

Prospectus

2012





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Please note: EWC uses reasonable efforts to include accurate and up to date information and assumes no liability or responsibility for any omissions or errors. Information is subject to change without notice. Changes or additions may not be incorporated in any version compiled and or printed.

VISION

The EKURHULENI WEST COLLEGE for Further Education and Training will be the leading FET institution in SA.

MISSION

The EKURHULENI WEST COLLEGE for Further Education and Training aspires to equip students with knowledge and skills by offering appropriate, quality, education and training programmes in order to empower students to readily obtain employment or become self-employed:

In providing training EKURHULENI WEST COLLEGE for Further Education and Training strives to:

- Provide affordable programme delivery
- Ensure accessibility to delivery systems
- Ensure excellence in programme presentation
- Ensure adherence to quality assurance standards
- Satisfy Industry and Community needs
- Develop and maintain an effective and efficient employee complement which equate to the goals of the Employment Equity legislation.

Please note: EWC uses reasonable efforts to include accurate and up to date information and assumes no liability or responsibility for any omissions or errors. Information is subject to change without notice. Changes or additions may or may not be incorporated in any version compiled and or printed.

Alberton



Kathorus



Boksburg



Kempton



Germiston



Tembisa



MAP

- Corporate Centre (situated at Germiston Campus)
- Alberton Campus
- Boksburg Campus
- Germiston Campus
- Kathorus Campus
- Kempton Campus
- Tembisa Campus



Directions to Campuses

ALBERTON

FROM PRETORIA/KEMPTON PARK

- Take the R21 (Albertina Sisulu Freeway) towards O R Tambo International Airport.
- Then take the R24 towards Johannesburg.
- Keep to your left until you get to the Gillooly's Interchange and then take the N3 Durban/N12 Bloemfontein and Kimberley off-ramp.
- At the Geldenhuys interchange move over to the right hand side of the road and proceed and then take the N12 Kimberley/Bloemfontein off-ramp.
- Pass the Voortrekker Road off-ramp and move over to the left hand side of the road.
- Take the R59 Vereeniging off-ramp.
- Travel along the R59 towards Vereeniging.
- Take the Hilprivier Road (R556) turn off.
- Turn right at the stop street into the R556.
- At the first robot turn right into Andries Street.
- At the first street turn right into Letaba Street.
- Travel along Letaba Street until you see Alberton Campus.
- Turn left into Lake Arthur Street, for the main entrance of the Campus.

BOKSBURG

FROM JOHANNESBURG ON THE N12 HIGHWAY

- Take the R21 (Albertina Sisulu Freeway)/M41 Boksburg off-ramp. Next sign take the M41 Rondebult off-ramp
- After 6th Robot – Take left lane turn-off to Boksburg / Benoni Bloodbank
- 1st Road: left into Palm Street
- 2nd Road: right into Pine Street
- 2nd Road: left into North Street and entrance on Boksburg Campus

FROM WITBANK ON THE R21 HIGHWAY:

- Take the R21 (Albertina Sisulu Freeway) M41 Rondebult off-ramp. Next sign take the M41 Rondebult off-ramp
- Turn South in Rondebult Road towards Boksburg
- 1st Robot: (East Rand Mall – Boksburg)
- 4th Robot (R21 Boksburg – Comet)

Same as highlighted

FROM KEMPTON PARK ON THE R21 HIGHWAY (Albertina Sisulu Freeway)

- Proceed straight into Boksburg passing East Rand Mall on your left.
- Pass 10 robots (2.6 km) until you see Shell Garage on your left.
- At the 11th robot, turn right (follow R21 city centre)
- Proceed straight, pass two sets of robots (1.6 km)
- At the third robot, turn left into Comet Avenue
- Second street (Cedar Ave), turn left
- Turn right at the second street (Pine Street)
- Boksburg Campus on your left.

FROM SPRINGS OR ALBERTON ON THE N17 HIGHWAY

- Take the Mapleton / Rondebult off – ramp
- Turn north in Rondebult Road towards Boksburg
- 4th Robot (Hyperama)
- 6th Robot (R21|Albertina Sisulu Freeway) or Tambo (JHB) International Airport, Hempton) Right-hand Lane
- 7th Robot (Over the railway bridge) 4.8 km, turn right into Comet East Street, (Road curve to right)

Same as highlighted

GERMISTON AND EUC CORPORATE CENTRE

FROM PRETORIA:

- Take Ben Schoeman (N1) towards Johannesburg
- Follow the Durban (N3) intersection
- Take Germiston (M2) off-ramp
- Proceed up to a T-junction robot
- At T-junction turn left (Albany Bakery) On top of the train bridge turn right and follow 270° around the circle into Driehoek Road
- Follow the road (900m) until you get to a stop sign
- 100m after the stop sign turn into Germiston Campus

FROM KEMPTON PARK / OR TAMBO (JHB) INTERNATIONAL AIRPORT:

- Take R24 towards Johannesburg
- Keep left at Gillooly's interchange onto the N3 to Durban
- Take Germiston (M2) off-ramp

Same as highlighted

FROM JOHANNESBURG:

- Take M2 west towards Germiston

Same as highlighted

KATHORUS

N3 HIGHWAY FROM JOHANNESBURG PRETORIA

- Take the N3 Durban Highway
- Take Leonardale/Spruitvlei R53
- Turn right at the robot
- Go straight over 2 sets of robots and follow the road until you get a BP garage on the right hand side and Chris Hani Crossing on the left.
- At the robot turn right, and follow the road.
- The first building on the right-hand side is Kathorus Campus

M59 HIGHWAY FROM VEREENIGING

- At the last set of robots turn into Swartkoppies Drive, at the 1st set of robots turn right into Potgieter Street. Drive straight down and past 3 robots.
- At the next four-way robot, turn towards (Thokoza) Natalspuit Hospital.
- Drive over the bridge and take slip way left at the robot. Pass Natalspuit Hospital on your left and drive straight down Hospital Street until you come to a T-junction robot.
- Turn right at the robot into Sontonga Street and proceed straight until you get to a four way robot intersection
- Turn left at this intersection and Kathorus Campus is the first building on your left.

KEMPTON

FROM PRETORIA

- At Pretoria Fountain circle, take the R21 (Albertina Sisulu) to the OR Tambo INTERNATIONAL AIRPORT.
- Proceed with the R21 up to the ENGEN HIGHVELD ONE STOP.
- Take first off-ramp to the left (after 2.6 km) R25 (Bronkhorstspuit/Tembisa/Birchleigh)
- At robot turn left towards Tembisa/Birchleigh.
- Pass 1 robot (takes back to R21 North).
- At second robot turn left towards Kempton Park (M57) – You are in Pretoria Road
- Proceed straight through 3 robots. Pass Birchleigh railway station on your right & Engen garage on your left.

