both theoretical and practical skills to operate as an assistant in the fields of food preparation, food service or accommodation in the various hospitality establishments. This course integrates academic knowledge and theory with practical skills and values.

Career options
What will I be qualified as once I have completed this course?
• Waitron
• Kitchen hand assistant
• Housekeeper
• Commis Chef (Junior chef)

In which sectors of the industry will I be able to work?
• Hotels
• Guesthouses
• Restaurants
• Game lodges

What could I do to improve my skills and enhance my career?
After completing your NC(V) Level 4 qualification you will be able to continue studying in a hospitality-related field at an FET College or at an institution specifically focussed on education and training in the hospitality industry, e.g. a hotel school or at a University of Technology.

Programme structure
LEVEL 2, 3 and 4 FUNDAMENTAL SUBJECTS
• Language (English)
• Life Orientation
• Mathematical Literacy

LEVEL 2, 3 and 4 VOCATIONAL CORE SUBJECTS
• Hospitality Generics
• Client Services and Human Relations
• Food Preparation
• Hospitality Services

Admission requirements
What qualifications do I need to have before applying for this course?
• Grade 9
• Level 4 – Level 3 qualification

Duration
• 3 years full-time
• Enrolment in January

(Part-time - Not available)
The CISCO Networking Academy Programme (CNAP) has been in operation for a number of years and is a comprehensive e-learning program that provides students with the Internet technology skills in a global economy. It delivers web-based content, on-line assessments, student performance tracking, hands-on laboratories, instructor training and support, and preparation for industry standard certifications. The Department also won the FET Innovative Project Of The Year Award in 2007 from the Western Cape Education Department.

The course is primarily aimed at individuals wanting to obtain a post-Grade 12 certification in Computer Data Networking, i.e. they seek to obtain the International CISCO Certified Network Administrator (CCNA) certification. The Academy boasts state of the art facilities dedicated to equip students with not just theoretical knowledge, but also much needed technical and practical exposure to the latest industry equipment, in order to prepare them to successfully complete the curriculum as well as the international certification exams.

**Career Options**

What will I be qualified as once I’ve completed this course?

- Desktop Support Technician
- Networking Consultant
- Service Technician
- Network Administrator
- PC Sales and Services

What will I be able to do?

- Computer sales and service
- Computer setup, maintenance and repair
- Designing, installing and maintaining computer networks
- Desktop support

In which industries will I be able to work?

- Any industry or organisation that makes use of computers.

What could I do to further improve my skills and my chances of furthering my career?

Achieving the necessary entry requirements at academic level during the CISCO IT Specialist course will enable you to continue studying in a computer-related field of study at an institution of Higher Education, such as a University of Technology or a University.

**Programme Structure**

What will I be studying during this course?

- IT Essentials
- MOS (Microsoft™ Office Specialist – Excel™, Word™, Powerpoint™, etc.)
- CCNA 1-4
- MTA - Networking Fundamentals
- MTA - Security Fundamentals
- MTA - Windows Server Admin Fundamentals

**Admission Requirements**

What do I need to have completed before I can apply to study this course?

- Grade 12 with Mathematics or Mathematical Literacy

**Duration**

- 1 year full-time
- Enrolment in January

(Part-time - Not available)
The MSITA Program is targeted at individuals wanting to obtain a post-Grade 12 certification in Internet Web Development & Design. The Development component is based on the latest Microsoft™ Certified Professional Web Developer (MCPD) curriculum and effectively prepares the students to successfully complete the three required certification exams. The Design or Creative component is based on the Adobe Certified Associate curriculum in which students are taught the fine art of front-end web design using Adobe’s Creative Suite of Applications for Web Design (CS6) namely Fireworks™, Flash™, Photoshop™ and Dreamweaver™.

