



Gauteng College
of Engineering and Technology

PROSPECTUS

REACH WITHIN. SHAPE THE FUTURE.



About Us

We are a fully registered and accredited further Education and Training institute dedicated to excellence and 0% compromise on the academic needs of each student. We provide quality education and training that will transform hopes and dreams into skills and knowledge, leading to lifelong career success.

We offer both full time and part time courses at affordable fees, giving fair chance to students of every background.

We are dedicated to not only provide the necessary qualifications geared towards successful careers but to also provide a competitive environment using our core values of integrity, excellence, respect, team work, discipline, passion and commitment to shape future leaders.

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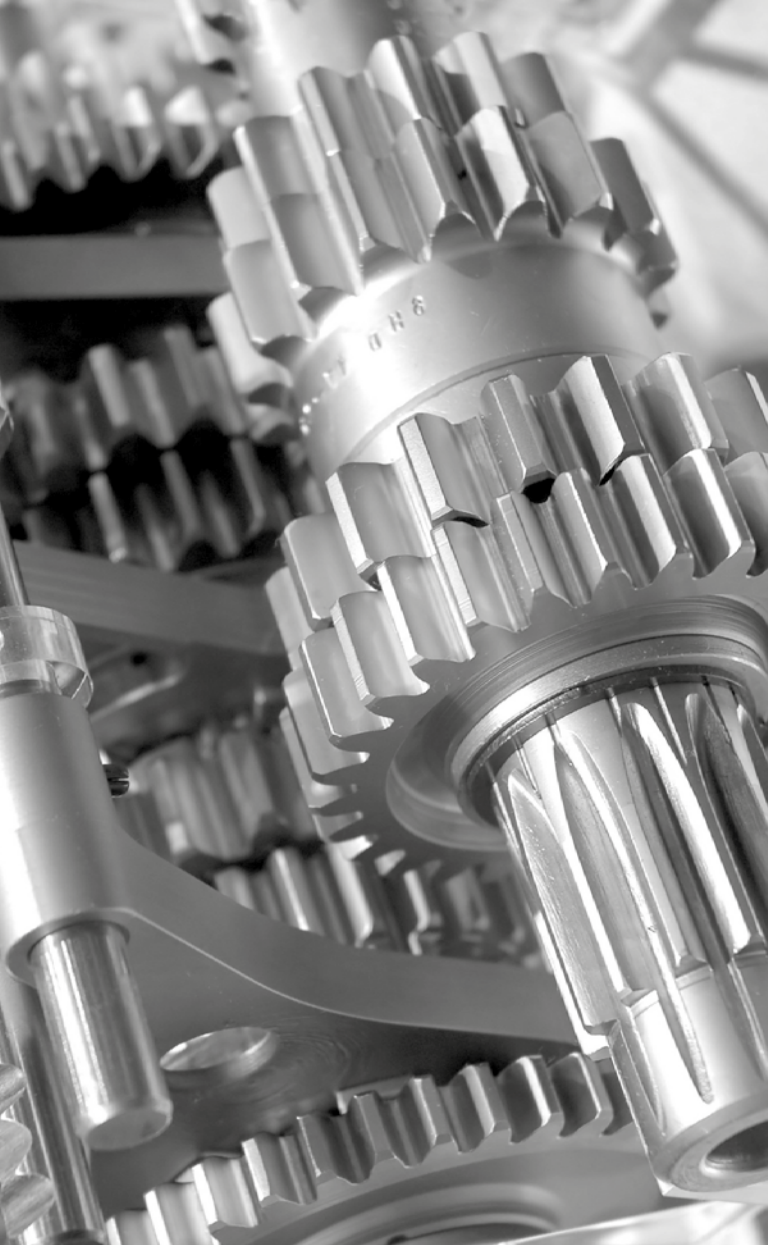
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MECHANICAL ENGINEERING N1-N6



PROGRAMME DESCRIPTION

The Mechanical Engineering programme involves the design and development of machinery, ranging from simple mechanisms up to more complex machines. The process of Mechanical Engineering includes the planning and designing of these structures, as well as operating and maintaining them. Mechanical Engineers use an understanding of core concepts such as kinetics and thermodynamics (Application of heat and mechanical power) to create and analyze a wide variety of machines and processes.



CAREER FIELDS

With this qualification successful learners could pursue a career in:

- Mechanical Engineer
- Designs Engineer
- Materials Scientist
- Draughtsman
- Fabricator
- Process Controller/Technician



ADMISSION REQUIREMENTS

- For N1-N3, Grade 10 (with Mathematics & Physical science)
- For N4-N6, Grade 12 Certificate (with Mathematics & Physical science)
OR
- N3 (with Engineering mathematics & Engineering science)

N1

- Fitting and Machining Theory
- Engineering Drawing
- Engineering Science
- Mathematics
- OR
- Motor Trade Theory

N2

- Fitting and Machining Theory
- Engineering Drawing
- Engineering Science
- Mathematics
- OR
- Motor Trade Theory

N3

- Mechanotechnology
- Engineering Drawing
- Engineering Science
- Mathematics

N4

- Engineering Mathematics
- Engineering Science
- Mechanical Draughting
- Mechanotechnics

N5

- Engineering Mathematics
- Mechanotechnics
- Power Machines
- Engineering Physics

N6

- Engineering Mathematics
- Mechanotechnics
- Power Machines
- Engineering Physics



DURATION

The duration of each level is Three months. Therefore a TRIMESTER timetable is followed, with registration taking place in January, April and August, enabling the successful student to accumulate THREE national certificates during the course of one year.

Certificates are awarded by the department of Higher Education and Training (DHET), All qualifications are nationally recognized by industries and universities.



CERTIFICATION



CHEMICAL ENGINEERING N3-N6



PROGRAMME DESCRIPTION

The chemical Engineering programme is concerned with the manufacturing of chemicals on an industrial scale. It also involves processes that convert raw materials into various products that we use every day through physical, thermal or chemical changes.



CAREER FIELDS

With this qualification, successful learners could pursue a career in:

- Process Plant Construction
- Chemical Engineering
- Environmental Protection
- Biotechnology
- Research and Development Chemistry
- Quality Control
- A Laboratory



ADMISSION REQUIREMENTS

- For N1-N3, Grade 10 (with Mathematics & Physical science)
- For N4-N6, Grade 12 Certificate (with Mathematics & Physical science)
- OR
- N3 (with Engineering mathematics & Engineering science)

N3

- Engineering Science
- Mathematics
- Chemical Plant Operations
- Water Treatment Practice
- OR
- Industrial Orientation

N4

- Engineering Science
- Mathematics
- Chemical Plant Operations
- Chemistry

N5 & N6

- Mathematics
- Chemical Plant Operations
- Power Machines
- Production & Quality Control
- Chemical Technology (N6)



DURATION

The duration of each level is Three months. Therefore a TRIMESTER timetable is followed, with registration taking place in January, April and August, enabling the successful student to accumulate THREE national certificates during the course of one year.

Certificates are awarded by the department of Higher Education and Training (DHET), all qualifications are nationally recognized by industries and universities.



CERTIFICATION

CIVIL ENGINEERING N1-N6



PROGRAMME DESCRIPTION

The civil Engineering programme will enable learners to become involved in the design, Construction and Maintenance of the building environment. Examples of civil Engineers' work include bridges, roads, canals, dams and buildings. Civil Engineering is about maintaining and improving the world around us and increasing the quality of life for present and future generations.



CAREER FIELDS

With this qualification, successful learners could pursue a career in:

- Civil Engineering
- Structural Engineering
- Project Management
- Waste Water Treatment
- Environmental Engineering
- Roads construction and Maintenance



ADMISSION REQUIREMENTS

- For N1-N3, Grade 10 (with Mathematics & Physical science)
- For N4-N6, Grade 12 Certificate (with Mathematics & Physical science)
- Or
- N3 (with Engineering mathematics & Engineering science)

N1

- Bricklaying & Plastering Theory OR Plumbing Theory OR Carpentry & Roofing Theory
- Building Drawing
- Building Science
- Mathematics

N2

- Bricklaying & Plastering Theory OR Plumbing Theory OR Carpentry & Roofing Theory
- Building Drawing
- Building Science
- Mathematics

N3

- Building and civil Technology
- Building Drawing
- Building Science
- Mathematics

N4

- Building Administration
- Building & Structural Construction
- Building & Structure Surveying
- Quantity Surveying
- OR
- Engineering Mathematics

N5

- Building Administration
- Building & Structural Construction
- Building & Structure Surveying
- Quantity Surveying

N6

- Building Administration
- Building & Structural Construction
- Building & Structure Surveying
- Quantity Surveying