- At the traffic circle, proceed straight on the Pretoria Road.
- After the robot, take the 1st left into Allan Grove suburb – Partridge Avenue
- Take the immediate left into Coral Avenue – EUC Hempton Campus entrance ahead.

FROM JOHANNESBURG:

- Take the R24 in the direction of the OR Tambo INTERNATIONAL AIRPORT.
- Where the road makes a fork take the R21N OR Tambo Int/ Kempton Park/Pretoria.
- Proceed straight until you see the airport on your right.
- Take the Voortrekker Road/Airfreight off-ramp.
- At the robots turn left and proceed straight on the winding curve; Shoprite will be on your left.
- At the next robots, where the road makes a fork, keep extreme right and proceed straight in Voortrekker Road until it ends at a T-junction.
- Turn right into Pretoria Road and proceed straight until you cross CR Suart Drive and proceed straight on past Sir Pierre van Ryneveld High School on your right.
- Pass Van Riebeck Station on your left and then take the 2nd turn to the right into Partridge Avenue.
- Take the immediate left into Coral Avenue – EUC Hempton Campus entrance ahead.

TEMBISA

FROM PRETORIA:

- Take the Pretoria R21 Highway.
- Take the Ollantsfontein (R562) off-ramp into Tembisa
- Proceed past "Phumlani mall" and turn left into D.M. Morokane Drive
- Proceed straight until you see "Pingo" restaurant on your right
- Turn right into Rev. R.T.J Namane Drive
- Proceed straight past Methlareng sporting stadium (on your left hand)
- Turn left at the V-junction into Mmamashianoke street
- Proceed straight past Moduopo Primary School; Mmamashianoke Street becomes Brian Street. Proceed on Brian Street and turn left into Morogoro Street
- Tembisa Campus is the second building on your right

FROM JOHANNESBURG:

- Take the N1 to Midrand.
- Take the Allandale off-ramp.
- Turn right at the traffic lights and follow Allandale Road for 7km.
- Turn left at the Chloorkop T-junction (Road that connects Hempton Park).
- Drive straight passing three traffic lights and three garages.
- Turn left at the traffic light (Tembisa Plaza will be on your right hand side) into Dan Nkabinde Road. There is a directional board to Tembisa Campus.
- Turn left at the four way stop sign.
- Turn right at the stop sign into Morogoro Street.
- Tembisa campus is the second building on your right

General Information

Ekurhuleni West College (EWC) is a Public Education and Training College that introduced the National Certificate Vocational (NC (V) in 2007, had introduced Level 3 in 2008 and NC (V) NQF Level 4 in 2009.

The following programmes will be proportionally offered at EWC in 2012: Finance, Economics and Accounting; Office Administration; Marketing; Management; Tourism, Hospitality; Transport and Logistics; Engineering and Related Design; Electrical Infrastructure Construction; Civil Engineering and Building Construction; Information Technology; Computer Science; Mechatronics and Education and Development

The **Corporate Centre of EWC is situated at Germiston Campus, cnr. Driehoek and Sol Roads, Germiston.**

EWC comprises of six Campuses: Alberton, Boksburg, Germiston, Kathorus, Kempton and Tembisa.

These campuses see it as a challenge to also address life-long learning and developmental needs of individuals, organizations and economic sectors. EWC is gearing itself to become more responsive, effective, efficient as well as accountable to its clients and stakeholders and more prepared to meet training demands.

Registration / enrolment procedure for 2012

Campuses can be contacted for registration dates, fees and commencement of classes.

Visit the website: www.ewc.edu.za

Please note: A registration fee as well as a deposit is payable upon registration. No cash will be taken at the Campus. A tailor made deposit slip must be obtained from the Campus. It is important that the registration number as provided by the Campus should appear on the deposit slip as reference number. Students will only be registered upon proof of payment.

Proof of payment should be handed in at the Campus. All payments must be deposited into the bank account of the College at ABSA BANK. The outstanding balance must be paid in full before the commencement of the National examinations.

All students must submit or have the following available upon registration:

- An original / a certified copy of the latest school report / Senior Certificate or highest certificate or results.
- An original / a certified copy of the identity document / affidavit and photograph in case of no / lost identity document / birth certificate.
- Deposit / necessary fees.
- Accompanied by money for textbooks, kits, stationery and learning material (where applicable).
- Preferably accompanied by a parent / guardian if under 18.
- Proof of residential address and relevant contact details.

Foreign Certificates

Students must have these certificates evaluated by SAQA: Postnet Suite 248, Private Bag X06, Waterkloof, 0145 or SAQA House, 1067 Arcadia Street, Hatfield, Pretoria. Tel. 012 431 5000 or visit the website www.saqa.org.za Students must have a valid study permit, until the end of the relevant study period.

Bursaries

Merit bursaries are awarded to students who have excelled in their field of study in the previous year / semester / trimester at EWC.

Indigent bursaries are awarded to enrolled students of EWC who are in financial need.

- A nominated staff member and the Student Support Officer evaluate all the applications of students requesting financial support to further their studies.
- All names of qualifying students are put to Campus Management for final approval via the Student Support Officer.
- Requirements for application for indigent bursaries are available from the Student Support Officer per Campus.

DHET FET Colleges Bursary Scheme

DHET FET bursaries will be available for students who enrolled for NC (V) Levels 2 & 4 in 2012 and Report 191 Business Studies and Engineering N3 - N6. The following students are eligible to apply:

- **Only South African citizens.**
- **Students wishing to enrol for NC (V) programmes.**

- **Students who need financial assistance.**
- **Students who excel academically.**
- **Students who were awarded bursaries in 2011 and will be promoted to the next level in 2012.**
- **Students who were awarded bursaries in 2011 but will not be promoted to the next level, will not be eligible for bursaries in 2012**

To be considered for a bursary award, the following documents must accompany the bursary application form that the College will provide

- **Two certified copies of student ID**
- **Parent's / guardian's certified ID copies**
- **The latest original or certified copies of the parent's/guardian's pay slips**
- **Sworn affidavits from parents/guardians in the event that they are unemployed.**
- **Certified copy of the death certificate in the event that parents/guardians are deceased.**
- **Proof of residential address**
- **Eligibility for a bursary is subject to successful application.**

There are procedures in place for the administration and awarding of these bursaries. A Financial Aid Committee had been appointed to review and make recommendations on applications received.