**Career Options**

**What will I be qualified as once I’ve completed this course?**
- Computer Programmer
- Systems Support Technician
- Trainee Systems Analyst
- Front End Web-Developer
- Trainee Business Analyst
- Web Application Developer

**What will I be able to do?**
- Business analysis (at beginners level)
- Designing websites
- Computer systems installation, maintenance and repair
- Computer programming
- Systems analysis (at beginners level)

**In which industries will I be able to work?**
- Any industry or organisation that makes use of computers
- Marketing and Advertising agencies offering web design services

**What could I do to further improve my skills and my chances of furthering my career?**
Achieving the necessary entry requirements at academic level during this course will enable you to continue studying in a computer-related field of study at an institution of Higher Education, such as a University of Technology or a University.

**Programme Structure**

**What will I be studying during this course?**

**Microsoft™ MTA .Net 4.0**
- Designing Web Applications
- C#.Net Framework Application Development Foundation
- C#.Net Web Based Application Development

**Adobe™ (CS6) – Web Development (Adobe Certified Associate)**
- Dreamweaver
- Flash
- Fireworks
- Photoshop

**Admission Requirements**

**What do I need to have completed before I can apply to study this course?**
- Grade 12 with Mathematics or Mathematical Literacy

**Duration**
- 1 year full-time
- Enrolment in January

(Part-time - Not available)
The NC(V) Information Technology & Computer Science course covers the interpretation of software applications, as well as a basic introduction to computer data networking together with information technology principles and data processing. This course integrates academic knowledge and theory with practical skills and values.

Career Options
What will I be qualified as once I’ve completed this course?
• Data Capturer
• Help Desk Assistant
• Trainee Computer Programmer

What will I be able to do?
• Data Capturing
• Help Desk Assistance
• Trainee Programmer

In which industries will I be able to work?
• Any industry or organisation that makes use of computers.

What could I do to further improve my skills and my chances of furthering my career?
Achieving the necessary entry requirements at academic level during the NC(V) Level 4 Information Technology & Computer Science course will enable you to continue studying in a computer-related field of study at an institution of Higher Education, such as a University of Technology or a University.

Programme Structure
What will I be studying during this course?
The programme is offered as a full-time course spread over three years composed of the following subjects or modules per level.

LEVEL 2 – 4 FUNDAMENTAL SUBJECTS (COMPULSORY)
• Languages
• Life Orientation

Plus the Core subjects below

LEVEL 2 VOCATIONAL CORE SUBJECTS
• Introduction to Information Systems
• Introduction to Systems Development

LEVEL 3 VOCATIONAL CORE SUBJECTS
• Systems Analysis & Design
• Principles of Computer Programming

LEVEL 4 VOCATIONAL CORE SUBJECTS
• Systems Analysis & Design
• Computer Programming

Plus the Core subjects below
Admission Requirements
What do I need to have completed before I can apply to study this course?
- Level 2 – Grade 9 or Level 1
- Level 4 – Level 3 qualification
- Level 3 – Level 2 qualification

Duration
- 3 years full-time (1 year per level)
- Enrolment in January

PART-TIME STUDIES

INFORMATION & COMMUNICATION TECHNOLOGY:

MOS (Microsoft™ Office Specialist)
Specialised training in Microsoft™ Office suite of end-user applications namely Word, Excel, PowerPoint, Outlook and Access.

IT Essentials (A+)
Building & repairing computers, installing and managing Windows™ Operating System, adding peripherals and multimedia capabilities, LAN basics and connecting computers to a LAN or Internet.

CCNA1 – CCNA4
Designing, installing and troubleshooting networks, computer hardware and software, networking terminology and protocols, LANs and WANs, structured cabling and network-to-network communications.

WEB DESIGN
Detailed tuition is also offered in the following modules based on the current Adobe Certified Associate (ACA) Curriculum for the Adobe Suite of Products.
- ACA Dreamweaver & Fireworks (CS6)
- ACA Flash (CS6)

Admission Requirements
What do I need to have completed before I can apply to study these courses?
- You must be 16 years or older.