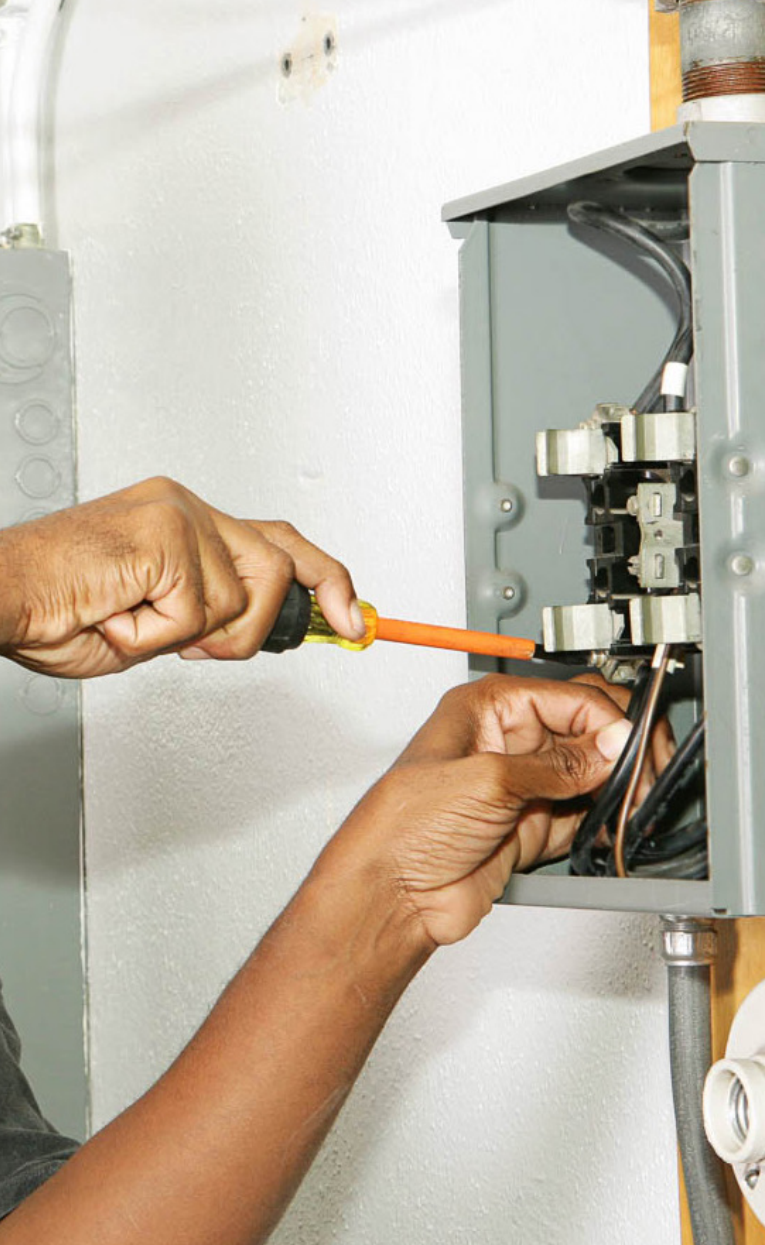
DURATION

The duration of each level is Three months. Therefore a TRIMESTER timetable is followed, with registration taking place in January, April and August, enabling the successful student to accumulate THREE national certificates during the course of one year.

Certificates are awarded by the department of Higher Education and Training (DHET), All qualifications are nationally recognized by industries and universities.



CERTIFICATION



ELECTRICAL ENGINEERING N1-N6

(LIGHT CURRENT & HEAVY CURRENT)



PROGRAMME DESCRIPTION

The Electrical Engineering programme is the study and application of electricity, electronics and electromagnetism. Electrical Engineers study the users of electricity and equipment for power generation and distribution. This dynamic field involves the design of electronic circuits and the development of systems such as aircraft autopilots and state-of-the-art computers. Micro-electronics, the manufacture and repair of products like computers, microwaves and control systems, also fall within the sphere of Electrical Engineering.



CAREER FIELDS

- With this qualification, successful learners could pursue a career in/as a/an:
- Electrical Engineer
 - Project Management
 - Instrument Technician
 - Electrician
 - Appliance Manufacturing and Installation
 - Design Engineering
 - Telecommunications
 - Power Electronics



ADMISSION REQUIREMENTS

- For N1-N3, Grade 10 (with Mathematics & Physical science)
- For N4-N6, Grade 12 Certificate (with Mathematics & Physical science)
OR
- N3 (with Engineering mathematics & Engineering science)

N1

- Engineering Science
- Industrial Electronics
- Mathematics
- Electrical Trade Theory OR
- Radio Theory

N2

- Engineering Science
- Industrial Electronics
- Mathematics
- Electrical Trade Theory OR
- Radio Theory

N3

- Electro Technology
- Engineering Science
- Industrial Electronics
- Mathematics

Light current: N4-N6

- Fault finding & protective devices
- Engineering Mathematics
- Digital Electronics
- Computer Principles

Heavy Current: N4-N6

- Electro-technics
- Engineering Mathematics
- Engineering Science
- Industrial Electronics OR
- Engineering Physics, OR
- Digital Electronics, OR
- Computer Principles



DURATION

The duration of each level is Three months. Therefore a TRIMESTER timetable is followed, with registration taking place in January, April and August, enabling the successful student to accumulate THREE national certificates during the course of one year.

Certificates are awarded by the department of Higher Education and Training (DHET & QCTO), all qualifications are nationally recognized by industries and universities.



CERTIFICATION



BOILER MAKER ENGINEERING

N1 - N6



PROGRAMME DESCRIPTION

Boilermakers assemble, install and repair boilers, closed vats and other large vessels or containers that hold liquids and gases. They perform physically demanding, dangerous work. Many must travel to worksites and live away from home for long stretches of time. Most learn their trade through a formal apprenticeship program. Candidates are more likely to get into training programs if they already have welding experience and certification.



CAREER FIELDS

- With this qualification, successful learners could work in:
- Factories
 - Power stations
 - Oil rigs
 - Petrol refineries
 - Chemical companies
 - Mines
 - Shipbuilding industry.



ADMISSION REQUIREMENTS

- For N1-N3, Grade 10 (with Mathematics & Physical science)
- For N4-N6, Grade 12 Certificate (with Mathematics & Physical science) OR
- N3 (with Engineering mathematics & Engineering science)

N1

- Engineering Science
- Mathematics
- Plating and structural steel drawing
- Metal work theory

N2

- Engineering Science
- Mathematics
- Plating and structural steel drawing
- Platers Theory (Boiler making) OR
- Welders Theory (Welding)

N3

- Mathematics
- Engineering
- Science
- Engineering Drawing Mechanotechnology

N4

- Mathematics
- Mechanical Draughting
- Mechanotechnics
- Machines & Properties of metals

N5

- Mechanotechnics
- Strength of material and structures
- Power machines
- Mechanical Drawing and Design

N6

- Mechanotechnics
- Strength of material and structures
- Power machines
- Mechanical Drawing and Design



DURATION

The duration of each level is Three months. Therefore a TRIMESTER timetable is followed, with registration taking place in January, April and August, enabling the successful student to accumulate THREE national certificates during the course of one year.



CERTIFICATION

Certificates are awarded by the department of Higher Education and Training (DHET), All qualifications are nationally recognized by industries and universities.



FITTING AND TURNING ENGINEERING N1 - N6



PROGRAMME DESCRIPTION

This is a very skilled job. Fitters & Turners maintain and repair many different kinds of machines. Fitters and Turners are highly skilled crafts people who manufacture, construct, assemble and fit components for machinery.

Fitters and turners make metal parts and put the parts together to build industrial machinery or equipment. They work under the guidance of a supervisor. Outstanding hand-eye co-ordination is essential for this career. If you consider yourself good with metal and repairing parts, then a career in Fitting & Turner may be just for you!



CAREER FIELDS

With this qualification, successful learners could work in:

- Factories
- Power stations
- Oil rigs
- Petrol refineries
- Chemical companies
- Mines
- Shipbuilding industry
- Construction
- Industrial plants
- Steel plants
- Manufacturing industries
- Shipyards and many more.



ADMISSION REQUIREMENTS

- For N1-N3, Grade 10 (with Mathematics & Physical science)
- For N4-N6, Grade 12 Certificate (with Mathematics & Physical science)
- OR
- N3 (with Engineering mathematics & Engineering science).

N1

- Engineering Science
- Mathematics
- Fitting and Machining Theory
- Engineering Drawing

N2

- Engineering Science
- Mathematics
- Fitting and Machining Theory
- Engineering Drawing

N3

- Mathematics
- Engineering Science
- Engineering Drawing
- Mechanotechnology

N4

- Mathematics
- Engineering Drawing
- Mechanotechnics
- Engineering Science

N5

- Mechanical Drawing and Design
- Strength of material and structures
- Power machines
- Mechanotechnics

N6

- Mechanotechnics
- Strength of material and structures
- Power machines
- Mechanical Drawing and Design



DURATION

The duration of each level is Three months. Therefore a TRIMESTER timetable is followed, with registration taking place in January, April and August, enabling the successful student to accumulate THREE national certificates during the course of one year.

Certificates are awarded by the department of Higher Education and Training (DHET), all qualifications are nationally recognized by industries and universities.



