



## THE NATIONAL CERTIFICATE (VOCATIONAL)

The National Certificate (Vocational) subjects are offered at Levels 2, 3 & 4 of the National Qualification Framework (NQF).

All NCV programs consist of a fundamental learning component and a vocational component and comprise of 130 credits on each level.

### 3 Fundamental Subjects (Compulsory):

- English first additional language (official language), which is offered as medium of teaching and learning.
- Mathematics or Mathematical Literacy
- Life Orientation

### 4 Vocational Subjects:

3 core Subjects and 1 Optional

These are optional subjects, approved from the subfield organization of the National Qualification Framework (NQF) a student chooses according to his or her field of interest or specialization.

The subject combinations in each of the programs provide a high degree of specialization for a particular program. It is important to note that of the 4 compulsory vocational subjects, the 4th subject may be chosen from any field to provide the student with high levels of specialization.

*Therefore, a student is expected to study a total of 7 subjects per level for a complete qualification.*

## 2.2 NATIONAL CERTIFICATES (VOCATIONAL) LEVEL 2, 3 & 4

### ADMISSION REQUIREMENTS

For entry into the National Certificate (VOCATIONAL) at NQF Level 2 you are required to have:

- A year-end school report for Grades 11 or 12 certificate; or
- An NQF 1 qualification; or
- An approved bridging program designed for the specific purpose to access NQF Level 2; or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2
- Grade 9 and 10 will be considered only in exceptional cases.

## DURATION

The National Certificate (Vocational) qualification is a full year program at each of the NQF Levels of study. A student is issued with a certificate on the successful completion of each level of study that is level 2, level 3 and level 4.

All NCV programs consist of a fundamental learning component and a vocational component and comprise of 130 credits on each level.

## ENROLMENT DATE

January

**The following National Certificates (Vocational) will be offered at Polokwane and Senwabarwana Campuses:**

### 2.2.1. NATIONAL CERTIFICATE (VOCATIONAL) - MANAGEMENT

#### a) OUTCOMES:

The certificate will enable the learner to:

- Assist with communication management in organisations
- Participate in Human Resources Management structures in organisations
- Manage productivity within an organisation
- Contribute to change management and transformation in an organisation

#### b) CAREER OPPORTUNITIES

The National Certificate (Management) provides an opportunity to access the following careers:

- Human Resources
- Marketing
- Finance Management
- Public Relations
- Production
- Office Administration

#### c) CURRICULUM

In order to obtain a National Certificate (Management) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects:

FUNDAMENTALS	VOCATIONAL
Language	Management Practice
Mathematical Literacy	Operations Management
Life Orientation	Financial Management
	Entrepreneurship (L2) and Project Management(L3&4)

## 2.2.2 NATIONAL CERTIFICATE (VOCATIONAL) - MARKETING

### a) OUTCOMES:

The certificate will enable the learner to:

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

### b) CAREER OPPORTUNITIES

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

- Marketing
- Promotions and Advertising
- Product Development
- Merchandising
- Brand Management
- Business Management
- Market Research
- Public Relations
- Sales Management
- Customer Relations

### c) CURRICULUM

In order to obtain a National Certificate (Marketing) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
Language which must be the language of teaching and learning	Advertising and Promotions
Mathematical Literacy	Marketing
Life Orientation	Marketing Communication
	Consumer Behaviour

## 2.2.3 NATIONAL CERTIFICATE (VOCATIONAL) - OFFICE ADMINISTRATION

### a) OUTCOMES:

The certificate will enable the learner to:

- Coordinate office correspondence
- Type letters, reports, memoranda, agendas, minutes
- Maintain equipment and stationery supplies
- Perform reception duties
- Coordinate and organise functions
- Organise meetings, staff travel itineraries and accommodation
- Operate office equipment
- Become a call centre operator

### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- Basic Accounting and Bookkeeping
- Office Management
- Office Administration
- Freight Forwarder
- Human Resource Management
- Personnel Management
- Private Secretary
- Front Line Reception
- Recruitment
- Self Employment
- Legal Secretarial Services
- Personal and General Secretarial Services

### c) CURRICULUM

In order to obtain a National Certificate (Office Administration) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects:

FUNDAMENTALS	VOCATIONAL
Language	Business Practice
Mathematical Literacy	Office Practice
Life Orientation	Office Data Processing
	New Venture Creation

## 2.2.4 NATIONAL CERTIFICATE (VOCATIONAL) – TRANSPORT AND LOGISTICS

### a) OUTCOMES:

The certificate will enable the learner to:

- Understanding Transport as part of the broader economy
- The use of safe and reliable transport
- The overall transport and supply chain discipline
- The intergration between various operation units. etc.

### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- Land/Public Transport
- The Freight Transport Industry
- The Rail Transport industry
- Air Transport Industry
- Search and rescue

### c) CURRICULUM

In order to obtain a National Certificate (Transport and Logistics) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
Language	Freight Logistics
Mathematical Literacy	Transport Economics
Life Orientation	Transport Operations
	New Venture Creation

### BUSINESS STUDIES

- Office administration
- Management
- Marketing
- Finance, Economics and Accounting
- Transport and Logistics

### 3.2.1. NATIONAL CERTIFICATE (VOCATIONAL) - ELECTRICAL INFRASTRUCTURE CONSTRUCTION (*Seshego Campus only*)

#### a) OUTCOMES

The certificate will enable the learner to:

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

#### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- Electrical Engineering
- Industrial Engineering
- Sound Technology
- Theatre Technology
- Process Level Control
- Digital Electronics
- Instrumentations

#### c) CURRICULUM

In order to obtain a National Certificate (Electrical Infrastructure Construction) a student is required to take a total

FUNDAMENTALS	VOCATIONAL
Language	Electrical Principles and Practice
Mathematics	Electronic Control and Digital Electronics
Life Orientation	Workshop Practical

#### d) OPTIONAL SUBJECTS

- Electrical System and Construction
- Physical Science



### 3.2.2 NATIONAL CERTIFICATE (VOCATIONAL) - CIVIL ENGINEERING & BUILDING CONSTRUCTION (*Seshego Campus only*)

#### a) OUTCOMES

The holder of the National Certificate (Civil Engineering Construction) will be able to:

- Participate in the operation and maintenance of construction equipment and machinery
- Participate in the construction of roads, bridges, dams, railways, houses, etc.
- Take part in designing and construction of tunnels, roads, factories, reservoirs, etc.
- Participate in the erection of reinforced concrete, structural steel, timber and masonry structures, etc.

#### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- Architectural Technology
- Industrial Designing
- Town Regional Planning
- Road Construction Engineering
- Building Construction
- Drainage Inspection
- Quantity Surveying
- Sanitation Engineering
- Civil Construction Engineering

#### c) CURRICULUM

In order to obtain a National Certificate (Civil Engineering & Building Construction) a student is required to take a

FUNDAMENTALS	VOCATIONAL
Language	Construction Planning
Mathematics	Plant & Equipment
Life Orientation	Material

#### d) OPTIONAL SUBJECTS

- Carpentry & Roof Work
- Plumbing
- Masonry & Tiling
- Roads

### **3.2.3 NATIONAL CERTIFICATE (VOCATIONAL) - ENGINEERING AND RELATED DESIGN (*Seshego Campus only*)**

#### **a) OUTCOMES and CAREER OPPORTUNITIES (Manufacturing and Assembly)**

The holder of the National Certificate (**Manufacturing and Assembly**) will be able to:

- Take part in the assembly of cars in the motor industry
- Work in a manufacturing and assembly industry
- Operate and maintain equipment and tools in mines
- Plan and develop engineering drawings, maps, sketches and computer -aided Design (CAD)

It provides an opportunity to access careers in any of the sectors listed below:

- Car Manufacture
- Welding
- Building Management
- Motor Mechanics
- Architectural Technology
- Tool Making
- Automotive Repair
- Panel Beating

#### **b) OUTCOMES and CAREER OPPORTUNITIES - (Engineering and Related Design)**

The holder of the National Certificate (**Engineering and Related Design**) will be able to:

- Participate in the designing and construction of buildings
- Take part in the manufacturing of tools, machines, engines
- Participate in the planning and building of roads, bridges, canals and dams
- Take part in the operation and maintenance of machines
- Plan and design mines and mining facilities
- Extract metallic and non-metallic minerals
- Participate in the design of shaft and ventilation systems

It provides an opportunity to access careers in any of the sectors listed below:

- Chemical Engineering
- Goal Technology
- Mechanical Engineering
- Mining Metallurgy
- Civil Engineering
- Geology
- Metallurgical Engineering
- Petroleum Engineering

#### **c) OUTCOMES and CAREER OPPORTUNITIES - (Fabrication and Extraction)**

The holder of the National Certificate (**Fabrication and Extraction**) will be able to:

- Interpret and produce engineering drawings, maps, sketches and Computer-Aided Design (CAD)
- Extract tools, equipment, methods and processes to produce components
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- Apply safety, health and environmental procedures within a fabrication and extraction environment
- Diagnose and solve problems of the fabrication and extraction processes

It provides an opportunity to access careers in any of the sectors listed below:

- Car Manufacture
- Welding
- Building Management
- Motor Mechanics
- Architectural Technology
- Tool Making
- Automotive Repair
- Panel Beating

#### d) CURRICULUM

In order to obtain a National Certificate (Engineering and Related Design) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
Language	Engineering Fundamentals
Mathematics	Engineering Technology
Life Orientation	Engineering System

#### e) OPTIONAL SUBJECTS

- Fitting & Turning
- Automotive
- Engineering Fabrication
- Welding
- Refrigeration

### 3.2.4 NATIONAL CERTIFICATE (VOCATIONAL) - INFORMATION TECHNOLOGY AND COMPUTER SCIENCE (*Polokwane Campus only*)

#### a) OUTCOMES

The holder of the National Certificate (Information Technology and Computer Science) will be able to:

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

### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

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

### c) CURRICULUM

In order to obtain a National Certificate (Information Technology and Computer Science) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
Language	Introduction to Information Systems
Mathematics	Introduction to System Development
Life Orientation	Electronics
	Electronic Control & Digital Electronics

## 3.2.5 NATIONAL CERTIFICATE (VOCATIONAL) – MECHATRONICS (Polokwane Campus only)

### a) OUTCOMES

The Mechatronic course covers a wide spectrum of industry related fields like Computer Engineering, Electrical Engineering, Electronic Engineering Mechanical Engineering, Fluid Mechanics (pneumatics) and Hydraulics.