MECHANICAL ENGINEERING

Mechanical Engineering is one of the broadest engineering disciplines. Mechanical engineering may involve the extraction and processing of raw materials, the design of new products, the manufacture and production of materials and components and the maintenance of equipment and machines.

The Mechanical Engineering division caters for and supports the Motor and General engineering industries. All the related education and training programmes are accredited by the applicable quality assurance bodies, namely the Department of Higher Education and Training and the relevant SETAs. All the campuses are equipped and meet with the standards of the various quality assurance institutions. The engineering workshops are also accredited as trade test centers for the applicable SETAs.
The Motor division is accredited and a Centre of Excellence that provides education and training programmes for the Vocational [National Certificate (Vocational)] programmes as well as the Occupational (theoretical and practical skills courses for apprentices and artisans) programmes. The Motor division is situated at the Athlone Campus and provides education and training for the following trades, namely: Motor Mechanic and Automotive Electrician.

The General Engineering division is accredited and a Centre of Excellence that provides education and training programmes for the Vocational [National Certificate (Vocational)] programmes, the National N-Diploma Mechanical Engineering (including the N4, N5 and N6 Certificates), as well as the Occupational (theoretical and practical skills courses for apprentices and artisans) programmes. The Engineering division is situated at the Thornton Campus and provides education and training for the following trades, namely: Sheetmetal worker, Welder, Boiler Maker, Fitting & Turner, Fitter and Turner Machinist.

The College is accredited to perform Trade Testing in the following trades.

- Motor Mechanic
- Auto Electrician
- Fitting and Turning
- Machining
- Fitting
- Welding

NATIONAL CERTIFICATES N1 – N3: MOTOR MECHANICS

Athlone Campus

In the current system for Motor Mechanics you need at least an N2 with four subjects to do your trade test. If you want to be employed as an apprentice, all companies require an N3 with Mathematics and Engineering Science marks above 50%.

Career Options

What will I be qualified as once I’ve completed this course?
Your N3 Certificate will allow you the opportunity to become an apprentice. After four years you will qualify as a motor mechanic, once you have completed your apprenticeship and passed your trade test.

What will I be able to do?

- Motor Mechanic
- Work in the motor trade in Parts Sales, Motor Sales, etc.

In which industries will I be able to work?
Motor and diesel industries.

What could I do to further improve my skills and my chances of furthering my career?
You can study part-time (night classes) to study further and obtain a National N-Diploma in Mechanical Engineering. Once you have passed your N6 Certificate, and provided that your marks in the N-subjects are above 60%, you can further your studies at an institution of Higher Education, such as a University or University of Technology.

Programme Structure

What will I be studying during this course?

SUBJECTS FOR N1 TO N3

- Mathematics
- Engineering Drawings
- OR Diesel Trade Theory N2 & N3 as Motor Trade Theory is common to Diesel and Motor
- Engineering Science
- Motor Trade Theory N1, N2 & N3
Admission Requirements
What do I need to have completed before I can apply to study this course?
• Grade 12 or equivalent, or
• NC(V) Level 3

How do I get an apprenticeship to allow me entry into this course?
• If a company employs you as an apprentice and you have the necessary qualification, you can enrol to study the N1 - N3 Certificate course.

Duration
• 1 year full-time (each level is 12 weeks)
• Enrolment in January, May or September (Part-time - available)

NATIONAL CERTIFICATES N1 – N3: MECHANICAL ENGINEERING
Thornton Campus

The N1 to N3 National Certificates in the Mechanical Engineering programme caters for students who would like to study any of the following engineering subjects: Motor/Diesel Mechanic, Boiler Maker/Structural Steel Worker, Sheetmetal Worker, Welder or Fitter and Turner.