Class attendance

- Students must be punctual
- Students who arrive five minutes late after the start of the period will be regarded as late (but will be allowed in class) and indicated on the register. Students may not be denied access to class unless they cause/display disruptive behavior. In the case where the student is late three or more consecutive days per subject such a student should be marked absent on the fourth day by the subject lecturer.
- Regular student absenteeism and late coming will be followed up by contacting parents/guardians/employers/sponsors within the relevant faculties/departments for disciplinary action.
- Class attendance, academic/programme progress and disciplinary warning(s) will affect students' testimonials.
- A special certificate should be awarded for 100% attendance.

- Attendance will be used as one of the criteria for placement of students in job situations or learnerships.
- Attendance will be used as a criterion for student bursary allocation.
- If a student was absent for three or more consecutive lecturing days due to death of a family member, evidence must be provided on the day he/she resumes classes. If absenteeism was due to illness, a medical certificate must be submitted immediately on the day he/she commences class.
- If a test/internal examination/assessment was written and a medical note or evidence of death of a family member was not submitted, a zero (0) mark will be entered on the mark sheet.
- Pregnant students: A medical certificate, stating the due date of birth, must be submitted as soon as the pregnancy was confirmed. The student must take maternity leave for the last 4 weeks of the pregnancy unless a medical certificate is submitted that allows the student to continue attending classes.
- Students may not leave the venues during periods/lecturing times unless the necessary permission has been obtained from the lecturers.
- Cell phones must be switched off at all times in
 - (a) Lecture rooms,
 - (b) Examination rooms,
 - (c) Assemblies and
 - (d) During meetings.
- All personal appointments should be made after lecturing hours, over weekends or during vacations. Absence due to such appointments will be regarded as non-attendance, even if a student notified his/her lecturers.
- The student should not be allowed to register for the next trimester/semester/year if their average class attendance for the previous trimester/semester/year is less than 80%. The times absent with a valid reason e.g. a doctor's note or a copy of a death certificate of a close family member which has been submitted must be taken into account, these absences should then not count.
- Clothing should be neat and acceptable in a societal and corporate environment and students' bags free of provocative or offensive statements, slogans or signs.

Refunds

Refunds will only be considered in the following

circumstances:

- Death of the student (**Pro-rata repayment**)
- Illness (confirmed by a medical certificate) (**Pro-rata repayment**)
- Transfer to another educational institution (confirmed by institution) (**Pro-rata repayment**)

(The registration fee is not refundable)

Full repayment of fees will be only considered in the following circumstances: (Registration fee will also be refunded)

- After adjustment of marks by the GDE: Examinations Directorate
- Subject/programme no longer offered
- Subject clashes due to changes in the class timetable.

(Registration fee will also be refunded when applicable)

Should a student be expelled from the College, all claims to refunds, reduction or remission of class fees shall be forfeited.

Cancellation of programmes:

Must be done in writing, during the registration period (as advertised). Failing to do this, students will be liable for the full cost of tuition fees.

Examinations:

Only students who have registered for full-time and part-time programmes and who have complied with the requirements will be allowed to enter for examinations.

Examination Enrolments:

Contact the individual campuses for the exact dates of enrolment.

NSC/N3 Supplementary examinations: **Middle January**

Business Studies: (Examination enrolments/rewrites only)

N4 - N6 for first and second Semesters.

Engineering Studies: (Examination enrolments/rewrites only)

| | |
|-------------------|------------------|
| First Trimester: | January |
| Second Trimester: | May |
| Third Trimester: | September |

Certificate of Competency:

| | |
|------------------|------------------|
| First Semester: | January |
| Second Semester: | September |

Please note:

An examination and registration fee per subject is payable when enrolling for supplementary and Correspondence College examinations. Fees are also payable for remarking and rechecking of results. The full amount is payable upon registration. No cash will be taken at the Campus. A tailor made deposit slip must be obtained from the Campus. It is important that the registration number as provided by the Campus should appear on the deposit slip as reference number. Students will only be registered upon proof of payment. Proof of payment should be handed in at the Campus. All payments must be deposited into the bank account of the College at ABSA bank.

Closing date for remarking and rechecking:

Two weeks after issuing/publishing of results.

College hours:

(Subject to internal adjustments per individual campus)

Office hours

| | |
|----------------------|-------------|
| Mondays – Thursdays: | 07:30-16:00 |
| Fridays: | 07:30-13:30 |

Lecturing hours (Full-time)

| | |
|----------------------|---------------------|
| Mondays – Thursdays: | 08:00-15:30 |
| Fridays: | 08:00-13:30 |
| Part-time: | Confirm with campus |

Part-time Programmes:

Programmes are offered on a part-time basis at specific campuses.

Satellite programmes / Occupational Programmes

Satellite programmes / Occupational Programmes are offered at specific campuses.

Contact individual campuses for details regarding Part-time / Satellite / Occupational Programmes.

A circular portrait of Mr Thembani Bukula, a Black man with short hair and glasses, wearing a dark suit, white shirt, and patterned tie. He is looking slightly to the right of the camera.

Mr Thembani Bukula
Chairperson of the
College Council

Message from the Chairperson

The EWC – through this Prospectus - presents you the student with a rich bouquet of qualifications; allowing you to choose and select your best fit, thus carving for yourself a niche within South Africa's economically-active population. The presented academic qualifications are informed directly by the needs of South Africa's developing economy and its skills needs. Through a thorough assessment as contained in the country's National Skills Development Strategy III; the EWC is confident that these qualifications will open new and exciting doors for our students.

Our world-class training workshops and simulated enterprise offices and other such practical-training facilities allow our students to gain much-needed practical experience within the academic endeavour. The standard of these facilities is highly appreciated by industry and makes it easier for our students to ease into the world of work at an appropriate time. This is what sets the EWC apart and therefore its graduate.

We urge you to make the best choice by making the EWC your college of choice!

Thembani Bukula
Chairperson

Message from the Principal

Ms Hellen Manakedi
Ntlatleng
Principal



I am proud without reservation to head **Ekurhuleni West College** on its way **to be the leading College in South Africa**. I am also humbly thankful to the staff and students who work so hard at all times to make this **vision a reality** – the support of Council can never be underestimated. I, once more and strongly so, trust that in time when history hands down judgment, having been given an opportunity to exist as a college community responsible for Vocational Education and Skills Development of this country, we would have lived up to the expectations of the masses not only of Ekurhuleni but the country – as leaders of conscience, honesty and selfless character.

