



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Capricorn TVET College

Prospectus | 2025/2026

Achieving Excellence Together

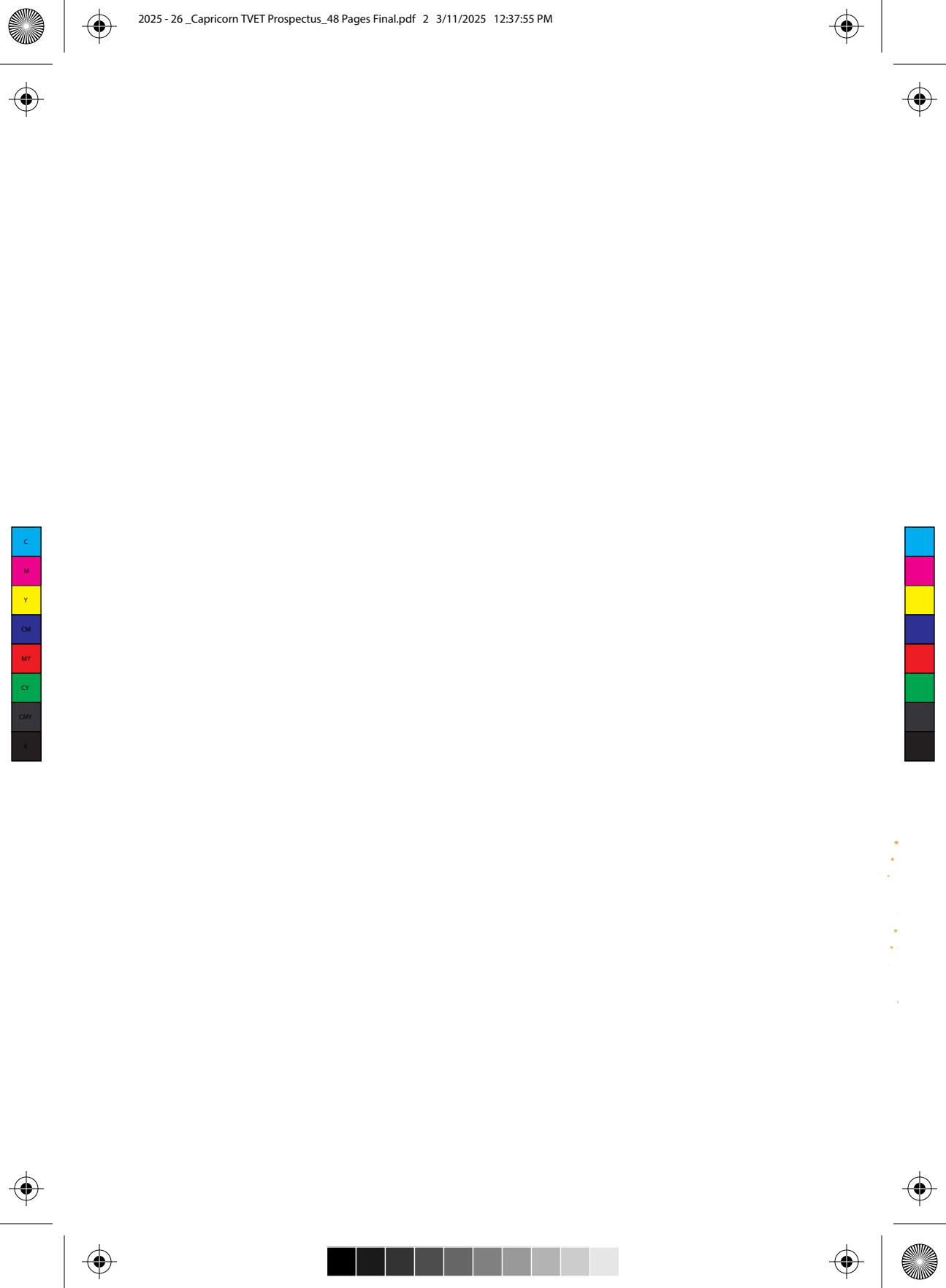


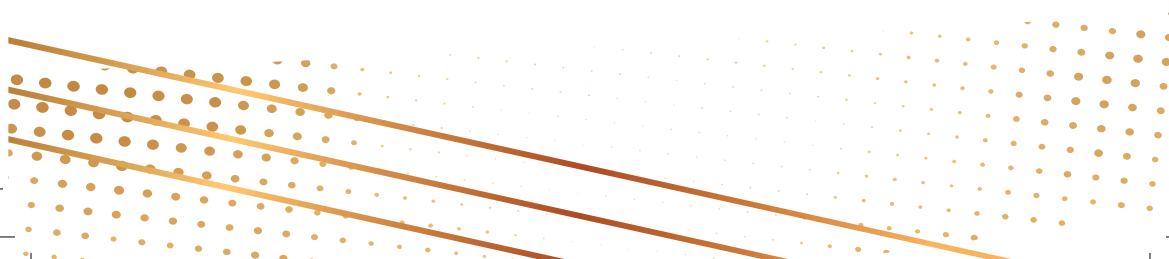


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Are **YOU** ready
to embrace the
future of learning?