Career Options
What will I be qualified as once I've completed this course?
The holder of a National N1 – N3 Certificate in Mechanical Engineering will be able to take up employment in one of the following fields:
• Automotive Maintenance and Repair (Motor/Diesel) • General manufacturing engineering
• General maintenance engineering • Mining industry
• Marine industry

What will I be able to do?
• Take up a position as an apprentice or learner technician to gain the necessary industrial experience to be able to do a trade test.

In which industries will I be able to work?
• Any industry or organisation that requires a person with Mechanical Engineering qualifications and skills obtained through studying N1 – N3: Mechanical Engineering.

What could I do to further improve my skills and my chances of furthering my career?
Achieving the necessary entry requirements at academic level in N3 of this course will enable you to continue studying in a Mechanical Engineering-related field of study. This can be done by studying towards the National N-Diploma by doing the N4 – N6 Certificates in Mechanical Engineering, followed by 2 years of practical work experience in the related field of study. Further studies can be undertaken at any institution of Higher Education, such as a University or University of Technology should you meet the necessary entry requirements.

Programme Structure
What will I be studying during this course?
N1 CERTIFICATE
• Mathematics
• Engineering Drawing/Platers Drawing • Engineering Science
• Motor or Diesel Trade Theory, Metal Workers Theory, Fitting and Turning

N2 CERTIFICATE
• Mathematics
• Engineering Drawing/Platers Drawing • Engineering Science
• Motor or Diesel Trade Theory, Metal Workers Theory, Fitting and Turning
N3 CERTIFICATE
- Mathematics
- Engineering Drawing/Platers Drawing
- Engineering Science
- Motor or Diesel Trade Theory, Mechanotechnology

All examinations are external (national).

Admission Requirements
What do I need to have completed before I can apply to study this course?
- N1: Minimum of Grade 9 with Mathematics above 60%
- N2: N1 or equivalent
- N3: N2 or equivalent

How do I get an apprenticeship to allow me entry into this course?
- You must be registered as an apprentice with a company.

Duration
- 1 year full-time (each level is 12 weeks)
- Enrolment in January, May or September

NATIONAL N-DIPLOMA: MECHANICAL ENGINEERING
(INCLUDES N4 - N6 CERTIFICATES)
Thorton Campus

Students who matriculate with the required subjects and wish to complete their studies in Mechanical Engineering qualify to register for the N4 – N6 courses. Students who complete the N4 - N6 certificates and want to become qualified artisans may be indentured as apprentices in the trades listed below. The students are also suitably qualified to enter the higher level of engineering to become technicians and assistants to qualified engineers.

Once a student has completed his/her N4 - N6 Certificates, he/she needs to work towards obtaining his/her National N-Diploma. Students will qualify for the N-Diploma when they have completed at least two years of practical work experience in their specific field of study.

Students who wish to further their academic qualifications may apply to any other institution of Higher Education, such as a University of Technology.

Career Options
What will I be qualified as once I’ve obtained the N-Diploma?
- Assistant Mechanical Engineer
- Boilermaker
- Fitter & Turner
- Motor Mechanic
- Tool Maker
- Fitter (e.g. Maintenance Fitter, Marine Fitter, Hydraulic Fitter, etc.)
- Auto Electrician
- Diesel Mechanic
- Mechanical Engineering Technician
- Sheetmetal Worker
- Welder

In which industries will I be able to work?
- Aerospace industry
- Mining industry
- Motor vehicle maintenance and manufacturing
- Printing industry
- Manufacturing industry
- Packaging industry
- Petrol and chemical industry
What could I do to further improve my skills and my chances of furthering my career?
Your N6 Certificate will equip you to be indentured (sign a contract) as an apprentice and work at any organisation within the industry that requires artisans within the engineering sector. You will be able to work towards promotion within your career by working within your field of study and gaining experience within the industry. As with any other career, you would need to work very hard to prove your skills and abilities, be dedicated and be prepared to continue learning throughout your career.