CERTIFICATION



NATIONAL DIPLOMA: TOURISM N4-N6



PROGRAMME DESCRIPTION

Tourism encompasses every product and service offered to tourists and business executives who are away on holiday or business. Tourism is the fastest-growing industry in South Africa, providing an ever-increasing contribution to South Africa’s economy. You could choose to be based in an office, booking flights and organizing accommodation or guiding tours and engaging with tourists.



DURATION

The duration of this course is 18 Months (N4 – N6), 3 semesters.



ADMISSION REQUIREMENTS

- For N4: Grade 12 or its equivalent qualification at level 4, OR a Senior Certificate OR A national Certificate N3.
- For N5: N4 Certificate Business studies.
- For N6: N5 Certificate Business studies.



CAREER FIELDS

CURRICULUM/SUBJECTS	N4	N5	N6	CAREER FIELDS
Travel Office Procedures	√	√	√	Travel Consultancy
Tourism Communication	√	√	√	Tour Guiding
Tourism Destinations	√	√	√	Tour Operations
Travel Services	√	√	√	Event Management
				Reservation/Counter Staff
				Tour Planning



CERTIFICATION

A student will qualify for National diploma under this School, only after completing 12 subjects, ranging from N4 – N6, together with a minimum of 18 months in-service training period spent in an environment relevant to the qualification.

Certificates are awarded by the DHET and the QCTO. All qualifications are nationally recognized by industries and universities.



NATIONAL DIPLOMA: HOSPITALITY AND CATERING SERVICES N4-N6



PROGRAMME DESCRIPTION

The aim of this programme is to bring together all aspects of the industry including Food and Beverage Services, Accommodation Operations and services and reception operation and services. This course recognizes the inherent global nature of today's hospitality industries. They prepare learners with the foundational and practical competency required to work almost anywhere in the world.



DURATION

The duration of this course is 18 Months (N4 – N6), 3 semesters.



ADMISSION REQUIREMENTS

- For N4: Grade 12 or its equivalent qualification at level 4, OR a Senior Certificate OR A national Certificate N3.
- For N5: N4 Certificate Business studies.
- For N6: N5 Certificate Business studies.



CAREER FIELDS

CURRICULUM/SUBJECTS	N4	N5	N6	CAREER FIELDS
Applied Management	√	√	√	Food and Beverage Manager
Sanitation and Housekeeping Or Sanitation and safety	√			Hotel Receptionist
Catering: Theory and Practice	√	√	√	Housekeeping Manager
Nutrition and Menu Planning	√			
Entrepreneurship & Business Management		√		
Food and Beverage Services		√		
Communication and Human Relations			√	
Caterer client Relations		√	√	



CERTIFICATION

A student will qualify for National diploma under this School, only after completing 12 subjects, ranging from N4 – N6, together with a minimum of 18 months in-service training period spent in an environment relevant to the qualification.

Certificates are awarded by the DHET and the QCTO. All qualifications are nationally recognized by industries and universities.



NATIONAL CERTIFICATE: JOURNALISM

NQF LEVEL 5

SAQA ID: 58978



MICT SETA accredited programme

A 1 year program, where students will be taught the required skills for a career in the fast paced world of journalism, be it in print, broadcast or electronic media. Journalism is a career that is constantly evolving and the demand for good journalism is ever increasing. You will learn practical applications use in newspapers, magazines, radio, internet, and corporate communications.



ADMISSION REQUIREMENTS

- A grade 12 certificate with admission to certificate studies
- Mature age applicant, 45 years and older without a school leaving qualification, may apply for conditional exemption.
- Foreign students whose first language is not English may be required to provide proof of proficiency in English prior to admission to the program.



CAREER FIELDS

Student can be employed in the following career field:

- Journalism
- Publication editing
- Copywriting,
- News reporting

MODULES

1st Semester

- Language Studies
- Communication science
- News Reporting
- Compu-Typing
- End-User Computing
- Language Studies

2nd Semester

- Media Production
- Media Studies 1
- Editorial Management
- Media Law
- News Reporting
- Photoshop for Photographers
- Desktop Publishing



NATIONAL CERTIFICATE: RESOLVING OF CRIME

NQF LEVEL 5 CREDIT: 120 SAQA ID: 59989



THE PURPOSE OF THIS QUALIFICATION

Is to contribute to the setting of standards in resolving of crime sector and will enhance the ability of professional within the sector. It will equip the learners with abilities and competencies needed within the sector. It also provides the learners with elective areas in which they will be able to specialize in such as commercial investigations, private investigations, organized crime investigations and violent crime investigations.



DURATION

1 Year | Full time.



ENTRANCE REQUIREMENT:

Grade 12 Certificate or an Equivalent NQF level 4 Qualification.



WHAT WILL LEARNERS BE ABLE TO DO?

- Apply legal prescripts to an investigation
- Interpret and present information in order to solve crime or incident.
- Apply investigative methods and techniques within a structure scenario.

MODULE

UNIT STANDARDS COVERED

UNIT STANDARDS

CREDITS

FIRST SEMESTER

MODULE 1:REGULATORY FRAMEWORK	Apply the general principles of criminal law	253974	28
	Apply provisions of the criminal procedure Acts	253983	
	Apply principles of law evidence	253978	
MODULE 2: ADMINISTRATION AND COMMUNICATION	Function in a team	116594	16
	Administer a case file	253986	
MODULE 3: INTELLIGENT	Manage informers	253979	10
	Manage crime intelligence practices	253985	

SECOND SEMESTER

MODULE 4: INVESTIGATION METHODS AND TECHNIQUES	Conduct an investigative interview	253982	12
	Handle suspects in the investigation of an alleged crime.	253990	
MODULE 5: CRIMINAL INVESTIGATION	Attend to an incident	253988	39
	Investigate a crime or incident	253980	
	Conduct an inquest investigation	253987	
	Investigate a missing person's case	253976	
MODULE 6: WITNESS AND EVIDENCE	Demonstrate an understanding of all the prevention and investigation of crimes related to family violence and child protection.	253981	15
	Demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations.	253976	
	Perform witness support activities	15096	
	Present evidence in a court of law.	253992	



NATIONAL DIPLOMA: HUMAN RESOURCE MANAGEMENT N4-N6



PROGRAMME DESCRIPTION

The Human Resource Officer is accountable for policies and practices that deal with the recruitment and selection of employees. In addition, HR officers must manage the training and development of staff, and ensure that performance and productivity are maintained and improved. HR Officers are also responsible for creating good relationships between Managers and Employees.



CAREER FIELDS

With this qualification successful learners could pursue a career in:

- HR Manager
- Training and development manager
- Labour relations officer
- Recruitment agent
- Personal manager
- Industrial relations manager



ADMISSION REQUIREMENTS

- For N4: A Senior Certificate; or an appropriate National Certificate: N3: or National Senior Certificate or an equivalent qualification.
- For N5: A National Certificate: N4: Human Resource Management, or an equivalent qualification.
- For N6: A National Certificate: N5: Human Resource Management, or an equivalent qualification.

Compulsory instructional offering:

- Personal management
- Entrepreneurship and business Management
- Management communication

Optional instructional offering:

The learner needs to choose one of the following:

- Computer practice;
- Introductory computer practice;
- Economics

NOTE

In order to qualify for a diploma in HR Management, a candidate must pass at least one of the following:

- Computer practice N4
- OR
- Introductory computer practice N4



DURATION

6 Months per Level (e.g.: N4), 1 Semester
18 Months N4 – N6/3 semesters



CERTIFICATION

A student will qualify for a National diploma under this School, only after completing 12 subjects, ranging from N4 – N6, together with a minimum of 18 months in-service training period spent in an environment relevant to the qualification. Certificates are awarded by the DHET and the QCTO. All qualifications are nationally recognized by industries and universities



NATIONAL DIPLOMA: PUBLIC RELATIONS N4-N6



PROGRAMME DESCRIPTION

Public Relations are an important Management function in big and small companies. Public Relations are based on the organizations' relations with different target public groups.



CAREER FIELDS

With this qualification successful learners could pursue a career in:

- Government department
- Charity organizations
- Financial institutions
- Private sector



ADMISSION REQUIREMENTS

- For N4: A Senior Certificate; or an appropriate National Certificate: N3; or National Senior Certificate or an equivalent qualification.
- For N5: A National Certificate: N4: Public Relations, or an equivalent qualification.
- For N6: A National Certificate: N5: Public Relations, or an equivalent qualification.



DURATION

6 Months per Level (N4), 1 Semester | 18 Months (N4 – N6), 3 semesters

NATIONAL CERTIFICATE N4

Compulsory instructional offering:

- Information processing or Introductory Information Processing
- Communication
- Office Practice

Optional instructional offering:

- The learner needs to choose ONE of the following:
- Computer Practice, OR
- Introductory Computer Practice OR
- Entrepreneurship and Business Management (EBM) OR
- Public Administration OR
- Marketing Management OR
- Financial Accounting OR
- Introductory Accounting

Note:

Public Administration is a prerequisite for Municipal Administration N5. In order to qualify for a diploma in Public Relations, a candidate must pass Information Processing N6.