This means that a person with this qualification is very versatile because they have a thorough knowledge of all aspects of the industry.

A person with this qualification is in high demand in the industry.

### b) CAREER OPPORTUNITIES:

- Installation and maintenance of electrical equipment.
- Installation and maintenance of electronic equipment.
- Installation programming and maintenance of process automation equipment.
- Installation and maintenance of industrial networking systems that controls all automated processes in a factory.
- Installation programming and maintenance of Robotics systems.
- Installation and maintenance of conveyer belt systems.
- Installation maintenance and testing of pressure vessels.
- Installation and maintenance of pneumatic systems.
- Installation and maintenance of hydraulic systems.

### c) CURRICULUM

In order to obtain a National Certificate (Mechatronics) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
Language	Introduction to Computers
Mathematics	Manual Manufacturing
Life Orientation	Electro technology
	Mechatronic Systems

## 3.2.2 NATIONAL CERTIFICATE (VOCATIONAL) - PROCESS PLANT OPERATIONS (Seshego Campus only)

### a) OUTCOMES

The holder of the National Certificate (Process Plant Operation) will be able to:

- Participate in process control technology
- Operate a plant in various fields e.g. petrochemical, papermaking, mining industries
- Operate water works in Municipalities

### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- Chemicals
- Petrochemical
- Pulp and paper
- Water Treatment Works(Municipalities and water Boards)
- Beverage Processing (SAB & Coke )
- Mineral Processing
- Paint Manufacturing

### c) CURRICULUM

In order to obtain a National Certificate (Process Plant Operations) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
Language	Process Technology
Mathematics	Physical Science
Life Orientation	Engineering Fundamentals

## OPTIONAL SUBJECTS

- Pulp and Papermaking Technology
- Process Chemistry

## Engineering Studies

- Electrical Infrastructure construction
- Engineering and related design (motor mechanic, welding and fitting & turning)
- Civil engineering construction (plumbing, building and carpentry)
- Mechatronics
- Information technology and computer science
- Process plant operations

## 4.2.1 NATIONAL CERTIFICATE (VOCATIONAL) – SAFETY IN SOCIETY

### a) OUTCOMES

The holder of the certificate will be able to:

- Join the policing services e.g. SAPS, Metro Police, Traffic agencies and the Military Police division.
- Join the private Security Services e.g. Security Management, Community policing.
- Join the National Statutory Intelligence Agencies.

### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- South African Police Services(SAPS)
- Security and surveillance
- Private security
- Community policing
- National Intelligence
- Legal assistance
- Criminal justice work and matters related to advocacy of the South African constitution
- Correctional Services
- South African National Defence Force
- Immigration and Customs
- Civil and human rights related work

### c) CURRICULUM

In order to obtain a National Certificate (Safety in Society) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
Language	Introduction to Governance
Mathematics	Introduction to Law
Life Orientation	Principles of Criminal Justice
	(O) Introduction to Policing <b>OR</b>
	Criminology

## 4.2.2. NATIONAL CERTIFICATE (VOCATIONAL) – HOSPITALITY

### a) OUTCOMES

The holder of the certificate will be able to:

- Manage a guesthouse
- Deal with client services in an accommodation facility
- Work as an Assistant Cook/Chef preparing food in a restaurant, hotel or guest house
- Work as a Waiter/tress
- Work as a Housekeeper in a hotel/inn/guest house

### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- Housekeeping
- Food and Beverage Management
- Hotel Management
- Accommodation Sources
- Events Management

### c) CURRICULUM

In order to obtain a National Certificate (Hospitality) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
Language	Food Preparation
Mathematics	Hospitality Generics
Life Orientation	Client Services and Human Client Services and Human Relations
	Hospitality Services

## 4.2.3 NATIONAL CERTIFICATE (VOCATIONAL) – TOURISM

### a) OUTCOMES

The holder of the certificate will be able to:

- Work as a tour guide
- Own a tourism business
- Work at a Hotel or any other travel site
- Provide an opportunity to market South Africa
- Plan tours of South Africa and SADC

### b) CAREER OPPORTUNITIES

It provides an opportunity to access careers in any of the sectors listed below:

- Accommodation Management
- Restaurant and Food Services
- Transportation Management
- Further Study at Universities of Technology
- Game Ranging and Safari Work
- Conference and Events Planning
- Tourism Development
- Travel Counselling

### c) CURRICULUM

In order to obtain a National Certificate (Tourism) a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects

FUNDAMENTALS	VOCATIONAL
Language	Science in Tourism
Mathematics	Client Services and Human Resources
Life Orientation	Sustainable Tourism in South Africa
	Tourism Operations and Technology

### General and utility studies

- Tourism
- Hospitality
- Safety in society