Once you’ve completed your N6 Certificate, you need to work towards obtaining your National N-Diploma. Students will qualify for the N-Diploma when they have completed at least two years of practical work experience in the field of study. Students who wish to further their academic qualifications may apply to any other institution of Higher Education, such as a University of Technology to further continue their studies in the Engineering field.

Programme Structure
What will I be studying during this course?

**N4 CERTIFICATE**
- Mathematics
- Mechanical Drawing
- Engineering Science
- Mechanotechnology

**N5 & N6 CERTIFICATES**
- Power Machines
- Mechanotechnology
- Strength of Materials & Structures
- Fluid Mechanics

Admission Requirements
What do I need to have completed before I can apply to study these courses?
- To enter N4 – Grade 12, N3 Certificate or equivalent qualification
- To enter N5 – N4 Certificate or equivalent qualification
- To enter N6 – N5 Certificate or equivalent qualification

You must have passed the following subjects at school:
- Mathematics
- Science
- English

The criteria for application for the National N-Diploma are:
- A minimum of 4 subjects completed at each level of certification.
- A minimum of 2 years of practical experience in the field of study.

Duration
- 1 year (each level is 12 weeks)
- 2 years practical work experience in industry for a National N-Diploma
- Enrolment in January, May and September.

Could I study this course part-time?
Yes, but only the N4 – N6 Certificates which may be completed through the Distance Learning option.

For information on Distance Learning, please contact the Pinelands Campus at tel. +27 21 531 2105.

The National N-Diploma (practical) portion of this qualification is not available as a part-time option.
The NC(V) Engineering and Related Design course caters for a wide range of career opportunities for students who would like to become qualified artisans within the mechanical engineering sector. The prospective students will be exposed to a wide range of mechanical engineering subjects. The academic programme integrates the theoretical principles and the practical experience to form a holistic understanding of mechanical engineering. Students are thus prepared to fit into the activities and processes that are expected in the real world of work.

Students that successfully complete the Level 4 qualification may seek employment opportunities in his/her field of study. Students who wish to further their academic studies may advance to the N4-N6 Mechanical Engineering courses or apply to other Higher Education institutions such as a University of Technology.

Career Options
What will I be qualified as once I’ve completed this course?
• Auto Electrician
• Diesel Mechanic
• Motor Mechanic
• Tool Maker
• Fitter (e.g. Maintenance Fitter, Marine Fitter, Hydraulic Fitter, etc.)
• Boilermaker
• Fitter & Turner
• Sheetmetal Worker
• Welder

In which industries will I be able to work?
• Aerospace industry
• Manufacturing industry
• Mining industry
• Packaging industry
• Petrochemical industry
• Printing industry
• Motor vehicle maintenance and manufacturing

What could I do to further improve my skills and my chances of furthering my career?
By achieving the NC(V) Level 4 qualification in Engineering and Related Design, you may continue studying at an FET College to obtain your N-Diploma by completing the N4-N6 Certificates. Students may also apply to further their studies at an institution of Higher Education, such as a University of Technology or a University.

Programme Structure
What will I be studying during this course?
LEVEL 2 – 4 FUNDAMENTAL SUBJECTS (COMPULSORY)
• English
• Mathematics
• Life Orientation

LEVEL 2 VOCATIONAL CORE SUBJECTS
• Engineering Fundamentals
• Engineering Systems
• Fitting & Turning OR Automotive Repairs & Maintenance OR Engineering Fabrication (Welding, Boiler Making, Sheetmetal Work) OR Physical Science (Choose one of these to specialise in)

LEVEL 3 VOCATIONAL CORE SUBJECTS
• Engineering Practice & Maintenance
• Material Technology
• Engineering Graphics & Design (CAD)
• Fitting & Turning OR Automotive Repairs & Maintenance OR Engineering Fabrication (Welding, Boiler Making, Sheetmetal Work) OR Physical Science (choose one of these to specialise in, following on from your choice in Level 2)
LEVEL 4 VOCATIONAL CORE SUBJECTS
- Engineering Processes
- Professional Engineering Practice
- Applied Engineering Technology
- Fitting & Turning OR Automotive Repairs & Maintenance OR Engineering Fabrication (Welding, Boiler Making, Sheetmetal Work) OR Physical Science (Choose one of these to specialise in, following on from your choice in Level 2)