NATIONAL CERTIFICATE N5

Compulsory instructional offering:

- Information Processing
- Public Relations
- Office Practice
- Communication

Note:

In order to qualify for a diploma in Public Relations, a candidate must pass Information Processing N6.

NATIONAL CERTIFICATE N6

Compulsory instructional offering:

- Information Processing
- Public Relations

Optional instructional offering:

The learner needs to choose TWO of the following:

- Computer Practice N4;
- Computer Practice N5;
- Communication N6
- Office Practice N6
- Introductory Computer Practice;
- Entrepreneurship and Business Management N4;
- Entrepreneurship and Business Management N5;
- Public Administration N4;
- Public Administration N5;
- Marketing Management N4;
- Marketing Management N5;
- Financial Accounting N4;
- Financial Accounting N5;
- Labour Relations N5;
- Municipal Administration N5;



CERTIFICATION

A student will qualify for a National diploma under this School, only after completing 12 subjects, ranging from N4 – N6, together with a minimum of 18 months in-service training period spent in an environment relevant to the qualification. Certificates are awarded by the DHET and the QCTO. All qualifications are nationally recognized by industries and universities



NATIONAL DIPLOMA: PUBLIC MANAGEMENT N4-N6



PROGRAMME DESCRIPTION

Public Management teaches individuals interested in working for government departments, the administrative and management methods that they will need. The large-scale projects undertaken by government create a need for staff that is equipped with managerial, administrative and sound communicative skills. In this career, you will use management principles and techniques to help create a better life for all South Africans.



CAREER FIELDS

With this qualification successful learners could pursue a career in:

- Public sector manager
- Public administration manager
- Public sector human resource manager
- National, Provincial and Local government administrator



ADMISSION REQUIREMENTS

- For N4: A Senior Certificate; or an appropriate National Certificate: N3; or National Senior Certificate or an equivalent qualification.
- For N5: A National Certificate: N4: Public Management, or an equivalent qualification.
- For N6: A National Certificate: N5: Public Management, or an equivalent qualification.

NATIONAL CERTIFICATE N4

Compulsory instructional offering:

- Computer Practice N4 or Introductory Computer Practice N4
- Management Communication N4
- Public Administration N4

Optional instructional offering:

- The learner needs to choose ONE of the following:
- Entrepreneurship and Business Management N4;
- Financial Accounting N4;
- Introductory Accounting N4.

NATIONAL CERTIFICATE N5

Compulsory instructional offering:

- Municipal Administration N5;
- Public Administration N5;
- Public Finance N5.

Optional instructional offering:

The learner needs to choose ONE of the following:

- Entrepreneurship and Business Management N4;
- Entrepreneurship and Business Management N5;
- Computerized Financial Systems N4;
- Computer Practice N4;
- Computer Practice N5;
- Economics N4;
- Economics N5;
- Mercantile Law N4; or
- Public Relations N5;

Note:

In order to qualify for a diploma in Public Administration, a candidate must pass at least one of the following:

- Computer Practice N4;
- Introductory Computer Practice N4
- Computerized Financial Systems N4

NATIONAL CERTIFICATE N6

Compulsory instructional offering:

- Public Administration N6;
- Public Law N6; and
- Municipal Administration N6.

Optional instructional offering:

The learner needs to choose ONE of the following:

- Public Finance N6;
- Mercantile Law N4
- Mercantile Law N5
- Computer Practice N4;
- Computer Practice N5; or
- Computer Practice N6.

Note:

• In order to qualify for a diploma in Public Administration, a candidate must pass at least one of the following:

- Computer Practice N4;
- Introductory Computer; Practice N4; or
- Computerized Financial Systems N4



DURATION

6 Months per Level (e.g.: N4), 1 Semester | 18 Months (N4 – N6), 3 semesters

A student will qualify for a National diploma under this School, only after completing 12 subjects, ranging from N4 – N6, together with a minimum of 18 months in-service training period spent in an environment relevant to the qualification. Certificates are awarded by the DHET and the QCTO. All qualifications are nationally recognized by industries and universities



CERTIFICATION



NATIONAL DIPLOMA: BUSINESS MANAGEMENT N4-N6



PROGRAMME DESCRIPTION

Business Management refers to all the activities involved in running a business. It includes planning, controlling, leading and monitoring. Management is all about organizing people and motivating them to achieve the organization's goals. A good manager must have the right qualification to empower him or her to use the available time and resources effectively.



CAREER FIELDS

With this qualification successful learners could pursue a career in:

- General Manager
- Small Business Manager
- Assistant Manager
- Entrepreneur



ADMISSION REQUIREMENTS

- For N4: A Senior Certificate; or an appropriate National Certificate: N3; or National Senior Certificate or an equivalent qualification.
- For N5: A National Certificate: N4: Business Management, or an equivalent qualification.
- For N6: A National Certificate: N5: Business Management or an equivalent qualification.



DURATION

6 Months per Level (N4), 1 Semester | 18 Months (N4 – N6), 3 semesters

NATIONAL CERTIFICATE N4

Compulsory instructional offering:

- Entrepreneurship and Business Management N4;
- Management Communication N4;
- Introductory Accounting N4; or
- Financial Accounting N4.

Optional instructional offering:

The learner needs to choose ONE of the following:

- Computer Practice, OR
- Introductory Computer Practice OR
- Entrepreneurship and Business Management (EBM) OR
- Public Administration OR
- Marketing Management OR
- Financial Accounting OR
- Introductory Accounting

Note:

In order to qualify for a diploma in Business Management, a candidate must pass at least one of the followings: Computer Practice N4; Introductory Computer Practice N4 Computerized Financial Systems N4



CERTIFICATION

A student will qualify for a National diploma under this School, only after completing 12 subjects, ranging from N4 – N6, together with a minimum of 18 months in-service training period spent in an environment relevant to the qualification. Certificates are awarded by the DHET and the QCTO. All qualifications are nationally recognized by industries and universities

NATIONAL CERTIFICATE N5

Compulsory instructional offering:

- Information Processing
- Public Relations
- Office Practice
- Communication

Optional instructional offering:

The learner needs to choose TWO of the following:

- Computer Practice N4;
- Computer Practice N5;
- Financial Accounting N4;
- Financial Accounting N5;
- Computerized Financial Systems N4; Computerized Financial Systems N5;
- Economics N4;
- Economics N5;
- Mercantile Law N4;
- Mercantile Law N5;
- Cost and Management Accounting N5;
- Public Relations N5; or
- Labour Relations N5

Note:

In order to qualify for a diploma in Business Management, a candidate must pass at least one of the following:

NATIONAL CERTIFICATE N6

Compulsory instructional offering:

- Entrepreneurship and Business
- Management N6;

Optional instructional offering:

The learner needs to choose THREE of the following:

- Computer Practice N4;
- Computer Practice N5;
- Computer Practice N6;
- Financial Accounting N5;
- Financial Accounting N6;
- Computerized Financial Systems N4;
- Computerized Financial Systems N5;
- Computerized Financial Systems N6;
- Economics N5;
- Mercantile Law N5;
- Cost and Management Accounting N5;
- Cost and Management Accounting N6;
- Public Relations N5;
- Public Relations N6;



NATIONAL DIPLOMA: MANAGEMENT ASSISTANT N4-N6



PROGRAMME DESCRIPTION

Being a Management Assistant presents one with a wide range of career opportunities, it involves providing assistance and support to senior staff members, and includes a wide range of office administration duties, communication, organization and information processing. You will be Equipped to play a valuable part in the efficient management of any office environment.



CAREER FIELDS

With this qualification successful learners could pursue a career in:

- Administrative assistant
- Personal assistant
- Marketing assistant
- Executive secretary
- Data capturer



ADMISSION REQUIREMENTS

- For N4: A Senior Certificate; or an appropriate National Certificate: N3; or National Senior Certificate or an equivalent qualification.
- For N5: A National Certificate: N4: Management assistant, or an equivalent qualification.
- For N6: A National Certificate: N5: Management Assistant, or an equivalent qualification



DURATION

6 Months per Level (N4), 1 Semester | 18 Months (N4 – N6), 3 semesters

NATIONAL CERTIFICATE N4

Compulsory instructional offering:

- Information Processing N4; or
- Introductory Information Processing N4
- Communication N4.
- Office Practice N4

Optional instructional offering:

The learner needs to choose ONE of the following:

- Entrepreneurship and Business Management N4;
- Financial Accounting N4;
- Introductory Accounting N4;
- Computer Practice N4; or
- Introductory Computer Practice N4;
- Public Administration N4

Note:

Public Administration N4 is a prerequisite for Municipal Administration N5
In order to qualify for a diploma in Management Assistant, a candidate must pass Information Processing N6.



CERTIFICATION

A student will qualify for a National diploma under this School, only after completing 12 subjects, ranging from N4 – N6, together with a minimum of 18 months in-service training period spent in an environment relevant to the qualification.
Certificates are awarded by the DHET and the QCTO. All qualifications are nationally recognized by industries and universities

NATIONAL CERTIFICATE N5

Compulsory instructional offering:

- Information Processing N5;
- Office Practice N5;
- Communication N5

Optional instructional offering:

The learner needs to choose ONE of the following:

- Entrepreneurship and Business Management N4;
- Entrepreneurship and Business Management N5;
- Introductory Accounting N4;
- Computer Practice N4;
- Computer Practice N5;
- Financial Accounting N4;
- Financial Accounting N5;KK
- Public Administration N4;
- Public Administration N5;
- Municipal Administration N5.