Ekurhuleni West College has six (6) campuses around Ekurhuleni Metropolitan Municipality, namely, **Alberton; Boksburg; Germiston; Kathorus; Kempton and Tembisa**. The Campuses are spread around a lot of industry including the **OR Tambo International Airport**. The campuses are also surrounded by a network of good highways intertwined to accelerate freight and efficient delivery. To EWC this is a **'pot of gold'** much as the Nile was a blessing to Egypt. The college has taken this advantage in choosing its programmes and formalizing partnerships for Work-Based-Experience of both students and lecturers. This is to respond to the **National Skills Development Strategy III** as launched by the Minister of Higher Education and Training, **Dr Blade Nzimande**.

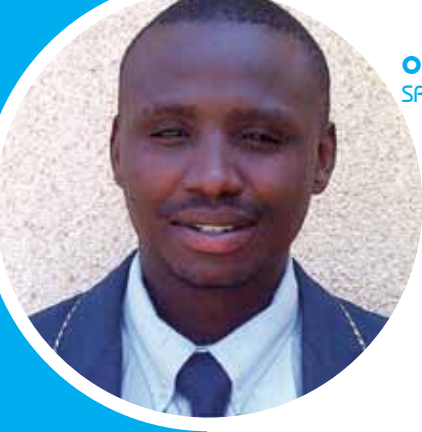
The college prides itself with the examination results of both National Certificate (Vocational) and Report 191 over the years. We are continuously upgrading our facilities to meet the standards of the industry to make our students **fit-for-purpose** at all times. We have also perfected our Occupation, Health and Safety Standards in all the campuses buildings and environment, and are on the way for the accreditation of the 18001 standard. Our ISO: 9001 of 2008 accreditation by SABS has been renewed and our process and systems are 'polished' for easy communication within the college. We have also improved of Business Management System for efficiency on enrolments of students and all information.

All these should encourage **you** to enroll at EWC because you will not find it difficult to achieve your goals and be an outstanding student.

Let me conclude by saying that in EWC we have clearly defined our role as further education sector which is to produce a skilled workforce whose contribution to a developing economy is well – articulated and structured.

We are waiting to receive you in 2012.

Hellen M Ntlatleng
Principal



Oupa Mashiloane
SRC President 2011

Fellow students, I would like to quote words of a wise man - William C. Menninger, when he said "A fellow must know where he wants to go, if he is going to get anywhere. It is so easy just to drift along. Some people go through school as if they thought they were doing their families a favour. On a job they work along in a humdrum way, interested only in their salary cheque. They don't have a goal. When anyone crosses them up, they take their marbles and walk out. The people who go places and do things make the most out of every situation. They are ready for the next thing that comes along on the road to their goal. They know what they want and are willing to go the extra mile."

Let us take our studies seriously from the first classes that we attend in 2012. Set your sights high, the higher the better.

As the 2011 SRC President, I consider myself privileged to have led students of such a college of high caliber - I believe you are also in the same boat, so enjoy the privileges as well. Wishing you a fruitful 2012!!

Oupa Mashiloane
SRC President 2011

NC (V) ENGINEERING STUDIES

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES

ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 or higher / NQF Level 1

NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme

TO OBTAIN A NATIONAL CERTIFICATE: A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematics, Life Orientation

Please note: The College/Campuses reserve the right to only offer courses/programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

CIVIL ENGINEERING AND BUILDING CONSTRUCTION NQF Levels 2, 3 & 4

| VOCATIONAL SUBJECTS | Tembisa Only Levels 2-4 |
|------------------------------------|-------------------------|
| Masonry (optional) | Levels 2 - 4 |
| Plant and Equipment | Levels 2 & 3 |
| Construction Planning | Levels 2 - 4 |
| Materials | Levels 2 - 4 |
| Carpentry and Roof work (optional) | Levels 2 - 4 |
| Construction Supervision | Level 4 |

Career opportunities (Depending on the optional subject chosen)

On completion, the certificate holder will have access to careers in any of the following sectors: Architectural Technology; Drainage Inspection; Industrial Designing; Quantity Surveying; Town Regional Planning; Sanitation Engineering; Road Construction Engineering; Civil Construction Engineering; Building Construction.

The Certificate holder 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, reservoir, etc.; Participate in the erection of reinforced concrete, structural steel, timber and masonry structures, etc.



Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES

ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 or higher / NQF Level 1

NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme.

TO OBTAIN A NATIONAL CERTIFICATE (VOCATIONAL): A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematics, Life Orientation

ELECTRICAL INFRASTRUCTURE CONSTRUCTION NQF Levels 2, 3 & 4

| VOCATIONAL SUBJECTS | Boksburg Levels 2, 3 & 4 | Germiston Levels 2, 3 & 4 | Kathorus Levels 2, 3 & 4 | Kempton Levels 2, 3 & 4 | Tembisa Levels 2, 3 & 4 |
|--|-----------------------------|------------------------------|-----------------------------|----------------------------|----------------------------|
| Electrical Principles and Practice | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Workshop Practice | Level 2 | Level 2 | Level 2 | Level 2 | Level 2 |
| Electrical Control and Digital Electronics | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Electrical Systems and Construction (Optional) | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Electrical Workmanship | Levels 3 & 4 | Levels 3 & 4 | Levels 3 & 4 | Levels 3 & 4 | Levels 3 & 4 |
| Physical Science (Optional) | | | | Levels 2, 3 & 4 | |

Career opportunities (Depending on the optional subject chosen.)

On completion, the certificate holder will have access to careers in any of the following sectors: Electrical Engineering; Industrial Engineering; Sound Technology; Theatre Technology; Process Level Control; Digital Electronics; Instrumentation.

The certificate holder will be able to: Work as an electrician at an energy producing company or power plant; Work as an electrical technician at a telecommunications company; Work at a recording studio as an electrical engineer; Work at a theatre as a technician.



NC (V) ENGINEERING STUDIES

Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES
ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 or higher / NQF Level 1
 NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme.