Admission Requirements
- Level 2 – Grade 9 or Level 1
- Level 4 – Level 3 qualification

You must have passed the following subjects at school:
- Mathematics
- English

Duration
- 3 years full-time (1 year per level)
- Enrolment in January (Part-time - Not available)

MECHANICAL ENGINEERING: PRACTICAL SKILLS COURSES
Thornton Campus (Fitting & Turning, Welding) | Athlone Campus (Automotive Electrician, Motor Mechanics, Diesel Fitter)

The College offers practical training courses that are accredited by the SETAs such as the merSeta and CHIETA. Each practical course is modular or unit standard-based and are designed to support the apprentice or learnership programmes and artisans that need to improve on their skills. The courses prepare the student for the world of work, thus increasing the student’s employment opportunities.

Practical skills courses are best suited to those individuals in the trade who wish to further their knowledge in their field of work. Students from school who are not placed in an apprenticeship (with Mathematics and Science at Grade 12 level) can also complete the CBMT Apprenticeship Training course to further improve their chances of being employed and get them workshop-ready for the apprentice training.

Career Options
What will I be able to do once I’ve completed this course?
On the successful completion of the courses you may seek employment opportunities in learnerships, apprenticeships, skilled or semi-skilled work in your field of training. After the minimum years of relevant experience you may apply to do a trade test to become a fully qualified artisan.

In which industries will I be able to work?
- Aerospace industry
- Mining industry
- Petrol and chemical industry
- Motor vehicle maintenance and manufacturing
- Manufacturing industry
- Packaging industry
- Printing industry

What could I do to further improve my skills and my chances of furthering my career?
Students that have successfully completed the practical courses and have the required academic qualification may register for any other engineering program.
What will I be studying during these courses?
Each practical course (Phase or Level) consists of a number of modules or unit standards. Each module or unit standard will be assessed individually and students will only be fully certificated once they have successfully completed and are found to be competent in each module or unit standard.

Skills courses may also be customised by combining modules or unit standards to suit the specific needs of the client.

Practical Courses Offered
The College offers a range of practical skills courses.

• Automotive Electrician – CBMT Training (Level 1-4)
• Diesel Fitter
• Fitting (Phase 1-4)
• Fitting & Turning (Phase 1-4)
• Machining (Phase 1-4)
• Motor Mechanics – CBMT Training (Level 1-4)
• Welding (Phase 1-4)

Mechanical Engineering Specialized Skills Courses
• Basic CNC Programming
• General Hand Skills
• Motor Vehicle Servicing
• Turning and Milling
• Gas, Arc, Mig, and TIG Welding
• Hydraulics and Pneumatics
• Pump and Motor Alignment
• Wheel Alignment and Wheel Balancing

Trade Testing
The College is accredited to perform trade testing in the following trades.
• Auto Electrician
• Fitting and Turning
• Motor Mechanic
• Fitting
• Machining
• Welding

Admission Requirements
What do I need to have completed before I can apply to study these courses?
• Grade 10

You must have passed the following subjects at school:
• Mathematics
• Science

Duration
• Each Phase or Level will take 10 – 11 weeks
• Modules or Special Courses: 1 - 6 weeks

Students may register in January, May and September of each year.

Could I study this course part-time?
Special short courses could be offered on a part-time basis or on Saturdays.
The offering of these courses is dependent on the number of students registered.
The College of Cape Town is offering the course under the authority of UNISA, a higher education institution (HEI). Contact classes for students are offered at the City Campus of the College and they will also have full access to all on-line and e-learning services offered by UNISA.