Note:

Public Administration N4 is a prerequisite for Municipal Administration N5.

NATIONAL CERTIFICATE N6

Compulsory instructional offering:

- Office Practice N6;
- Information Processing N6

Optional instructional offering:

The learner needs to choose TWO of the following:

- Entrepreneurship and Business Management N4;
- Entrepreneurship and Business Management N5;
- Entrepreneurship and Business Management N6;
- Computer Practice N4;
- Computer Practice N5;
- Computer Practice N6;
- Financial Accounting N4;
- Financial Accounting N5;
- Financial Accounting N6;
- Public Administration N4;
- Public Administration N5;
- Public Administration N6;
- Municipal Administration N5;
- Municipal Administration N6;
- Legal Practice N5;
- Public Relations N5;
- Communication; N6



NATIONAL DIPLOMA: FINANCIAL MANAGEMENT N4-N6



PROGRAMME DESCRIPTION

Financial Managers carefully plan companies’ capital requirements and then decide upon the best way to finance these requirements to maximize the wealth of shareholders. Financial considerations form the basis of all corporate decisions, and companies rely on suitably qualified Financial Managers to guide and advise them.



CAREER FIELDS

With this qualification successful learners could pursue a career in:

- Financial manager
- Credit manager
- Bookkeeper
- Financial accountant
- Debtors/creditors controller
- Banker



ADMISSION REQUIREMENTS

- For N4: A Senior Certificate; or an appropriate National Certificate: N3; or National Senior Certificate or an equivalent qualification.
- For N5: A National Certificate: N4: Financial Management, or an equivalent qualification.
- For N6: A National Certificate: N5: Financial Management, or an equivalent qualification.



DURATION

6 Months per Level (N4), 1 Semester | 18 Months (N4 – N6), 3 semesters

NATIONAL CERTIFICATE N4

Compulsory instructional offering:

- Entrepreneurship and Business Management N4;
- Financial Accounting N4.
- Computerized Financial Systems N4

Optional instructional offering:

The learner needs to choose ONE of the following:

- Management Communication N4;

NATIONAL CERTIFICATE N5

Compulsory instructional offering:

- Financial Accounting N5;
- Computerized Financial Systems N5;
- Cost and management accounting N5

Optional instructional offering:

The learner needs to choose ONE of the following:

- Entrepreneurship and Business Management N5;
- Economics N4;
- Economics N5;
- Mercantile Law N4;
- or Mercantile Law N5

NATIONAL CERTIFICATE N6

Compulsory instructional offering:

- Financial Accounting N6;
- Computerized Financial Systems N6; and
- Cost and Management Accounting N6

Optional instructional offering:

The learner needs to choose ONE of the following:

- Entrepreneurship and Business Management N6;
- Entrepreneurship and Business Management N5
- Economics N5;
- Mercantile Law N5; or
- Income Tax N6.

Note:

Note: mercantile Law N4 is not a prerequisite for Mercantile Law N5



CERTIFICATION

A student will qualify for a National diploma under this School, only after completing 12 subjects, ranging from N4 – N6, together with a minimum of 18 months in-service training period spent in an environment relevant to the qualification. Certificates are awarded by the DHET and the QCTO. All qualifications are nationally recognized by industries and universities



NATIONAL DIPLOMA: MARKETING MANAGEMENT N4-N6



PROGRAMME DESCRIPTION

Marketing Managements are responsible for responding to consumer demands in the market environment. As a Marketing Manager, you will be equipped to develop and implement appropriate strategies to promote products and services to specific market segments. You will manage and coordinate all marketing, advertising and promotional activities.



CAREER FIELDS

With this qualification successful learners could pursue a career in:

- Sales
- Marketing research
- Marketing Communication
- Marketing Consulting



ADMISSION REQUIREMENTS

- For N4: A Senior Certificate; or an appropriate National Certificate: N3: or National Senior Certificate or an equivalent qualification.
- For N5: A National Certificate: N4: Marketing Management, or an equivalent qualification.
- For N6: A National Certificate: N5: Marketing Management, or an equivalent qualification.



DURATION

6 Months per Level (N4), 1 Semester| 18 Months (N4 – N6), 3 semesters

NATIONAL CERTIFICATE N4

Compulsory instructional offering:

- Entrepreneurship and Business
- Management N4;
- Marketing Management N4; and
- Management Communication N4.

Optional instructional offering:

The learner needs to choose ONE of the following:

- Computer Practice N4;
- Introductory Computer Practice N4;
- Economics N4;
- Mercantile Law N4;
- Financial Accounting N4; or
- Introductory Accounting N4.

Note:

In order to qualify for a diploma in Marketing Management, a candidate must pass at least one of the following instructional Offerings: Computer Practice N4; or Introductory Computer Practice N4.

NATIONAL CERTIFICATE N5

Compulsory instructional offering:

- Marketing Management N5;
- Sales Management N5;

Optional instructional offering:

The learner needs to choose TWO of the following:

- Entrepreneurship and Business
- Management N5;
- Computer Practice N5;
- Economics N5;
- Mercantile Law N5;
- Public Relations N5; or
- Labour Relations N5

NATIONAL CERTIFICATE N6

Compulsory instructional offering:

- Marketing Management N6;
- Sales Management N6;
- Marketing Communication N6;
- Marketing Research N6.

Optional instructional offering:

In order to qualify for a diploma in Marketing Management, a candidate must pass at least one of the following instructional Offerings:

- Computer Practice N4; or
- Introductory Computer Practice N4.



CERTIFICATION

A student will qualify for a National diploma under this School, only after completing 12 subjects, ranging from N4 – N6, together with a minimum of 18 months in-service training period spent in an environment relevant to the qualification. Certificates are awarded by the DHET and the QCTO. All qualifications are nationally recognized by industries and universities



NATIONAL DIPLOMA: LEGAL SECRETARY N4-N6



PROGRAMME DESCRIPTION

Legal Secretaries perform secretarial duties in legal firms or magistrates' offices. They handle a wide variety of specialized tasks that require knowledge of legal terminology and procedures.



CAREER FIELDS

With this qualification successful learners could pursue a career in:

- Legal firms
- Magistrates' Offices



ADMISSION REQUIREMENTS

- For N4: A Senior Certificate; or an appropriate National Certificate: N3; or National Senior Certificate or an equivalent qualification.
- For N5: A National Certificate: N4: Legal Secretary, or an equivalent qualification.
- For N6: A National Certificate: N5: Legal Secretary, or an equivalent qualification.



DURATION

6 Months per Level (N4), 1 Semester | 18 Months (N4 – N6), 3 semesters

NATIONAL CERTIFICATE N4

Compulsory instructional offering:

- Office Practice N4;
- Information Processing N4; or
- Introductory Information Processing N4;
- Communication N4

Optional instructional offering:

- The learner needs to choose ONE of the following:
- Entrepreneurship and Business Management N4;
- Financial Accounting N4;
- Introductory Accounting N4;
- Computer Practice N4; or
- Introductory Computer Practice N4;
- Public Administration N4;
- Mercantile Law N4.

Note:

In order to qualify for a diploma in Legal Secretary, a candidate must pass Information Processing N6.

NATIONAL CERTIFICATE N5

Compulsory instructional offering:

- Office Practice N5;
- Information Processing N5;
- Communication N4;
- Legal Practice N5.

Note:

In order to qualify for a diploma in Legal Secretary, a candidate must pass Information Processing N6.

NATIONAL CERTIFICATE N6

Compulsory instructional offering:

- Legal Practice N6;
- Information Processing N6;

Optional instructional offering:

- The learner needs to choose TWO of the following:
- Office Practice N6;
- Labour Relations N5;
- Public Relations N5;
- Entrepreneurship and Business Management N4;
- Entrepreneurship and Business Management N5;
- Financial Accounting N4;
- Financial Accounting N5;
- Computer Practice N4;
- Computer Practice N5;
- Public Administration N4;
- Public Administration N5;
- Mercantile Law N4;
- Mercantile Law N5;
- Communication N6.



CERTIFICATION

A student will qualify for a National diploma under this School, only after completing 12 subjects, ranging from N4 – N6, together with a minimum of 18 months in-service training period spent in an environment relevant to the qualification. Certificates are awarded by the DHET and the QCTO. All qualifications are nationally recognized by industries and universities



NATIONAL DIPLOMA: MEDICAL SECRETARY N4-N6



PROGRAMME DESCRIPTION

A medical secretary is an important member of staff in health care facilities like hospitals, clinics and doctors’ offices who performs administrative and supportive functions. In addition to having administrative skills, medical secretaries should have knowledge of medical terminology and be familiar with various medical procedures and business practices.