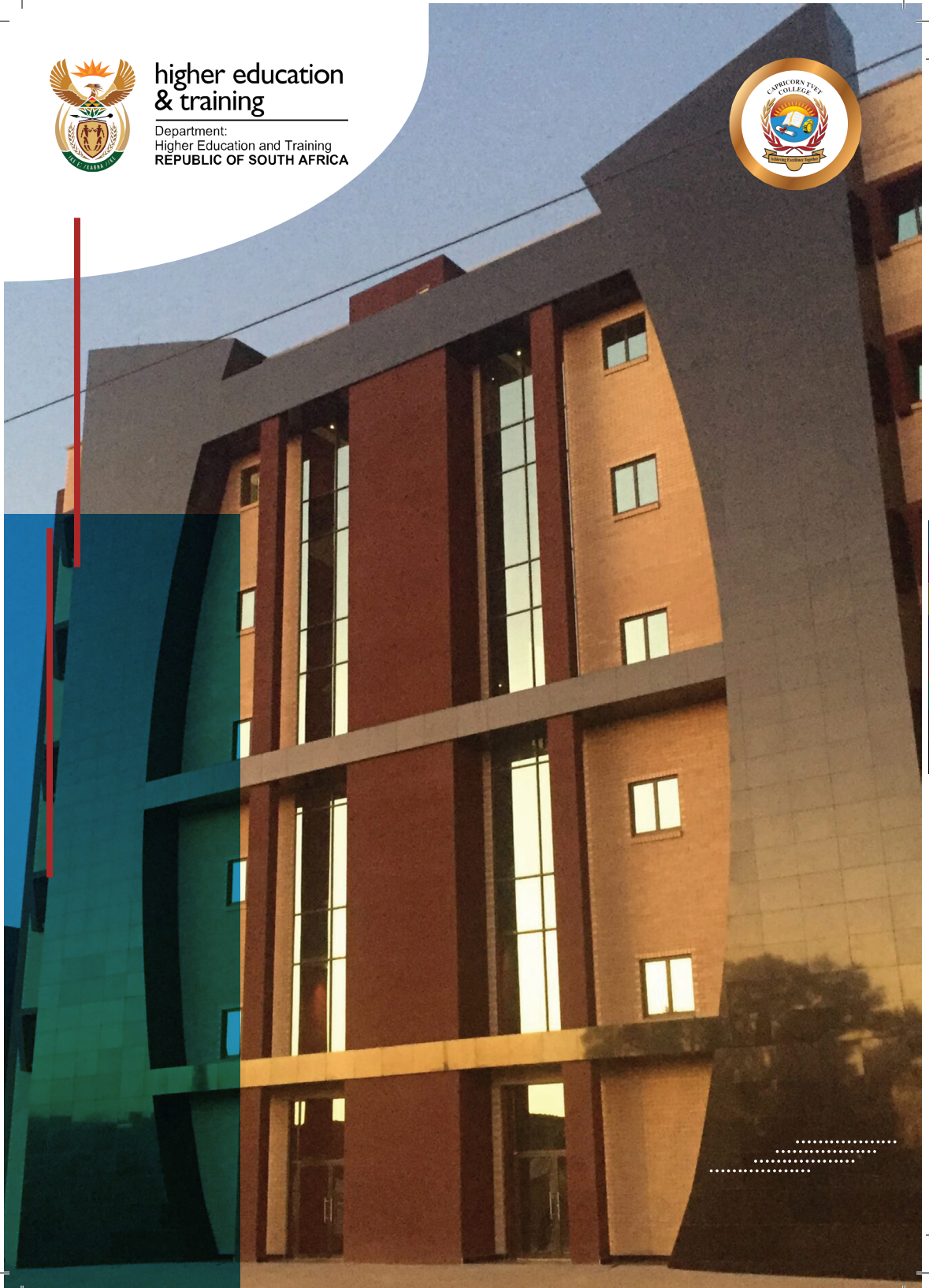
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1. Background Information

1.1. Brief history of the College

Capricorn TVET College is a product of a merger of three Colleges with very distinct and diverse historical backgrounds. These were the former Pietersburg Technical College (PTC), Bochum College of Education and the former Northern Province Community College (NPCC). The College has established a satellite campus at Ramokgopa. Capricorn TVET College has become an institution of first choice for further education for many young people as the programmes offered directly respond to the priority skills demands of the South African economy and the job market. The College further offers theory and practical learning. There are many exit options for young people to choose from. The college, in partnership with various SETA's and accredited training providers, further provides exit level support to the students through workplace - based experience (WBE) and artisan development (Trade Test Preparation Programme and Trade Test).

1.2. Vision, mission and values

Vision:

A dynamic technical
Vocational education and
Training institution of excellence,

Logo:

Our Logo Symbolizes Academic
And Technological Success And
Contains The Motto:
"Achieving Excellence Together"

Mission:

Capricorn TVET College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. Succinctly, Capricorn TVET College will achieve this mission

By making use of the following strategic goals:

- continue to ensure that sound democratic Governance and management processes are in place to create a conducive atmosphere for teaching and learning and continue to work collaboratively with its stakeholders in order to improve quality and accessibility of educational opportunities.
- Develop, strengthen and ensure quality student support as well as implementation of responsive, student-centred vocational and career programmes,
- Continuously strive to improve administrative efficiency and effectiveness by employing competent human resources and develop quality systems which will permeate every process, system, classroom activity, programme and service.
- Continuously strive to improve fiscal and physical resources in accordance with Public Finance Management Act (PFMA) and Generally Accepted Accounting Principles (GAAP).
- Management and administration of resources as well as implementation of vocational and career programmes in accordance with relevant policies in campuses.