In South Africa the tourism industry offers many employment opportunities upon successful completion of the course. Tourism comprises of a multitude of activities which together form one of the world's fastest growing international sectors. Tourism is currently the fastest growing industry in South Africa and tourism managers have been identified as being in high demand.

Career Options

What will I be qualified as once I've completed this course?

- Airline Ground Crew
- Car Rental Agent
- Reservation Agents at Inter-City
  Coach companies
- Front Office/Reservation Officers in the
  accommodation sector
- Foreign Exchange Agent
- Travel Consultants
- Tour Operators
- Tourism Information Officer
- Cruise Consultant
- Junior Tourism Manager at game farms, guest
  houses, holiday resorts, hotel groups, game lodges,
  entertainment places, SA Tourism Board etc.

What will I be able to do?

Tourism Management is concerned with the planning and management of travel and tourism. A tourism manager has knowledge of South Africa's places of interest, its geography, its unique history, politics and flora and fauna. Organisational skills; the ability to control groups of people and deal with unexpected situations and excellent customer service skills are part of the job. You will respond to day-to-day tourism enquiries assisting clients with reservations, information and help to make their travel experience memorable and hassle-free. You will be able to manage tourism information centres, including staff supervision and development, business management and office systems management.

Tourism Managers have a key role to play in sustaining and increasing growth through effective marketing of the South African products and services within their region. Working with tourists of different cultures and traditions from all over the world, you will be required to keep these different needs in mind. As a tourism manager you will make presentations on tourism to raise awareness of new initiatives to industry, community or interest groups. Liaising and building close relationships with the media to promote tourism issues will be important as is encouraging community involvement and awareness.

In which industries will I be able to work?

Travel and Tourism, Hospitality and any service-related industry

What could I do to further improve my skills and my chances of furthering my career?

This qualification lays the foundation for articulation into a related Diploma or First Degree qualification at any University of Technology or University.
Programme Structure

What will I be studying during this course?

SEMESTER 1
• Travel Operations
• Primary Factors of Tourism
• Ethical Information and Communication Technologies for Development Solutions (online)
• Tourism Destinations 1
• Practicing Workplace English

SEMESTER 2
• Introductory Financial Accounting
• Management IA
• Elementary Quantitative Methods
• Customer Service in Tourism
• Introduction to Marketing

Admission Requirements

What do I need to have completed before I can apply to study this course?
• Grade 12
• Must have passed English at Grade 12 with a minimum of 30% or NC(V) Level 4 with a minimum of 40%
• Must have passed Mathematics or Mathematical Literacy at Grade 12 or NC(V) Level 4 with a minimum of 50%

Prospective students will be required to undergo a placement assessment and individual interview to assess suitability prior to acceptance.

Duration

How long will it take to complete this course?
• 1 year full-time (6 months per semester – 3 days contact classes at College)
• Enrolment in January and July (Applications open from 07 April to 25 April 2014 for July 2014 enrolment and from 15 August to 20 September 2014 for 2015 enrolment)

NATIONAL N-DIPLOMA: TOURISM (INCLUDES N4 –N6 CERTIFICATES)
City Campus

The National Certificates N4-N6 in Tourism is accredited by the Department of Higher Education and Training and Quality assured by Umalusi.

The tourism industry is an exciting and fluid one in which students have to be committed, passionate and willing to display excellent customer service skills. A career in tourism is demanding and requires people with good interpersonal and communication skills, a dedication to quality and good service. Students are thus equipped with the necessary knowledge, practical skills, competence and understanding required for successful employment in the Travel and Tourism industry.

Career Options

What will I be qualified as once I’ve completed this course?
Students will be employable in the various sectors of the Travel and Tourism industry in a junior position.