CAREER FIELDS

With this qualification successful learners could pursue a career in:

- Health care centres
- Therapists’ room



ADMISSION REQUIREMENTS

- For N4: A Senior Certificate; or an appropriate National Certificate: N3; or National Senior Certificate or an equivalent qualification.
- For N5: A National Certificate: N4: Medical Secretary, or an equivalent qualification.
- For N6: A National Certificate: N5: Medical Secretary, or an equivalent qualification.

NATIONAL CERTIFICATE N4

Compulsory instructional offering:

- Office Practice N4; and
- Medical Practice N4; and
- Information Processing N4; or
- Introductory Information Processing N4
- Communication N4.

Note:

In order to qualify for a diploma in Medical

NATIONAL CERTIFICATE N5

Compulsory instructional offering:

- Medical Practice N5;
- Communication N5;
- Office Practice N5;
- Information Processing N5.

Note:

In order to qualify for a diploma in Medical Secretary a candidate must pass Information Processing N6.

NATIONAL CERTIFICATE N6

Compulsory instructional offering:

- Medical Practice N6; and
- Information Processing N6;
- Office Practice N6;
- Communication N6

Note:

In order to qualify for a diploma in Medical Secretary a candidate must pass Information Processing N6.



DURATION

6 Months per Level (N4), 1 Semester | 18 Months (N4 – N6), 3 Semesters



CERTIFICATION

A student will qualify for a National diploma under this School, only after completing 12 subjects, ranging from N4 – N6, together with a minimum of 18 months in-service training period spent in an environment relevant to the qualification. Certificates are awarded by the DHET and the QCTO. All qualifications are nationally recognized by industries and universities



FURTHER EDUCATION AND TRAINING CERTIFICATE:
**INFORMATION TECHNOLOGY:
SYSTEMS DEVELOPMENT**

NQF LEVEL 4 CREDIT: 165 SAQA ID: 78965



PROGRAMME DESCRIPTION

The purpose of this qualification is to build a fundamental entry into the field of computer sciences and information technology, specifically into the field of Systems Development, covering basic knowledge needed for further study in the field of Systems Development at Higher Education Levels.

The qualification provides the learner with the flexibility to articulate in the Telecommunications, Information Technology, and Electronic Industry and other industries where IT is a key component, like the financial services Industry. A qualifying learner at this level will be a well-rounded entry-level Systems Developer with a good fundamental knowledge of the Information Technology field, coupled with interpersonal and business skills, preparing for later specialization in Systems Development fields.



CAREER FIELDS

With this qualification successful learners could pursue a career in:

- Junior System Developer
- Junior Computer Programmer
- Junior System analyst



ADMISSION REQUIREMENTS

Grade 11 or its equivalent qualification.

QUALIFICATION RULES

This Qualification consists of a Fundamental, a Core and an Elective Component.
To be awarded the qualification, learners are required to obtain a minimum of 165 credits as detailed below:

FUNDAMENTAL COMPONENT

Compulsory instructional offering:

- The fundamental component consists of unit standards in:
- Mathematics Literacy at Level 4 to the value of 16 credits
- Communication at Level 4 in a First South African Language to the value of 20 credits
- Communication in a Second South African Language at Level 3 to the value of 20 credits.
- It is compulsory therefore for learners to do communication in two different South African languages, one at level 4 and the other at level 3

Note:

All unit standards in the fundamental Component are **COMPULSORY**.

CORE COMPONENT

Compulsory instructional offering:

- The Core Component consists of unit standards to the value of 63 credits all of which are **COMPULSORY**.

ELECTIVE COMPONENT

- For the achievement of the minimum credits required, learners are required to do at least 46 credits in the elective component.



DURATION

1 Year full time study according to certificate requirements.

MODULE	UNIT STANDARDS COVERED	UNIT STANDARD CODES	CREDITS
FIRST SEMESTER			
INTRODUCTION TO COMPUTER SYSTEMS	Describe the types of computer systems and associated hardware configurations.	(Elective)14921	6
	Investigate the use of computer technology in an organization.	(Elective)14912	6
COMPUTER TECHNOLOGY PRINCIPLES	Explain computer architecture concepts	(Core)14917	7
	Explain how data is stored on computers	(Core)14944	7
	Explain the principles of computer networks.	(Core)14913	5
	Describe information system departments in business organization.	(Elective)14926	3
COMPUTER PROGRAMMING PRINCIPLES	Describe the principles of computer programming.	(Core)14918	5
	Demonstrate an understanding of the principles of developing software for the internet.	(Core)14930	3
	Describe the difference between programming in objects oriented and procedural languages	(Core)14909	4
	Demonstrate an understanding of information systems analysis.	(Core)14924	3
FUNDAMENTALS OF COMPUTER PROGRAMMING	Apply the principles of computer programming.	(Core)14910	8
	Demonstrate an understanding of creating multimedia/web-based computer applications with scripting.	(Core)14933	6
	Design a computer program according to given specification.	(Core)14915	8

MODULE	UNIT STANDARDS COVERED	UNIT STANDARD CODES	CREDITS
SECOND SEMESTER			
CUSTOMER SUPPORT 1	Resolve computer users problems	(Elective)14919	5
	Handle a range of customer complaints	(Elective)252210	4
	Apply problem solving strategies	(Core)14927	4
	Comply with service levels as set out in a contact center operation.	(Elective)10313	10
CUSTOMER SUPPORT 2	Demonstrate an understanding of preventative maintenance, environment and safety issues in a computer environment.	(Elective)114636	6
	works as a project team member	(Elective)120379	8
	Participate in groups and / or teams to recommend solutions to problems	(Core)14920	3
NUMERACY SKILLS	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems.	(Fundamental) 9015	5
	Represent analyses and calculate shape and motion in 2 and 3 dimensional space in different contexts.	(Fundamental) 9016	4
	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues.	(Fundamental) 7468	6
COMMUNICATION 1	Accommodate audience and context needs in oral/signed communication.	(Fundamental) 119472	5
	Interpret and use information from text.	(Fundamental) 119457	5
	Write/present/sign texts for a range of communicative contexts.	(Fundamental) 119465	5
	Analyze and respond to a variety of literary texts.	(Fundamental) 119458	5
COMMUNICATION 2	Apply comprehension skills to engage oral texts in a business environment.	(Fundamental) 12154	5
	Engage in sustained oral / signed communication and evaluate spoken / signed texts.	(Fundamental) 119462	5
	Read/view, analyze and respond to a variety of texts.	(Fundamental) 119469	5
	Write/present/sign for wide range of contexts	(Fundamental)119459	5



NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: END-USER COMPUTING

NQF LEVEL 3

CREDIT: 130

SAQA ID: 49077



PROGRAMME DESCRIPTION

The purpose of this qualification is to build the knowledge and skills required by learners in End-user computing. It is intended to empower learners to acquire knowledge, skills attitudes and values required to operate confidently in the End-user computing environment in the South African community and to respond to the challenges of the economic environment.

This qualification addresses the need in the workplace for nationally recognized qualifications, based on unit standards, which will allow learners with workplace experience in End-user Computing to obtain recognition of prior learning.

The qualification provides a framework for learners to develop skills that will enable them to become competent in End-User Computing. It introduces theoretical concepts of End-User Computing and requires the application thereof, to develop a range of skills that will enable learners to be better-informed workers in their chosen industry.

It provides a balanced learning experience that lays the foundation for access to further Education, lifelong learning and to productive employment.



CAREER FIELDS

Learners could pursue a career as a/an:

- End-user support Administrator
- Data capturer
- Office Administrator (Admin Assistant)

QUALIFICATION RULES

Rules regarding NQF levels of credits

- The qualification consists of a minimum of 130 credits and has been designed in accordance with the SAQA rules and regulations of combination.

Rules regarding Fundamental, Core and Electives

- All fundamental unit standards are compulsory for this qualification/47 Credits.
- All the core unit standards are compulsory/56 credits.

Rules regarding Electives

- Elective unit standards totaling a minimum of 27 credits need to be completed.



CERTIFICATION

- Upon successful completion of the whole programme, i.e. competence achieved in the summative assessments, the successful completion of the WIL component, and provided the learner's PoE is found competent, the learner will receive a GAUTENG COLLEGE OF ENGINEERING AND TECHNOLOGY Results letter outlining the outcome covered.
- GAUTENG COLLEGE OF ENGINEERING AND TECHNOLOGY will apply to MICT SETA on the learner's behalf for a NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: END-USER COMPUTING, SAQA ID: 61591, NQF LEVEL 3, CREDITS 130.