Values:

At Capricorn TVET College we are guided by the following values which are important to us as an organization:

- Respect: We treat others as we would like to be treated ourselves. We will strive for fairness and equality.
- Integrity: We are committed to transparency, honesty and sincerity.
- Communication: We are committed to effective communication. We believe information is meant to move and that information moves people.
- Excellence: We are satisfied with nothing less than the best quality in everything we do.

Welcome to the future of learning!

1.3. Departments and Programmes

There are four main departments namely: Business Studies, Engineering Studies, General and Utility Studies for specialisation and Fundamentals which are offered additionally in all departments. The National Certificate (Vocational) is offered at Level 2, 3, and 4. The practical component of the study may be offered in a real workplace environment or in a simulated workplace environment. Students have the opportunity to experience a work environment during the period of study.

1.4. The National Certificate (Vocational)

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

All NC(V) programmes consist of a fundamental and a vocational learning component and comprise of 130 credits at each level. The duration of study is a full year per level.

1.4.1. Fundamental Subjects (Compulsory):

- English first additional language (official language), which is offered as medium of teaching and learning.
- Mathematics or Mathematical Literacy (Engineering students must register for Mathematics)
- Life Orientation: (a) Life Skill component
(b) Computer component

1.4.2. Vocational Subjects: (Optional/Student exercises choice)

- Three (3) Core Subjects and 1 Optional to make 4 vocational subjects. These are optional subjects, approved from the subfield organization of the National Qualification Framework (NQF) a student chooses according to his or her field of interest or specialization.
- The subject combinations in each of the programmes provide a high degree of specialization for a particular programme. It is important to note that of the 4 vocational subjects, 3 subjects are compulsory, the 4th subject may be chosen from any field to provide the student with high levels of specialization.

Important: A student is expected to study a total of 7 subjects (3 fundamentals and 4 vocational) per level for a complete qualification.

1.5. National Certificate (Vocational)/NC(V) Programmes

There are currently 19 National Certificate (Vocational) programmes on offer. More programmes and subjects will be developed in the future. The NC(V) programmes are the following:

- | | |
|---|----------------------------------|
| • Management | • Engineering and Related Design |
| • Marketing | • Primary Agriculture |
| • Information Technology and Computer Science | • Hospitality |
| • Finance, Economics and Accounting | • Tourism |
| • Office Administration | • Safety in Society |
| • Electrical Infrastructure Construction | • Mechatronics |
| • Civil Engineering and Building Construction | • Education and Development |
| • Drawing Office Practice | • Process Plant Operations |
| | • Transport and Logistics |



1.6. Entry requirements for the NC (V) Programmes

For entry into the National Certificate (Vocational) at NQF Level 2, you require:

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

1.7. National Accredited Technical Education Diploma/NATED/Report 191

For NATED or Report 191 Engineering Programme, four (4) subjects are offered at N4, N5 & N6 certificate levels at different campuses. The duration of study for NATED Trimester (Engineering) Programmes is three months per certificate level. NATED Business, General and Utility Studies Programmes duration is six (6) months period (Semester) per Programmes in the coming page(s)

1.8. What are exit opportunities at TVET Colleges?

Students will have the following options:

- Access workplace opportunities in a work environment or sector relevant to his/her vocational specialisation (such as a bank/insurance company after doing the Financial, Economics and Accounting programme)
- Access the workplace with the occupational specialisation he/she might have opted for through the 4th subject option (such as Motor Mechanics after opting for Automotive Repair and Maintenance)
- Gain access to higher education.
- Become qualified artisans of their special trades
- Pursue further training at the same/horizontal level
- Self-employment

1.9. DHET TVET Colleges Bursary Scheme

In order to facilitate access to the National Certificate (Vocational) qualification, the Department of Higher Education and Training has made bursaries available. The National Student Financial Aid Scheme (NSFAS) administers the bursaries on behalf of the Department of Higher Education and Training. Through the TVET College Bursary Scheme, the Department of Higher Education and Training aims to provide access to eligible students for vocational education and training at public TVET Colleges.

1.9.1. What is the Department of Higher Education and Training TVET College Bursary Scheme or National Student Financial Aid Scheme (NSFAS)?

The Department of Higher Education and Training TVET College Bursary Scheme are funds made available by Government to assist students enrolled, or intending to enrol, at TVET Colleges for PLP, NC (V) and NATED (Report 191) programmes but are unable to fund their studies.

1.9.2. Who May Apply for the DHET TVET Colleges Bursary Scheme/NSFAS?

- A student is eligible to apply for a bursary if he/she is/has:
 - A South African citizen.
 - Enrolled or intending to enrol for PLP, NC (V) and NATED (Report 191) programmes at any of the 50 public TVET colleges in South Africa.
 - In need of financial assistance.
 - Able to demonstrate potential for academic success.

Important: Eligibility for a bursary is subject to successful application.

1.10. Campuses and Management

There are four 4 campuses/sites and each has Campus Management Team (CMT) under the leadership of a Campus Manager. Core CMT is made up of the Campus Managers, heads of departments (HoD's) and senior lecturers (SL's).

1.11. Departments, Programmes and Management

Three (3) main departments are Business, Engineering as well as General and Utility Studies, managed by various Heads of Departments (HoD's)/Senior Education Specialists (SES's) in both National Accredited Technical Education Diploma (NATED)/Report 191 and National Certificate (Vocational)/NC(V) Programmes. The number of Heads of Departments depends mainly on the size of the campus and the number of learning programmes offered at a particular campus. Each learning programme has a Programme Manager/Education Specialist/Senior Lecturer. Information below outlines Departments and Heads of Departments (HOD's)/Senior Education Specialists, Programmes (and Subjects) and Senior Lecturers/Programme Managers/Education Specialists and specific campuses where learning programmes and subjects are offered.