TO OBTAIN A NATIONAL CERTIFICATE: A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematics, Life Orientation

ENGINEERING AND RELATED DESIGN NQF Levels 2, 3 & 4

| VOCATIONAL SUBJECTS | Boksburg Levels 2, 3 & 4 | Germiston Levels 2, 3 & 4 | Kathorus Levels 2, 3 & 4 | Kempton Levels 2, 3 & 4 | Tembisa Levels 2, 3 & 4 |
|---|--------------------------|---------------------------|--------------------------|-------------------------|-------------------------|
| Engineering Fundamentals | Level 2 | Level 2 | Level 2 | Level 2 | Level 2 |
| Engineering Technology | Level 2 | Level 2 | Level 2 | Level 2 | Level 2 |
| Engineering Systems | Level 2 | Level 2 | Level 2 | Level 2 | Level 2 |
| Fitting and Turning (Optional) | | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | |
| Automotive Repair and Maintenance (Optional) | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Engineering Fabrication (Boilermaking) (Optional) | | | | | Levels 2, 3 & 4 |
| Physical Science (Optional) | | | | Levels 2, 3 & 4 | |
| Engineering Graphics Design | Level 3 | Level 3 | Level 3 | Level 3 | Level 3 |
| Materials Technology | Level 3 | Level 3 | Level 3 | Level 3 | Level 3 |
| Engineering Practice and Maintenance | Level 3 | Level 3 | Level 3 | Level 3 | Level 3 |
| Applied Engineering Technology | Level 4 | Level 4 | Level 4 | Level 4 | Level 4 |
| Engineering Processes | Level 4 | Level 4 | Level 4 | Level 4 | Level 4 |
| Professional Engineering Practice | Level 4 | Level 4 | Level 4 | Level 4 | Level 4 |

Career opportunities (Depending on the optional subject chosen)

On completion, the certificate holder will have access to careers in any of the following sectors:

Manufacturing and Industrial Design; Metallurgical and Materials Engineering; Mining Engineering; Geological Engineering; Aerospace Engineering; Tool making; Fitting and Machining.

The certificate holder will be able to participate in the following: Design and construction of buildings; Manufacturing of tools, machines and engines; Planning and building of roads, bridges, canals and

dams; Operation and maintenance of machines; Design of shaft and ventilation systems; Planning and designing mines and mining facilities; Extract metallic and non-metallic minerals.

Fitting and Turning

On completion, the certificate holder will have access to careers in any of the following sectors:

Manufacturing and Industrial Design; Metallurgical and Materials Engineering; Mining Engineering; Geological Engineering; Aerospace Engineering; Tool making; Fitting and Machining.

The certificate holder will be able to participate in

the following: Design and construction of buildings; Manufacturing of tools, machines and engines; Planning and building of roads, bridges, canals and dams; Operation and maintenance of machines; Design of shaft and ventilation systems; Planning and designing mines and mining facilities; Extract metallic and non-metallic minerals.

Automotive Repair and Maintenance & Engineering Fabrication

On completion, the certificate holder will have access to careers in any of the following sectors:

Manufacturing and Industrial Design; Metallurgical and

Materials Engineering; Mining Engineering; Geological Engineering; Aerospace Engineering; Tool making; Fitting and Machining.

The certificate holder will be able to participate in the following: Design and construction of buildings;

Manufacturing of tools, machines and engines; Planning and building of roads, bridges, canals and dams; Operation and maintenance of machines; Design of shaft and ventilation systems; Planning and designing mines and mining facilities; Extract metallic and non-metallic minerals.

Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES

ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 or higher / NQF Level 1
 NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme.

TO OBTAIN A NATIONAL CERTIFICATE (VOCATIONAL): A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematics, Life Orientation

INFORMATION TECHNOLOGY AND COMPUTER SCIENCE NQF Levels 2, 3 & 4

| VOCATIONAL SUBJECTS | Albertyn Level 3 | Boksburg Levels 2 & 3 | Germiston Levels 2, 3 & 4 | Kathorus Levels 2, 3 & 4 | Kempton Levels 2, 3 & 4 | Tembisa Levels 2 & 3 |
|-------------------------------------|------------------|-----------------------|---------------------------|--------------------------|-------------------------|----------------------|
| Introduction to Information Systems | | Level 2 | Level 2 | Level 2 | Level 2 | Level 2 |
| Introduction to Systems Development | | Level 2 | Level 2 | Level 2 | Level 2 | Level 2 |
| Electronics | | Level 2 | Level 2 | Level 2 | Level 2 | Level 2 |
| Entrepreneurship | | Level 2 | Level 2 | Level 2 | Level 2 | Level 2 |
| Physical Science (optional) | | | | | Levels 2, 3 & 4 | |
| Computer Hardware and Software | Level 3 | Level 3 | Level 3 | Level 3 | Level 3 | Level 3 |
| Principles of Computer Programming | Level 3 | Level 3 | Level 3 | Level 3 | Level 3 | Level 3 |
| Computer Programming | | | Level 4 | Level 4 | Level 4 | |
| System Analysis and Design | Level 3 | Level 3 | Levels 3 & 4 | Levels 3 & 4 | Levels 3 & 4 | Level 3 |
| Data Communication and Networking | | | Level 4 | Level 4 | Level 4 | |
| Project Management | Level 3 | Level 3 | Levels 3 & 4 | Levels 3 & 4 | Levels 3 & 4 | Level 3 |

Career opportunities (Depending on the optional subject chosen.)

On completion, the certificate holder will have access to careers in any on the following sectors: Computer programming; Information Technology Management; Computer Systems Engineering Data Processing.

The certificate holder will be able to: Test programmes and software applications; Write computer programmes; Install network cables for computer systems; Process computer data; Develop, research and document computer user requirements.



NC (V) ENGINEERING STUDIES

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES

ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 or higher / NQF Level 1
NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme.

TO OBTAIN A NATIONAL CERTIFICATE (VOCATIONAL): A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematics, Life Orientation

Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

MECHATRONICS NQF Level 2

New!

| VOCATIONAL SUBJECTS | Germiston Only |
|---------------------------|----------------|
| Electrotechnology | Level 2 |
| Introduction to Computers | Level 2 |
| Manual Manufacturing | Level 2 |
| Mechatronic System | Level 2 |

Career opportunities (Depending on the optional subject chosen.)

On completion, the certificate holder will have access to careers in any of the following sectors: Mechanical engineering, Electrical engineering, Pneumatics, Hydraulics, Robotics, Programmable logic controllers (PLCs), Computer Numeric Control (CNC), Industrial Information technology, welding.

The Certificate holder will be able to: Explain Fundamental theories and principles of operations and control that make up Mechatronic systems, assemble Mechatronic systems, test the operation of and commission Mechatronic systems, operate Mechatronic systems, do fault finding and rectify problems, do fault finding rectify problems, perform maintenance work according to correct procedures, use hand tools and operate machine tools to produce components for maintenance and repair purposes.



Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES

ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 or higher / NQF Level 1
 NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme.

TO OBTAIN A NATIONAL CERTIFICATE (VOCATIONAL): A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematics Level 2, Mathematical Literacy Levels 3 & 4, Life Orientation

FINANCE, ECONOMICS AND ACCOUNTING NQF Levels 2, 3 & 4

| VOCATIONAL SUBJECTS | Alberton Levels 2, 3 & 4 | Boksburg Level 3 | Germiston Levels 2, 3 & 4 | Kathorus Levels 2, 3 & 4 | Kempton Levels 2, 3 & 4 | Tembisa Levels 2, 3 & 4 |
|----------------------|-----------------------------|---------------------|------------------------------|-----------------------------|----------------------------|----------------------------|
| Applied Accounting | Levels 2, 3 & 4 | Level 3 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Economic Environment | Levels 2, 3 & 4 | Level 3 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Financial Management | Levels 2, 3 & 4 | Level 3 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Entrepreneurship | Level 2 | | Level 2 | Level 2 | Level 2 | Level 2 |
| New Venture Creation | Level 4 | | | | | |
| Project Management | Level 3 | Level 3 | Levels 3 & 4 | Levels 3 & 4 | Levels 3 & 4 | Levels 3 & 4 |

Career opportunities (Depending on the optional subject chosen.)

On completion, the certificate holder will have access to careers in any of the following sectors: Private and Public Accounting; Banking; Financial Services; Insurance Services; Investing; Broking; Bookkeeping.

The certificate holder will be able to: Perform bookkeeping duties; Keep records of wages, salaries, petty cash, VAT and reconciliations; Prepare financial statements; Manage budgets; Analyze finances of the business, etc.



NC (V) BUSINESS STUDIES

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES

ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 or higher / NQF Level 1
NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme.

TO OBTAIN A NATIONAL CERTIFICATE (VOCATIONAL): A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematical Literacy, Life Orientation

Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

MANAGEMENT NQF Levels 2, 3 & 4

| VOCATIONAL SUBJECTS | Alberton Levels 2, 3 & 4 | Germiston Levels 2, 3 & 4 | Kathorus Levels 3 & 4 | Kempton Levels 3 & 4 | Tembisa Levels 2, 3 & 4 |
|-----------------------|-----------------------------|------------------------------|--------------------------|-------------------------|----------------------------|
| Management Practice | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 3 & 4 | Levels 3 & 4 | Levels 2, 3 & 4 |
| Financial Management | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 3 & 4 | Levels 3 & 4 | Levels 2, 3 & 4 |
| Operations Management | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 3 & 4 | Levels 3 & 4 | Levels 2, 3 & 4 |
| Entrepreneurship | Level 2 | Level 2 | | | Level 2 |
| Project Management | Levels 3 & 4 | Levels 3 & 4 | Levels 3 & 4 | Levels 3 | Levels 3 & 4 |

Career opportunities (Depending on the optional subject chosen.)

On completion, the certificate holder will have access to careers in any of the following

sectors: Human Resources; Marketing; Financial Management; Public Relations; Production; Office Administration.

The certificate holder will be able to: Assist with communication management in an organization;

Participate in a Human Resource Management structure of an organization; Manage productivity within an organization; Contribute to change management and transformation in an organization.



Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES

ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 or higher / NQF Level 1

NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme.

TO OBTAIN A NATIONAL CERTIFICATE (VOCATIONAL): A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematical Literacy, Life Orientation

MARKETING NQF Levels 2, 3 & 4

| VOCCATIONAL SUBJECTS | Alberton Levels 2, 3 & 4 | Boksburg Levels 2, 3 & 4 | Germiston Levels 2, 3 & 4 |
|----------------------------|-----------------------------|-----------------------------|------------------------------|
| Marketing | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Advertising and Promotions | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Marketing Communication | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Consumer Behaviour | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |

Career opportunities (Depending on the optional subject chosen.)

On completion, the certificate holder will have access to careers in any of the following sectors:

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

The Certificate holder will be able to: Market new products; Sell goods and services; Research

needs of customers and develop products; Determine pricing, sales promotion and distribution; Guide customers on brands; Advertise and promote new products.



NC (V) BUSINESS STUDIES

Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES

ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 or higher / NQF Level 1
 NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme.

TO OBTAIN A NATIONAL CERTIFICATE (VOCATIONAL): A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematical Literacy, Life Orientation

OFFICE ADMINISTRATION NQF Levels 2, 3 & 4

| VOCATIONAL SUBJECTS | Alberton Levels 2, 3 & 4 | Boksburg Levels 2, 3 & 4 | Germiston Levels 2, 3 & 4 | Kathorus Levels 2, 3 & 4 | Kempton Levels 2, 3 & 4 | Tembisa Levels 2, 3 & 4 |
|------------------------|-----------------------------|-----------------------------|------------------------------|-----------------------------|----------------------------|----------------------------|
| Business Practice | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Office Practice | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Office Data Processing | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Applied Accounting | | | Level 4 | | Level 4 | |
| New Venture Creation | Levels 2 & 3 | Levels 2 & 3 | Levels 2 & 3 | Levels 2, 3 & 4 | Levels 2 & 3 | Levels 2, 3 & 4 |
| Project Management | | | | | | |
| Personal Assistance | Level 4 | Level 4 | | | | |

Career opportunities (Depending on the optional subject chosen.)

On completion, the certificate holder will have access to any of the following careers: Office Management; Office Administration; Human Resource Management; Private Secretary; Front-line Reception; Recruitment Agency; Self Employment; Legal Secretarial Services; Personal and General Secretarial Services.

The Certificate holder will be able to: Coordinate office correspondence; Type letters, reports, memorandums, agendas and minutes; Maintain equipment and stationery suppliers; Perform receptionist duties; Coordinate and organize functions; Organize meetings, staff travel, itineraries and accommodation; Operate office equipment; Become a call centre operator.

Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES

ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 OR/ higher / NQF Level 1
 NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme.

TO OBTAIN A NATIONAL CERTIFICATE (VOCATIONAL): A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematical Literacy, Life Orientation

TRANSPORT AND LOGISTICS



| VOCATIONAL SUBJECTS | KEMPTON Level 2 |
|-----------------------------|-----------------|
| Freight logistics | Level 2 |
| Transport Economics | Level 2 |
| Transport Operations | Level 2 |
| Entrepreneurship (Optional) | Level 2 |

Career opportunities:

Marketing and sales through to warehousing logistics and freight transport; Air Cabin Crew; Air Traffic Controller; Freight Forwarder; Logistics and Distribution Manager; Passenger Transport Manager; Transport Planner.