ADMISSION REQUIREMENTS

Communication skills



DURATION

1 Year Full time study according to certificate requirements.

MODULE	UNIT STANDARDS COVERED	UNIT STANDARD CODES	CREDITS
FIRST SEMESTER			
MS WORD	use a Graphical User Interface (GUI) – based word processing to format documents	(Core) 117924	5
	Use a Graphical User Interface (GUI) – based processor to create merged documents.	(Core) 116942	3
	Use a Graphical User Interface (GUI) – based word processor to enhance a document through the use of tables and columns.	(Core)119078	5
	Review and create documents using a Graphical User Interface (GUI) –based word processor.	(Elective) 258898	7
MS POWER POINT	Use a Graphical User Interface (GUI) – based presentation application to prepare and produce a presentation according to a given brief.	(Core)117923	5
	Use a Graphical User Interface (GUI) – based presentation application to enhance presentation appearance.	(Core)116930	5
	Utilize special features to enhance presentations.	(Elective)258880	3
MS EXCEL	Use a Graphical User Interface (GUI) – based spreadsheet application to create and edit spreadsheets.	(Core)116937	4
	Use a Graphical User Interface (GUI) – based spreadsheet application to solve a given problem.	(Core)116940	6
	Use a Graphical User Interface (GUI) – based spreadsheet application, enhance the functionality and apply graph/charts to a spreadsheet.	(Core)116943	3
	Change the appearance of a spreadsheet.	(Elective)258879	3
	Ensure spreadsheet integrity to enhance reliability.	(Elective)258878	3
E-COMMUNICATION	Enhance, edit and organize electronic messages using a Graphical User Interface (GUI) – based messaging application.	(Core)116935	2
	Use electronic mail to send and receiving messages.	(Core)116945	2
	Apply electronic messaging and calendar application.	(Core)258897	2
	Manage electronic mail in a business environment.	(Elective)114984	2

MODULE	UNIT STANDARDS COVERED	UNIT STANDARD CODES	CREDITS
SECOND SEMESTER			
INTERNET & E-MAIL/ WEB BROWSER APPLICATION	Use a Graphical User Interface (GUI) – based web-browser to search the internet.	(Core)116931	4
	Demonstrate an understanding of the principles of the internet and the world-wide-web.	(Core)115391	3
	Use computer technology to research a computer topic	(Core)114076	3
MS ACCESS APPLICATION OF ICT	Design forms and reports using a Graphical User Interface (GUI) – based database.	(Elective)258875	4
	Describe the concepts on Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner.	(Core)117925	3
	Use a Graphical User Interface (GUI) – based database application to work with simple databases.	(Core)116936	3
COMMUNICATION	Describe the application and effect of Information and Communication Technology (ICT) on society.	(Elective)117928	5
	Accommodation audience and context needs in oral communication.	(Fundamental) 8968	5
	Use language and communication in occupational learning programmes.	(Fundamental) 8973	5
	Write texts for a range of communicative contexts.	(Fundamental) 8970	5
	Present information in report format.	(Fundamental) 110023	6
NUMERACY SKILLS	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organization and a specific workplace.	(Fundamental) 13915	4
	Demonstrate an understanding of the use of different number based and measurement units and an awareness of error in the context of relevant calculation.	(Fundamental) 9010	2
	Describe, apply, analyses and calculate shape and motion in 2 and 3 – dimensional space in different context.	(Fundamental) 9013	4
	Investigate life and work related problems using data and probabilities.	(Fundamental) 9012	5
	Perform basic business calculations.	(Fundamental) 11241	6
	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues.	(Fundamental) 7456	5

NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: TECHNICAL SUPPORT

NQF LEVEL 4

CREDIT: 163

SAQA ID: 24293



PROGRAMME DESCRIPTION

The purpose of this qualification is to build a fundamental entry into the field of computer science and information Technology, specifically into the field of system support, covering basic knowledge needed for further study in the field of system support at the education levels. A Qualifying learner at this level will be a well-rounded entry level system support professional with a good foundational knowledge of the Information Technology field, coupled with interpersonal and business skills allowing for specialization in one of the following system support fields:

- Field 1: Hardware and Infrastructure support for personal computers
- Field 2: Hardware and Infrastructure support for office products
- Field 3: Data communication and Networking

(And any new field not specified yet allowing for new specialization in this area)



CAREER FIELDS

Learners who complete this qualification could pursue a career as:

- End-user Support Technician
- IT Technician
- Network Technician
- Server Administrator
- LAN Administrator



ADMISSION REQUIREMENTS

- Knowledge, Comprehension and application of English language at NQF 3/Grade 11 or equivalent.
- Knowledge, Comprehension and application of Mathematical Literacy at NQF 3/Grade 11 or equivalent.



DURATION

1 year, full time study according to certificate requirements

QUALIFICATION RULES

The qualification consists of a minimum of 163 credits and has been designed in accordance with the SAQA rules of combination. Rules regarding fundamental, core and Electives:

FUNDAMENTAL COMPONENT

- All fundamental outcomes are compulsory for this qualification. This is in excess of the 56 credits that are mandatory according to the SAQA FET policy. The fundamental unit standard titles that are compulsory are listed in the qualification matrix.

CORE COMPONENT

- All core outcome are compulsory (70 credits)

Note:

The qualification description will list the field(s) of specialization on the qualification document

ELECTIVE COMPONENT

- Additional standard from any other SAQA field or sub-field maybe added to the listed Electives.
- A minimum of 20 Elective credits need to be completed out of one of the Elective specialization fields.

Below is a list of the Elective unit standard that are grouped per specialization field. A minimum of 20 credits from any one specialization field is needed to be recognized as a specialization field. Depending on the credits achieved, more than one specialization field might be printed on the qualification certification documentation.

SPECIALISATION FIELD 1: HARDWARE AND INFRASTRUCTURE SUPPORT FOR PERSONAL COMPUTERS - 60 CREDITS		
UNIT STANDARDS	DESCRIPTION	CREDITS
14922	Demonstrate knowledge of principles of electronic logic for computing.	9
14929	Describe computer cabling.	4
14934	Demonstrate an understanding of Hardware components for Personal computers or hand-held computers	7
14939	Assemble a personal computer or Hard-held computer and peripherals from modules.	7
14935	Repair peripherals for a personal computer or Hand-held computer too	9
14940	Repair a personal computer module level or Hand-held computer to module level	12
14950	Install a personal computer or Hand-held computer and peripherals.	7
14943	Install system software and applications software for a personal computer or Hand-held computer	5
TOTAL CREDITS		60

SPECIALISATION FIELD 2: DATA COMMUNICATION & NETWORKING SUPPORT –56 CREDITS		
UNIT STANDARDS	DESCRIPTION	CREDITS
14922	Demonstrate knowledge of Principles of electronic logic for computing.	9
14928	Demonstrate knowledge of basic concepts of telecommunication.	7
14932	Describe synchronous and Asynchronous communication with computers.	6
14947	Describe data communications.	4
14942	Demonstrate an understanding of computer network communication.	9
14931	Install networked computer allocate software.	5
14953	Install a Local Area Network.	10
14937	Apply the principles of supporting users of a Local Area Network.	7
TOTAL CREDITS		56

SPECIALISATION FIELD 3: HARDWARE AND INFRASTRUCTURE SUPPORT FOR OFFICE PRODUCTS – 27 CREDITS.		
UNIT STANDARDS	DESCRIPTION	CREDITS
14922	Demonstrate knowledge of principles of electronic logic for computing.	9
14936	Describe and install scanning systems.	3
14946	Describe and install photocopier machines.	3
14952	Describe and install a facsimile machine.	2
14945	Describe and install computer printers.	2
14941	Describe and install colour copiers/printers.	4
14948	Describe and install high-volume photocopier machines.	4
TOTAL CREDITS		27

EXIT LEVEL OUTCOMES

A learner will be able to:

- Communicate effectively with fellow IT staff & users of information systems.
- Demonstrate an understanding of different types of computer systems and the use of computer technology in business.
- Demonstrate an understanding of problem solving techniques, and how to apply them in a technical environment.
- Demonstrate an understanding of Computer Technology purpose.
- Select and use materials and equipment and safely for technology purposes.
- Work effectively as a team member within a support team.
- Carry out, under supervision, a small size task to demonstrate knowledge of techniques & skills needed in come or more of the following areas of majoring/ specialization:
 1. Hardware and Infrastructure Support for Personal Computers
 2. Hardware and Infrastructure Support for Office Products
 3. Data Communications and Network Support.

In addition to the above, unit standard will be utilized to provide depth of specification of the outcomes ranges and the assessment criteria and processes.



NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: SYSTEMS SUPPORT

NQF LEVEL 5

CREDIT: 163

SAQA ID: 48573



PROGRAMME DESCRIPTION

This qualification is intended to develop learners with the requisite competencies against the skills profile for the systems support career path. The overarching aim being to develop a broader base of skilled ICT professionals to underpin economic growth.

This qualification may be acquired in the traditional way of formal study as well as in the workplace, through learnerships. This allows learners to compete in an industry that is constantly calling for workplace experience. Workplace experience can now be gained while acquiring the qualification through learnership schemes that are planning to use this qualification.

A qualifying learner at this level will be a well-rounded IT professional building on foundational skills acquired at NQF level 4 via the National Certificate in IT Technical support.



RATIONALE OF THE QUALIFICATION

The qualification has been developed to assist with professionalization across the Information Technology Industry. The intention is to allow qualified learners to gain membership of registered professional bodies in the ICT industry.