2 . Business Studies Department: Nated/report 191 And Nc(V)

(a) Heads of Departments:

The department is managed by Heads of Departments/Senior Education Specialists at the following campuses:

- Polokwane Campus
- Senwabarwana Campus
- Ramokgopa Campus

(b) Business Programmes

The following are NC(V) Business Programmes offered full-time:

Programme	Campus
Transport & Logistics	Polokwane
Management	Senwabarwana
Marketing	Polokwane (Discontinued)
	Senwabarwana
Finance, Economics & Accounting	Polokwane
	Senwabarwana
Office Administration	Polokwane
Primary Agriculture	Senwabarwana

The following are **NATED/Report 191** Business Programmes offered full-time:

Programme	Campus
Business Management	Ramokgopa
	Senwabarwana
	Polokwane
Management Assistant	Ramokgopa
	Senwabarwana
	Polokwane
Human Resource Management	Ramokgopa
	Senwabarwana
	Polokwane
Public Management	Ramokgopa
	Polokwane
Marketing Management	Senwabarwana
Financial Management	Polokwane
	Senwabarwana

2.1 National Certificates N4-n6: National Accredited Technical Education Diploma (Nated/report 191)

Offered at Polokwane and Senwabarwana Campuses from 15:00 and at Ramokgopa Campus from 07:30

2.1.1. Business Management N4 – N6

Offered at Polokwane and Senwabarwana Campuses from 15:00 and at Ramokgopa Campus from 07:30

a) Admission Requirements

A prospective student must have a National Senior Certificate with admission to Diploma or Degree or N4 Introductory Certificate/N3/ NC(V) L4.

A prospective student must have done accounting at least up to grade 11.

b) Outcomes

The student will be trained in Communication, Computer Skills, Accounting and Entrepreneurship to enable him/her to work in a business environment.

c) Career Opportunities

This Qualification enables students to work in private, government or business environments as:

- Financial Clerk
- Accounting Clerk
- Credit Clerk
- Personal Assistant
- Administrative Officer
- Office Assistant

d) Duration

A minimum of 18 months (Six months per level)

e) Enrolment Schedule

January

July

f) Notes

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Business Management (M + 3).

2.1.2. Management Assistant

(Offered at Polokwane & Senwabarwana Campus from 15:00 and Ramokgopa Campus from 07:30)

a) Admission Requirements

A prospective student must have a National Senior Certificate with admission to Diploma or Degree or N4 Introductory Certificate/N3/ NC (V) L4.

b) OUTCOMES

The student will be trained in communication, computer skills, and office administration and will enable the student to assist anyone holding a managerial position and perform administrative duties.

c) Career Opportunities

This qualification enables students to work in private, government or business environments as:

- Receptionist
- Personal assistant
- Typist or Audio typist
- Administrative officer
- Telephonist
- Secretary
- General office clerk
- Office assistant
- Data capturing clerk

d) Duration

A minimum of 18 months (six months per level)

e) Enrolment Schedule

January

July

f) Notes

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Management Assistant. (M + 3)

2.1.3. Marketing Management

(Offered at Senwabarwana Campus from 15:00)

a) Admission Requirements

A prospective student must have a National Senior Certificate with admission to Diploma or Degree or N4 Introductory Certificate /N3/NC (V) L4.

b) Outcomes

The learner will have the ability to do market research and the marketing of an organisation's products and/or services.

c) Career Opportunities

This qualification enables students to work in private, government or business environments as:

- Sales representative
- Marketing assistant
- Advertising clerk
- Marketing consultant
- Marketing officer

d) Duration

A minimum of 18 months (six months per level)

e) Enrolment Schedule

January

July

f) Notes

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Marketing Management (M + 3)

2.1.4. Human Resource Management

(Offered at Polokwane & Senwabarwana Campus from 15:00 and Ramokgopa Campus from 07:30)

a) Admission Requirements

A prospective student must have a National Senior Certificate with admission to Diploma or Degree or N4 Introductory Certificate /N3/NC (V) L4.

b) Outcomes

The student will be trained in the process of recruitment and selection of employees, communication, computer skills, accounting and entrepreneurship to enable him/her to work in a business environment.

c) Career Opportunities

This qualification enables students to work in private, government or business environments as:

- Admin officer
- Human resource clerk
- Personnel officer

d) Duration

A minimum of 18 months (six months per level)

e) ENROLMENT SCHEDULE

January
July

f) Notes

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Human Resource Management (M + 3)

2.1.5. Financial Management

(Offered at Polokwane Campus from 15:00)

a) Admission Requirements

A prospective student must have a National Senior Certificate with admission to Diploma or Degree or N4 Introductory Certificate /N3/NC (V) L4.