• Airline Ground Crew
• Foreign Exchange Agents
• Junior Travel Consultants
• Tourism Information Officer
• Front Office/Reservation Officers in the accommodation sector
• Car Rental Agents
• Reservation Agents at Inter-City Coach companies
• Tour Operators
• Cruise Consultant
What will I be able to do?
You will be equipped with the skills to provide the traveller with excellent customer service and to effectively and efficiently assist clients with reservations, information and assistance to make their travel experience memorable and hassle-free.

In which industries will I be able to work?
Tourism and Hospitality Industry

What could I do to further improve my skills and my chances of furthering my career?
After completing this qualification and achieving the necessary entry requirements at academic level you will be able to continue studying in a travel and tourism-related field at an institution specifically focussed on education and training for this industry, eg, at a University of Technology. Learners who successfully complete the qualification will also have the option of being awarded with the National Diploma in Tourism once you have completed an 18-month period of work in the industry. This Diploma is awarded by the Department of Higher Education and Training.

Programme Structure
What will I be studying during this course?

**N4 SEMESTER 1**
- Tourist Destinations N4
- Tourism Communication N4
- Travel Services N4
- Travel Office Procedures N4

**N5 SEMESTER 2**
- Tourist Destinations N5
- Tourism Communication N5
- Travel Services N5
- Travel Office Procedures N5

**N6 SEMESTER 3**
- Tourist Destinations N6
- Travel Office Procedures N6
- Travel Services N6
- Hotel Reception N6

Enhancement Courses
- First Aid
- Effective Communication and Presentation Workshop
- Successful CV writing and interview Skills Workshop
- Amadeus (this is optional and is not included in the course fee)
- Within Africa Fares and Ticketing -Fares

Admission Requirements
What do I need to have completed before I can apply to study this course?
- Grade 12
- Must have the ability to communicate effectively in English
- Prospective learners will be required to undergo a placement assessment and individual interviews to assess suitability prior to acceptance

Duration
How long will it take to complete this course?
- 18 months, each level (N4-N6) takes 6 months to complete full-time
- Enrolment in January and July

(Part-time classes - not available)
The National Certificate (Vocational) Travel & Tourism course covers Tourism Principles such as Tour Planning & Costing, Foreign Exchange, Sustainability and Heritage, and Client Services which all form an integral part of any vocation in the Tourism and Hospitality industry. This programme integrates academic knowledge and theory with practical skills and values.

Career Options
What will I be qualified as once I've completed this course?
Upon completion of this course, you will be able to fulfil roles at any of the following functions:
- Concierge Desk
- Reservations at Accommodation Establishments
- Tour Operator
- Tour Planning
- Conference and Events Planning
- Information Centre
- Tourism Development

In which industries will I be able to work?
- Transport
- Accommodation
- Tourism Operations

What could I do to improve my skills and my enhance my career?
After completing your NC(V) Level 4 qualification at College and achieving the necessary entry requirements at academic level during the NC(V) Level 4 Travel and Tourism course, you will be able to continue studying in a tourism-related field of study at an FET College or at an institution specifically focussed on education and training for the Travel and Tourism industry, e.g. a University of Technology.

Programme Structure
What will I be studying during this course?
The programme is offered as a full-time course spread over three years composed of the following subjects or modules per level.

LEVEL 2 – 4 FUNDAMENTAL SUBJECTS (COMPULSORY)
- English First Additional Language
- Life Orientation
- Mathematical Literacy

Plus the Core subjects below

LEVEL 2, 3 AND 4 VOCATIONAL CORE SUBJECTS
- Science of Tourism
- Sustainable Tourism in South Africa
- Client Services & Human Relations
- Tourism Operations

Admission Requirements
What do I need to have completed before I can apply to study this course?
- Grade 9 or higher
- Level 4 – Level 3 qualification
- Level 3 – Level 2 qualification

You must have passed the following subjects at school:
- English

Students will be required to complete an assessment to determine their level of literacy and numeracy and undergo an individual interview process to assess suitability prior to acceptance.

Duration
- 3 years full-time (1 year per level)
- Enrolment in January

(Part-time - Not available)