THE QUALIFICATION PROVIDES THE FOLLOWING SKILLS:

- An undergraduate entry in the field of networking/systems support, earning credits towards tertiary offerings in the fields of Computer Studies or Computer science.
- Prepare qualified learners for initial employment in the computer industry.
- An essential understanding in the following areas that can then be applied in the working environment:
- Business Communication and Practices.
- Network Administration.
- Network Architecture and Standards.
- Systems engineering that includes network design with Windows 2012 Active Directory.
- Implementing, managing and maintaining Networks with Windows 2012 Server.



ADDITIONAL LEARNING

To ensure the learner is well equipped to enter into the workplace Bytes People Solutions incorporates the following additional activities into the programme to ensure successful placement:

- Additional English development.
- Workplace readiness programme.
- In-depth understanding of the working environment they will enter.

MODULE	UNIT STANDARDS COVERED	UNIT STANDARD CODES	CREDITS
INTRODUCTION TO INFORMATION TECHNOLOGY	Explain the principles of business and the role of information technology (NQF Level 5)	(Fundamental) 114050	4
	Demonstrate an awareness of ethics and professionalism for the computer industry in South Africa (NQF Level 5)	(Fundamental) 114055	3
RESEARCH AND REPORT WRITING	Use computer technology to research a computer topic (NQF Level 4)	(Fundamental) 114076	3
	Write a technical report (NQF Level 4)	(Fundamental) 116389	4
	Writing business reports in Retail / Wholesale practices (NQF Level 5)	(Fundamental) 8252	6
PROJECT MANAGEMENT ESSENTIALS AND PRESENTATION SKILLS	Present information in a public setting (NQF Level 5)	(Fundamental)13925	5
	Demonstrate an understanding of estimating a unit of work and the implications (NQF Level 5)	(Fundamental)114059	5
	Conduct a technical practitioners meeting (NQF Level 5)	(Fundamental)114051	4
	Analyse feedback contexts and apply constructive feedback techniques (NQF Level 5)	(Fundamental)115431	3
	Work as a project team member (NQF Level 4)	(Fundamental) 10135	8
NETWORK ARCHITECTURES & STANDARDS	Demonstrate an understanding of different computer network architectures and standards (NQF Level 5)	(Core) 114074	5
	Demonstrate an understanding of Wide Area Computer Networks (WAN's), comparing them with Local Area Networks (LAN's) (NQF Level 5)	(Core) 114061	5
	Demonstrate an understanding of local area computer networks, by installing a networked workstation (NQF Level 5)	(Core) 114060	5
	Install and commission a local area computer network (NQF Level 5)	(Core) 114072	9

MODULE	UNIT STANDARDS COVERED	UNIT STANDARD CODES	CREDITS
ASSEMBLING, REPAIRING & MAINTAINING A SERVER	Assemble a server computer and peripherals from modules (NQF Level 5)	(Elective)114062	5
	Maintain and repair a server computer to module level (NQF Level 5)	(Elective) 114065	10
	Apply the principles of resolving problems for single-user and multi-user computer operating systems (NQF Level 5)	(Elective) 114183	7
CLIENT SERVER NETWORK	Demonstrate an understanding of issues affecting the management of a local area (NQF Level 5)	(Core)114046	4
	Describe the concepts on Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner. (NQF Level 5)	(Core)114058	7
	Use a Graphical User Interface (GUI) – based database application to work with simple databases. (NQF Level 5)	(Core)114056	3
DESIGN A LAN FOR A DEPARTMENTAL OFFICE	Demonstrate appropriate customer care in the context of IT support, according to a Service Level Agreement (NQF Level 5)	(Core) 114052	8
	Design a local area computer network for a departmental office environment (NQF Level 5)	(Core) 114075	5
CONFIGURATION AND ADMINISTRATION OF A SERVER AND PERIPHERALS	Install and configure a multi-user networked operating system (NQF Level 5)	(Core)114047	9
	Install and commission multi-user application software for a server computer (NQF Level 5)	(Elective)114064	5
	Test Networked IT systems against given specifications (NQF Level 5)	(Core) 114066	4
	Monitor and maintain a multi-user networked operating system (NQF Level 5)	(Core) 114053	6
	Operate an enterprise server computer system (NQF Level 5)	(Elective) 114045	6
	Administer a local area computer network (NQF Level 5)	(Core) 114054	7

Matric Re-write

Technical Matric:

Technical Matric is a Department of Higher Education and Training (DHET) qualification that has an accreditation of Umalusi and has an NQF level 4 by South African Qualifications framework.

This means that the qualification of Technical Matric is equivalent to that of current National Senior Certificate (NSC).

Requirements for Technical Matric:

You can now obtain your National Senior Certificate (Technical Matric N3), by completing four (4) Subjects, then adding compulsory Sake Afrikaans and Business English as two languages.

Thereby giving you a total of 6 Subjects, which are required for a National Senior Certificate (Matric).

Please note that Sake Afrikaans and Business English are only written in November.

Technical Matric does not need any proof of previous learning or report.

Old Curriculum

The amended Senior Certificate, retains its qualification structure but will utilize the National Curriculum Statement (NCS) subjects to support the qualification. This implies that the Curriculum and Assessment Policy Statement (CAPS) subjects will be offered as part of the amended Senior Certificate. The first examination based on the amended Senior Certificate was written in June/July 2015. All Senior Certificate subjects that were passed prior to June 2015, at Higher Grade and Standard Grade levels, excluding Lower Grade conversions, will be recognized.

Requirements for Old Curriculum:

Adult learners who are 21 years and older who have:
*A General Education and Training Certificate (GETC); or

*A Grade 9 school report (or the old standard seven). Stating that they have passed Grade 9 or Standard 7; or
*A recognised equivalent qualification obtained at NQF Level which requires two official languages.

*Adult learners who are 21 years and older with an incomplete Senior Certificate qualification.

OR School-Based Assessment (SBA) validity has expired.
Only in exceptional cases, out of school youth, who are 18-21 years old and who could not complete their school education due to circumstances beyond their control, as verified by the Head of Department in the Provincial Education Department.

New Curriculum

Do you need credits in order to obtain your National Senior Certificate because you did not meet the minimum pass requirements in previous examination sittings? Did you complete the School Based Assessment (SBA) component for all the subjects for which you have written the final external Grade 12 examinations?

You can enroll for the subjects that you wish to repeat without having to redo the CASS component.

Requirements for New Curriculum:

Minimum Requirements:

You need to complete all the assessment requirements for 7 subjects, 4 of which are compulsory subject, and are called fundamentals. The other 3 subjects are called electives.

The Fundamentals are:

A Home Language, A First Additional Language, Life Orientation, Mathematics or Mathematical Literacy.

You need to obtain 40% for 3 subjects, one of which must be a Home Language. The other 2 can be any other 2 subjects.

You will be required to obtain 30% for 3 other subjects.

Your School Based Assessment (SBA) marks are valid for 3 or 5 years.

Entrance Requirements:

An official Grade 12 Statement of Results confirming the results for the subjects for which you want to enroll.

Our Short Skills Programmes

2018 TUITION FEE STRUCTURE

Programmes	Duration	Reg Fee	Deposit	Installment	Books	Total	Cash Option (10% Discount)
Typing Skills	1 Month	R 400	R 500	R 1 000	-	R 1 900	R 1 710
Business Literacy	3 Months	R 750	R 2 000	R 800	R 750	R 5 150	R 4 635
French for beginners	11 Months	R 900	R 2 000	R 900	R 1 000	R 12 900	R 11 610
English for beginners	11 Months	R 900	R 2 000	R 900	R 1 000	R 12 900	R 11 610
Bookkeeping to trail balance	3 Months	R 750	R 2 000	R 800	R 750	R 5 150	R 4 635
Payroll & monthly SARS returns	3 Months	R 750	R 2 000	R 800	R 750	R 5 150	R 4 635
Computerized Bookkeeping (Pastel)	3 Months	R 750	R 2 000	R 800	R 750	R 5 150	R 4 635
Call centre	3 Months	R 400	R 1 000	R 700	R 500	R 3 600	R 3 240
Microsoft office	2 Months	R 400	R 1 500	R 700	R 400	R 3 300	R 2 970
Networking(N+)	6 Months	R 400	R 1 500	R 700	R 600	R 6 300	R 5 670
PC Technician(A+)	6 Months	R 400	R 1 500	R 700	R 600	R 6 300	R 5 670
MS Word	1 Month	R 400	R 1 000	R 600	R 150	R 1 750	R 1 575
MS Excel	1 Month	R 400	R 1 000	R 600	R 150	R 1 750	R 1 575
MS PowerPoint	1 Month	R 400	R 1 000	R 600	R 150	R 1 750	R 1 575
MS Access	1 Month	R 400	R 1 000	R 600	R 150	R 1 750	R 1 575
Entrepreneurship	3 Months	R 750	R 2 000	R 800	R 750	R 5 150	R 4 635
CompTIA(A+)	4 Months	R 800	R 2 000	R 800	-	R 6 000	R 5 400
Public Accounting Administartion (PAAD)	3 Months	R 750	R 2 000	R 800	R 750	R 5 150	R 4 635



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Accreditations