A prospective student must have done Accounting at least up to grade 11.

b) Outcomes

The student will be trained in communication, computer skills, accounting and entrepreneurship to enable him/her to work in a business environment.

c) Career Opportunities

This qualification enables students to work in private, government or business environments as:

- Financial clerk
- Accounting clerk
- Credit clerk
- Personal assistant
- Administrative officer
- Office assistant

d) Duration

A minimum of 18 months (six months per level)

e) Enrolment Schedule

January
July

f) Notes

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Financial Management (M + 3)

2.1.6. Public Management N4 – N6

(Offered at Polokwane Campus from 15:00 and Ramokgopa Campus from 7:30)

a) Admission Requirements

A prospective student must have a National Senior Certificate with admission to Diploma or Degree.

b) Outcomes

The student will be trained in communication, computer skills, public finance, municipal administration, public administration and entrepreneurship to enable him/her to work in a business environment.

c) Career Opportunities

This qualification enables students to work in private, government or business environments as:

- Financial Clerk
- Administrative Officer
- Municipal administrator/officer
- Data Capturer

d) Duration

A minimum of 18 months (six months per level)

e) Enrolment Schedule

January
July

f) NOTES

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Public Management (M + 3)

2.2 National Certificates(Vocational) L 2, 3 & 4[Nc (V)]**a) Admission Requirements**

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

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

b) Duration

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

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

c) Enrolment Schedule

January

2.2.1. Nc (V) – Management

(Offered at Senwabarwana Campus from 7:30)

a) Outcomes:

The certificate will enable the learner to:

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

b) Career Opportunities

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

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

c) Curriculum

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

Fundamentals	Vocational
• Language	• Management Practice
• Mathematical Literacy	• Operations Management
• Life Orientation	• Financial Management
	• Entrepreneurship (L2) and
	Project Management (L3 & 4)

2.2.2. Nc (V) – Marketing

(Offered at Senwabarwana Campus from 7:30)

a) Outcomes:

The certificate will enable the learner to:

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

b) Career Opportunities

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

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

c) Curriculum

In order to obtain a National Certificate (Marketing) students are required to enrol for a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects.

Fundamentals	Vocational
• Language	• Advertising & Promotions
• Mathematical Literacy	• Marketing
• Life Orientation	• Marketing Communication
	• Consumer Behaviour

2.2.3. Nc (V) – Office Administration

(Offered at Polokwane and Senwabarwana Campus from 7:30)

a) Outcomes:

The certificate will enable the learner to:

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

b) Career Opportunities

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

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

c) Curriculum

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

Fundamentals	Vocational
• Language	• Business Practice
• Mathematical Literacy	• Office Practice
• Life Orientation	• Office Data Processing
	• New Venture Creation
	• Personnel Assistance L4

2.2.4. Nc (V) – Finance, Economics And Accounting

(Offered at Senwabarwana and Polokwane Campus from 7:30)

a) Outcomes:

The certificate will enable the learner to:

- Perform bookkeeping duties
- Keep records of wages, salaries, petty cash, Value Added Tax (VAT) and reconciliations
- Prepare financial statements
- Manage budgets, analyse finances of a business etc.

b) Career Opportunities

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

- Private and Public Accounting
- Financial Services
- Bookkeeping
- Banking
- Insurance Services

c) Curriculum

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

Fundamentals	Vocational
• Language	• Applied Accounting
• Mathematical Literacy	• Economic Environment
• Life Orientation	• Financial Management
	• New Venture Creation

2.2.5. Nc (V) – Transport And Logistics

(Offered at Polokwane Campus from 7:30)

a) Outcomes:

The certificate will enable the learner to:

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

b) Career Opportunities

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

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

c) Curriculum

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

Fundamentals	Vocational
• Language	• Freight Logistics
• Mathematical Literacy	• Transport Economics
• Life Orientation	• Transport Operations
	• New Venture Creation OR
	• Project Management

2.2.6. Nc (V) – Primary Agriculture

(Offered at Senwabarwana Campus from 7:30)

a) Outcomes:

The certificate will enable the learner to:

- Advise farmers on farming techniques/methods.
- Farmers on the management of finances
- Advise farmers on marketing, advertising, and selling agricultural products
- Advise farmers on production planner for crops and animal

b) Career Opportunities

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

- Agriculture Science
- Farm Manager
- Forestry
- Botany
- Horticulture
- Food Services
- Viticulture

c) CURRICULUM

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

Fundamentals	Vocational
• Language	• Animal Production
• Mathematical Literacy	• Agri Business
• Life Orientation	• Soil Science
	• Plant Production
	• Farm Planning & Mechanisim
	• Advanced Plant Production

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**knowledge
& innovation**
for a better
world!



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3. Occupational Programme

(a) Heads of Department:

The Occupational programmes are managed by Heads of Departments HODs/Senior Education Specialist at the following campuses:

- Seshego Campus

(b) The following are Occupational Qualification Programmes offered full-time

Programme	Campus
Electrician	Seshego
Fitter & Turner	Seshego

3.1) National certificates (vocational) L 2 ,3 & 4 [Nc (V)]

a) Admission Requirements

For entry into the Occupational Programme you are required to have:

- Passed Mechanical Engineering N1/ Grade 9 with Mathematics and Science
- Passed Engineering Related Designs L3
- Passed Grade 10 with Mathematics and Physical Science

b) Duration

The Occupational Qualification certificate is achievable within three years / 36 months of training and work place exposure

All occupational programmes consist of a Knowledge component, practical component and work placement component

c) Enrolment Schedule

January & June

d) Outcomes

Electrician

- The ability to plan and prepare work site, equipment, tools, consumables and materials for electrical activities and operations.
- The ability to install, wire and connect electrical equipment and control systems.
- The ability to test and inspect electrical equipment, control systems and installations.
- The ability to commission control systems and installations.
- The ability to maintain and repair electrical equipment, control systems and installations