NC (V) UTILITY STUDIES

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES

ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 or higher / NQF Level 1
NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme.

TO OBTAIN A NATIONAL CERTIFICATE (VOCATIONAL): A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematical Literacy, Life Orientation

Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

EDUCATION AND DEVELOPMENT NQF Levels 2, 3 & 4

| VOCATIONAL SUBJECTS | Germiston Levels 2, 3 & 4 |
|------------------------------|---------------------------|
| Art and Science of Teaching | Levels 2, 3 & 4 |
| Human and Social Development | Levels 2, 3 & 4 |
| Learning Psychology | Levels 2, 3 & 4 |
| Early Childhood Development | Levels 2, 3 & 4 |

Career opportunities:

Teacher Aide assisting professional Educators; Community education aide assisting professionals in the field; Early Childhood Care and Development Aide in community institutions and private homes; Corporate care centres (In-house); Special needs learning centres.



Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES

ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 or higher / NQF Level 1

NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme.

TO OBTAIN A NATIONAL CERTIFICATE (VOCATIONAL): A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematical Literacy, Life Orientation

HOSPITALITY NQF Levels 2, 3 & 4

| VOCCATIONAL SUBJECTS | Alberton Levels 2, 3 & 4 | Germiston Levels 2, 3 & 4 | Kempton Levels 2, 3 & 4 |
|----------------------|-----------------------------|------------------------------|----------------------------|
| Hospitality Generics | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Food Preparation | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Client Services | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |
| Hospitality Services | Levels 2, 3 & 4 | Levels 2, 3 & 4 | Levels 2, 3 & 4 |

Career opportunities

On completion, the certificate holder will have access to careers in any of the following sectors:

Housekeeping; Food and Beverage Management; Hotel Management; Accommodation Services; Events Management.

The certificate holder will be able to: Manage a restaurant, food services, or further studies at institutions of Higher learning.



NC (V) UTILITY STUDIES

DURATION: ONE YEAR PER NQF LEVEL FOR ALL PROGRAMMES

ADMISSION REQUIREMENTS: NQF LEVEL 2: Grade 9 or higher / NQF Level 1
NQF LEVELS 3 & 4: Competency in Learning Outcomes at NQF Level 2/3 of the same subfield/programme.

TO OBTAIN A NATIONAL CERTIFICATE (VOCATIONAL): A total of 7 subjects: 3 Fundamental and 4 Vocational Subjects.

PLEASE NOTE: The following subjects are compulsory fundamental subjects for all NC (V) programmes:

COMPULSORY FUNDAMENTAL SUBJECTS: English First Additional Language, Mathematical Literacy, Life Orientation

Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

TOURISM NQF Levels 2, 3 & 4

| VOCATIONAL SUBJECTS | Kempton Levels 2, 3 & 4 |
|-------------------------------------|-------------------------|
| Science of Tourism | Levels 2, 3 & 4 |
| Client Services and Human Relations | Levels 2, 3 & 4 |
| Sustainable Tourism in South Africa | Levels 2, 3 & 4 |
| Tourism Operations and Technology | Levels 2, 3 & 4 |

Career opportunities:

On completion, the certificate holder will have access to careers in any of the following sectors:

Accommodation Management; Conference and Events Planning; Restaurant and Food Service; Tourism Development; Transportation Management; Travel Counselling; Game range, ranch and safari work; Further study at a Higher Education Institution.



Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

NATIONAL CERTIFICATE: HAIRDRESSING (LEVELS 2 - 3)

FURTHER EDUCATION AND TRAINING CERTIFICATE: HAIRDRESSING

ACCREDITATION: Services SETA & City and Guilds (International Vocational Qualification)

DURATION: 2 years full-time study plus one year training in a salon.

ADMISSION REQUIREMENTS: Grade 9 / Grade 10

| PROGRAMME CONTENT | Germiston | Kempton |
|----------------------------------|-----------|---------|
| Hairdressing Services | ✗ | ✗ |
| Salon Support Services | ✗ | ✗ |
| Numeracy / Mathematical Literacy | ✗ | ✗ |
| Salon Administration Services | ✗ | ✗ |
| Communication Studies | ✗ | ✗ |

Career opportunities

Hair Stylist; Salon Owner; Technicians for Hair Care; Product Manufacturers; Sales Representatives.



CERTIFICATE AND ADVANCED DIPLOMA: HAIRDRESSING (LEVEL 4)

ADVANCE DIPLOMA: HAIRDRESSING

ACCREDITATION: Services SETA & City and Guilds (International Vocational Qualification)

DURATION: 2 years full-time study plus one year training in a salon.

ADMISSION REQUIREMENTS: Grade 9 / Grade 10

Career opportunities

Hair Stylist, Salon Owner, Technicians for Hair Care; Product Manufacturers, Sales Representatives.



OCCUPATIONAL PROGRAMMES

Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

ACCREDITATION:

City and Guilds (International Vocational Qualification)

DURATION:

1 year

ADMISSION REQUIREMENTS:

Grade 9 / 10. Theoretical and Practical City and Guilds Examination after completion of the programme.

CERTIFICATE AND DIPLOMA IN BEAUTY THERAPY

| PROGRAMME CONTENT | Germiston | Kempton |
|--------------------------|-----------|---------|
| Facial Skincare | X | X |
| Manicure & Pedicure | X | X |
| Make-up | X | X |
| Manual Massage | X | X |
| Facial Machine Treatment | X | X |
| Waxing | X | X |
| *Nail Technology | X | |

Career opportunities

Beautician, Beauty Salon Owner, Working on Ocean Liners, Working for Television/Theatre Representatives and Technicians for Cosmetic Product Manufacturers.

* Please note: This will be done as an additional programme.



Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

HOSPITALITY: GERMISTON CAMPUS / ALBERTON CAMPUS

QUALIFICATIONS IN FOOD AND BEVERAGES SERVICES, FOOD PREPARATION AND CULINARY ARTS

GERMISTON / ALBERTON

QUALIFICATIONS IN FOOD AND BEVERAGES SERVICES, FOOD PREPARATION AND CULINARY ARTS

Accreditation: City Guilds (International Vocational Qualifications)

Duration: 3 years full time study
Minimum requirements: Grade 9

Year 1

Level 1 Certificate in Food Preparation & Cooking
Level 1 Certificate in Food & Beverage Service

Year 2

Level 2 Diploma in Food Preparation & Cooking (Culinary Arts)
Level 2 Diploma in Food & Beverage Service

Year 3

Level 2 Diploma in Patisserie
Level 3 Advanced Diploma in Culinary Arts
Level 3 Advanced Diploma in Food & Beverage Service

The Seasons Restaurant situated at Germiston Campus is a fully functional restaurant and is also utilized as a training restaurant for the Hospitality and Food programmes.



Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

GENERAL

EWC provides for the following

- Improving the qualification of school leavers who have not yet obtained the minimum qualifications for acceptance to apprenticeship-Grade 12 or N3 Certificate.(This differs from company to company)
- Theoretical training to obtain an N4 Certificate for persons who want to become apprentices.
- Theoretical training for trades man, technicians and assistant engineers in the industry to further their qualification, knowledge and promotion prospects, e.g. obtaining the N4, N5 and N6 certificates.
- Practical training to non-employed students.
- Engineering Study Courses (N3 - N6) are offered three times annually. (Three times per year).

National Diploma

The National Diploma is issued subject to the following conditions:

- A minimum of 12 subjects is issued with at least three subjects on N4, N5 and N6 levels, but no more than five N4-subjects.
- At least two N6 subjects that must have bearing on the vocation of the candidate.
- Two years' appropriate practical experience.



DURATION:

11 WEEKS PER N-LEVEL

ADMISSION REQUIREMENTS:

An appropriate National Certificate: N3 Engineering Studies; or a Senior Certificate, with at least three instructional offerings which are applicable to the instructional offerings chosen by the candidate for the programme; or an equivalent qualification.

Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

Proceed to the next level only when the previous level has been successfully completed i.e. N4 for N5 etc.

Contact the individual campuses for specific subjects, course packages and admission requirements.

ENGINEERING STUDIES (N3 - N6)

| Engineering Studies: N4 - N6 | Germiston | Kathorus | Kempton |
|------------------------------|-----------|----------|---------|
| Mechanical Engineering | N3 - N6 | N4 - N6 | N4 - N6 |
| Electrical Engineering | N3 - N6 | N4 - N6 | N4 - N6 |
| Electronic Engineering | | | N4 - N6 |
| Avionics | | | N4 - N6 |

| Part-time Studies | Boksburg | Germiston | Kathorus | Kempton |
|---|----------|-----------|----------|---------|
| Installation Rules | | | | * |
| Supervisory Management | | N4 - N5 | | N4 - N6 |
| Government Certificate of Competency* | | | | * |
| Mechanical Engineering | N4 - N6 | N2 - N6 | N3 - N4 | N2 - N6 |
| Electrical Engineering | N4 - N6 | N2 - N6 | N3 - N4 | N2 - N6 |
| Aircraft Maintenance/Aircraft Metalwork | | | | N2 - N3 |
| Avionics | | | | N2 - N6 |

N2 & N3 can be offered to registered apprentices upon written request from their companies, subject to approval of the Department of Education.

* With this qualification a career as an Engineer can be followed in industry.

After completion of the required subjects, learners have to apply for admission at the Board of Examiners (Manpower) to write the examinations in the following subjects:

1. Legal Knowledge (Mines and Works/Factories)
2. Plant Engineering (Factories/Mining) (Government Certificate of Competency)

Minimum pass mark for all subjects to qualify to register for the Government Certificate of Competency: 50%

BUSINESS STUDIES

Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

DURATION: SEMESTER OF 6 MONTHS PER N-LEVEL
ADMISSION REQUIREMENTS: National Senior Certificate / N3 or Grade 12 for Intro / N4
 N4 for N5; N5 for N6

PLEASE CONTACT THE CAMPUS OF YOUR CHOICE IF ADMISSION REQUIREMENTS / SUBJECT CHOICES OR COURSE PACKAGES ARE NOT SPECIFIED AS COURSES / PROGRAMMES MIGHT BE PHASED OUT.

GENERAL: Each subject covers a period of six months (January to June or July to November). Four subjects must be taken for each course. Students who passed Introductory N4, N5 and N6 will be issued with a certificate in the specific field or study.

To qualify for a National Diploma: Students need to obtain and complete 18 months' relevant practical experience. Please note that all N4 Business Studies classes at Kathorus Campus will only be offered in the afternoons.

BUSINESS STUDIES (Post Grade 12) Intro N4 - N6

| N4, N5 and N6 Courses | Alberton (Part time only) | Germiston | Kathorus | Kempton |
|----------------------------|------------------------------|-----------|----------|-----------------------------|
| Financial Management | | N4 - N6 | N4 - N6 | N4 - N6 |
| Business Management | N4 - N5 | | | N4 - N6 |
| Marketing Management | | | | N4 - N6 (part time only) |
| Human Resources Management | | N4 - N6 | | N4 - N6 (part time only) |
| Management Assistant | N4 - N5 | N4 - N6 | N4 - N6 | N4 - N6 |

GERMISTON

GENERAL ENGINEERING

- Basic Hand Tools and Hand Skills

Please note: The College/Campuses reserve the right to only offer courses/ programmes that are justified by student numbers, to change the location/venue of programme offering and / cancel the programme.

Information Technology Courses: International Computer Driving License (ICDL)

Computer Literacy (E- Learner)

BOKSBURG, GERMISTON, KEMPTON and KATHORUS

Modules

- IT Basics
- Spreadsheets
- Files and folders
- Presentations
- Drawing
- Web browsing and e-mail
- Word Processing

GERMISTON

INTERNATIONAL COMPUTER DRIVING LICENSE (ICDL). DURATION: Trimester (Full-time) or Semester (Part-time)

ADMISSION REQUIREMENTS: Grade 9/ABET Level 4 and Computer Literacy

Comprises of 7 modules

- Basic Concept of IT
- Using a computer and managing files
- Word Processing
- Spreadsheets
- Database
- Presentation tools
- Information and Communication

GERMISTON

COMPTIA MEMBERSHIP COMPUTER ENGINEERING COURSES

DURATION: Semester (Part-time).

ADMISSION REQUIREMENTS: Grade 9/ABET Level 4 and ICDL (Recommendation: Pass ICDL)

- Computer Technician (A+ syllabus content)
- Networking Technician (N+ syllabus content)

INTRODUCING: WEBSTARTER – Acquire core skills to design, create and maintain a website.

DURATION: Trimester (Part-time)

ADMISSION REQUIREMENT: Recommendation (ICDL pass or Grade 12 pass with Computer Practice background).

Ekurhuleni West College

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