Fitter & Turner

- Apply hand skills to fabricate mechanical components using engineering tools.
- Perform engineering maintenance on mechanical components, subassemblies and machines.
- Repair, install and commission subassemblies and machines.
- Machine mechanical components using machining tools and equipment

e) Career**Electrician**

- Plan and prepare work site, equipment, tools, consumables and materials for electrical activities and operations
- Install, wire and connect electrical equipment and control systems
- Test and inspect electrical equipment, control systems and installations
- Commission control systems and installations
- Maintain and repair electrical equipment, control systems and installations

Fitter & Turner

- Factories, Power stations
- Oil rigs, Petrol refineries
- Mines
- Chemical companies
- Ship building industry
- Construction
- Industrial plants
- Steel plants.

f) Curriculum

In order to obtain an Occupational certificate (Electrician and Fitter and Turner) a student is required to take a total of 360+ credit modules. These include 3 components and EISA

Modules	Credits
<ul style="list-style-type: none"> • Knowledge (106 F&T) components (E91) 	<ul style="list-style-type: none"> • KM01-03 Fitter & Turner • KM01-09 Electrician
<ul style="list-style-type: none"> • Practical (122 F&T) Components (E113) 	<ul style="list-style-type: none"> • PM01-11 Fitter & Turner • PM01-08 Electrician
<ul style="list-style-type: none"> • Work placement components 	<ul style="list-style-type: none"> • PM01-08 Fitter & Turner • PM01-05 Electrician

4. Engineering Studies Department**(a) Heads of Department:**

The engineering department is managed by Heads of Departments (HoD's)/Senior Education Specialists at the following campuses:

- Seshego Campus
- Ramokgopa Campus
- Polokwane Campus

(b) Engineering Programmes

The following are NC(V) Engineering Programmes offered full-time:

Programme	Campus
<ul style="list-style-type: none"> • Civil Engineering and Building Construction 	<ul style="list-style-type: none"> • Seshego
<ul style="list-style-type: none"> • Electrical Infrastructure Construction 	<ul style="list-style-type: none"> • Seshego
<ul style="list-style-type: none"> • Process Plant Operation (PPO) 	<ul style="list-style-type: none"> • Seshego

Programme	Campus
• Engineering and Related Design	• Seshego
• Information Technology and Computer Science (ITC)	• Polokwane
• Mechatronics	• Polokwane

The following are NATED/Report 191 Engineering Programmes offered full-time:

Programme	Campus
• Civil Engineering	• Ramokgopa • Polokwane
• Electrical Engineering	• Ramokgopa • Polokwane
• Mechanical Engineering	• Ramokgopa • Polokwane
• Chemical Engineering	• Seshego

4.1.NATIONAL TECHNICAL CERTIFICATE N4-N6: NATIONAL ACCREDITED TECHNICAL EDUCATION DIPLOMA (NATED/REPORT 191)

- DELIVERY SITES AND TIME:** **Seshego Campus: 15:00 to 19:00**
Ramokgopa Satellite Campus: 07:00 to 15:00
- ENROLLMENT SCHEDULE:**
January
May
September
- MINIMUM ADMISSION REQUIREMENTS: N4 - N6**
Grade 12 with Maths and Science, Technical Grade 12, N3 or Higher.
- NOTES**
Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma (M + 3)

National Technical Certificate N4 – N6 are offered in the following study directions:

4.1.1. ELECTRICAL ENGINEERING Heavy Current (All compulsory)

Mathematics
Industrial Electronics
Engineering Physics
Electro-technics

4.1.2. MECHANICAL ENGINEERING (any four subjects)

Mathematics
Mechanical Draughting & Design
Mechano-technics
Fluid Mechanics
Power Machines
Supervisory Management
Strength of Materials & Structures

4.1.3. CIVIL ENGINEERING N4-N6 (All Compulsory)

Building Administration
Building and Structural Construction
Building and Structural Surveying
Quantity Surveying

4.1.4. CHEMICAL ENGINEERING N4-N6 (Any four subjects)

Chemical Plant Operation
Engineering physics
Chemistry
Supervisory management (optional)
Mathematics (optional)

4.2. National Certificates (Vocational) L 2, 3 & 4 [Nc (V)]

a) Admission Requirements

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

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

b) Duration

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

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

c) Enrolment Schedule

January

4.2.1. Nc (V) - Electrical Infrastructure Construction

(Offered at Seshego Campus from 7:30)

a) Outcomes

The certificate will enable the learner to

:

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

b) Career Opportunities

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

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

c) Curriculum

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

Fundamentals	Vocational
<ul style="list-style-type: none"> • Language • Mathematics • Mathematical Literacy 	<ul style="list-style-type: none"> • Electrical Principles & Practice • Electroni Control & Digital Electronics
<ul style="list-style-type: none"> • Life Orientation 	<ul style="list-style-type: none"> • Workshop Practical • One from optional subjects below

d) Optional Subjects

- Electrical System and Construction
- Physical Science
- Renewable Energy Technologies

4.2.2. Nc (V) – Civil Engineering & Building Construction

(Offered at Seshego Campus from 7:30)

a) Outcomes

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

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

b) Career Opportunities

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

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

c) Curriculum

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

Fundamentals	Vocational
• Language	• Construction Planning
• Mathematics	• Plant & Equipment
• Mathematical Literacy	• Material
• Life Orientation	• One from optional subjects below

d) Optional Subjects

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

4.2.3. NC (V) – ENGINEERING AND RELATED DESIGN

(Offered at Seshego Campus from 7:30)

a) Outcomes And Career Opportunities (Manufacturing And Assembly)

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

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

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

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

b) Outcomes And Career Opportunities - (Engineering And Related Design)

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

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

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

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

C) Outcomes And Career Opportunities - (Fabrication And Extraction)

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

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

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

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

d) Curriculum

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

Fundamentals	Vocational
• Language	• Engineering Fundamentals
• Mathematical Literacy	• Engineering Technology
• Life Orientation	• Engineering System
	• One from optional subjects below

e) Optional Subjects

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

4.2.4. Nc (V) – Information Technology And Computer Science

(Offered at Polokwane Campus from 7:30)

a) Outcomes

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

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

b) Career Opportunities

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

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

c) Curriculum

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

Fundamentals	Vocational
• Language	• Introduction to Information Systems
• Mathematical Literacy	• Introduction to System Development
• Life Orientation	• Electronics
	• Electronic Contro; & Digital Electronics
	• Multimedia Basics
	• Entrepreneurship

4.2.5. Nc (V) – Mechatronics

(Offered at Polokwane Campus from 7:30)

a) Outcomes

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

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

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

b) Career Opportunities:

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

c) Curriculum

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

Fundamentals	Vocational
• Language	• Electronics & Digital Concepts for Robotics
• Mathematics	• Robotics Fundamentals
• Life Orientation	• Basic principles of computer programming and computer literacy
	• Mechatronic Systems

4.2.6. Nc (V) – Process Plant Operations

(Offered at Seshego Campus from 7:30)

a) Outcomes

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

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

b) Career Opportunities

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

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

c) Curriculum

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

Fundamentals	Vocational
• Language	• Process Tehnology
• Mathematics	• Physical Science
• Life Orientation	• Engineering Fundamentals
	• One from optional subjects below

d) Optional Subjects

- Pulp and Papermaking Technology
- Process Chemistry

4.2.7. Nc (V) - Drawing Office Practice

(Offered at Seshego Campus from 7:30)

a) Outcomes

The holder of the National Certificate (Drawing Office Practice) will be able to:

- Manage projects
- Quality assurer
- Hiring of office staff
- Evaluate performance

b) Career Opportunities

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

- Office Manager/Supervisor
- Drawing Office Manager/Civil Engineer
- Office/Facilities Manager
- Design Office Manager(Structural)
- 3dCad operator

c) Curriculum

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

Fundamentals	Vocational
• Language	• Architectural Graphics and Technology
• Mathematics	• Civil and Structural Steel work
• Life Orientation	• Engineering Graphics and Technology
	• One from optional subjects below

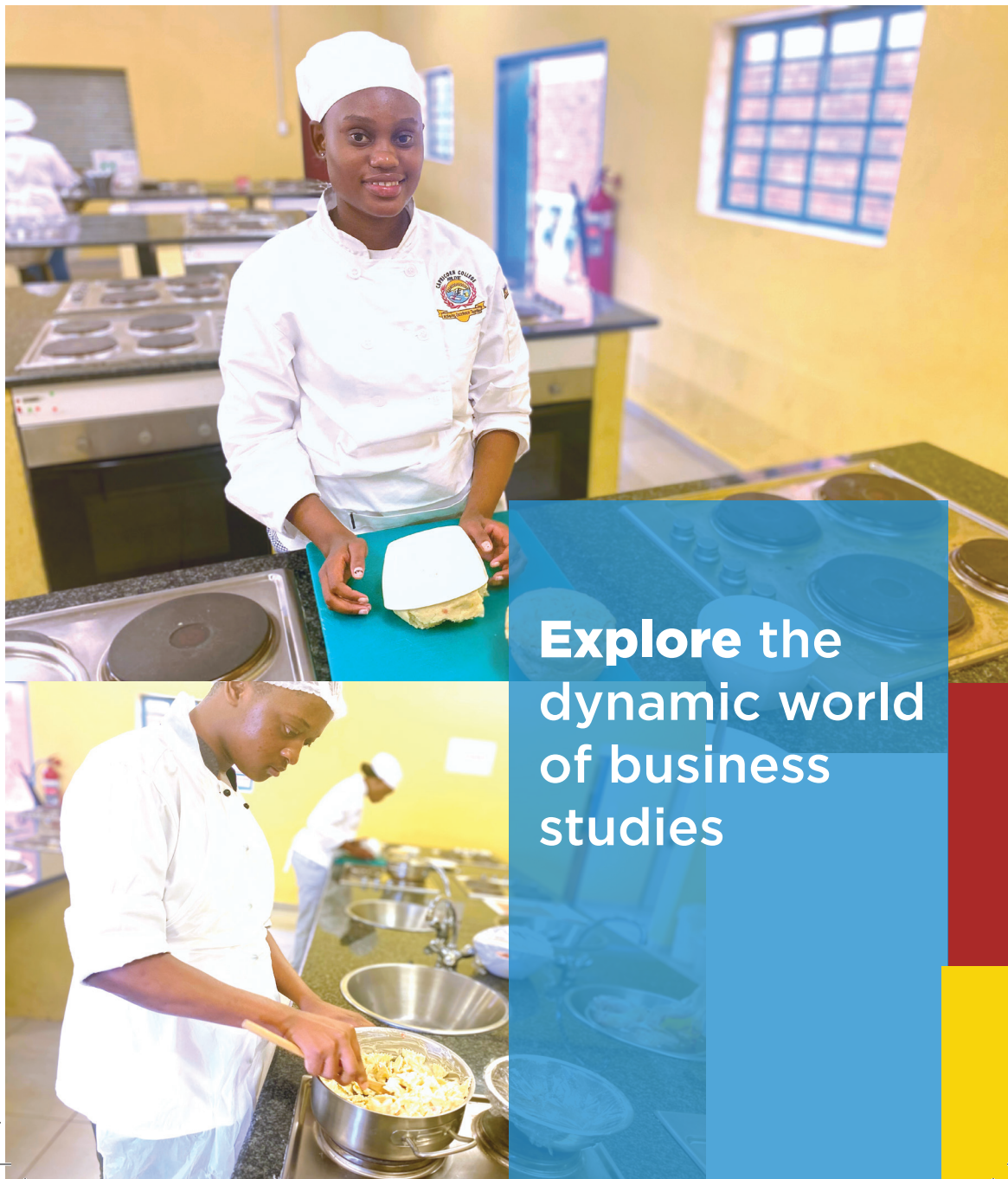
d) Optional Subjects

Drawing Office Procedures and Techniques



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5. General And Utility Studies Department

(a) Heads of Departments:

The department is managed by Heads of Departments(HoD's)/ Senior Education Specialist at the following campuses:

- Polokwane Campus
- Seshego Campus

(b) General and Utility Programmes

The following are NC(V) General and Utility Programmes offered full-time (07:30 to 15:00) at different campuses:

Programme	Campus
Hospitality	Polokwane
Tourism	Polokwane
Safety in Society	Polokwane
Education and Development	Seshego

5.1. National Certificates N4-n6:

National Accredited Technical Education Diploma (Nated/report 191)

- **Admission Requirements**
A prospective student must have a National Senior Certificate with an endorsement Diploma or Degree or N4 Introductory Certificate/N3/ NC (V) L4.
- **Duration**
A minimum of 18 months (six months per level).
- **Assessment**
June and November National Examinations.
- **Enrolment Schedule**
January and July.

5.1.1 Hospitality And Catering N4 - N6

(Offered at Polokwane Campus from 15:00)

Admission Requirements

A prospective student must have a National Senior Certificate with admission to Diploma or Degree or N4 Introductory Certificate /N3/NC (V) L4.

a) Outcomes

The student will be trained in Catering Theory & Practical, Applied Management, Computer Studies and Communication.

b) Employment Opportunities

This qualification enables students to work in private or business environment as:

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

c) Notes

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Hospitality and Catering (M + 3).

5.1.2. Tourism N4 – N6

(Offered at Polokwane Campus from 15:00)

a) Admission Requirements

A prospective student must have a National Senior Certificate with admission to Diploma or Degree or N4 Introductory Certificate /N3/NC (V) L4.

b) Outcomes

The student will be trained in Travel Services, Travel Office procedures, Tourist Destinations, Tourism communication and Hotel reception.

c) Career Opportunities

This qualification enables students to work in private or business environment as:

- Accommodation Managers
- Conference and Event Planners
- Restaurant and Food Services managers
- Tourist Guides
- Transportation Managers
- Travel Agents
- Hotel receptionists

d) Enrolment Schedule

January

July

e) Notes

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Tourism (M + 3).

5.1.3. Educare N4 – N6

Seshego Campus only (discontinued)

a) Admission Requirements

A prospective student must have a National Senior Certificate with admission to Diploma or Degree or N4 Introductory Certificate /N3/NC (V) L4.

b) Outcomes

The student will be trained in Educare Didactics, Child Health, Educational Psychology, Day Care Personnel Development. Practical experience to be done at a school or day care centre

c) Employment Opportunities

This qualification enables students to work in private or business environment as:

- Manager of an Early Childhood Development site
- Play group practitioner
- Au pair
- Educare practitioner

d) Notes

Students in possession of N6 Certificate plus 18 months' relevant practical experience can apply for a National Diploma in Early Childhood Development (M + 3).

5.2. National Certificates (Vocational) L 2, 3 & 4 [Nc (V)]

a) Admission Requirements

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

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

b) Duration

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

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

c) Enrolment Schedule

January

5.2.1. Nc (V) – Safety In Society

(Offered at Polokwane Campus from 7:30)

a) Outcomes

The holder of the certificate will be able to:

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

b) Career Opportunities

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

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

c) Curriculum

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

Fundamentals	Vocational
• Language	• Introduction to Governance
• Mathematical Literacy	• Introduction to Law
• Life Orientation	• Principles of Criminal Justice
	• Introduction to Policing OR
	• Criminology

5.2.2. Nc (V) – Hospitality

(Offered at Polokwane Campus from 7:30)

a) Outcomes

The holder of the certificate will be able to

:

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

b) Career Opportunities

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

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

c) Curriculum

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

Fundamentals	Vocational
• Language	• Food Preparation
• Mathematical Literacy	• Hospitality Generics
• Life Orientation	• Client Services and Human Relations
	• Hospitality Services

5.2.3. Nc (V) – Tourism

(Offered at Polokwane Campus from 7:30)

a) Outcomes

The holder of the certificate will be able to:

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

b) Career Opportunities

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

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

c) Curriculum

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

Fundamentals	Vocational
• Language	• Science in Tourism
• Mathematical Literacy	• Client Services and Human Resources
• Life Orientation	• Sustainable Tourism in South Africa
	• Tourism Operations and Technology

5.2.4. Nc (V) – Education And Development

(Offered at Seshego Campus from 7:30)

The course may appeal to you if you are returning to study after some years, and hoping to pursue a career in Early Childhood Development (ECD) and Foundation Phase education and training. This qualification will prepare you for further study in your field or related choice at institutions of higher learning.

a) Outcomes

The holder of the certificate will be able to:

- Work in the education sector; e.g. schools and early development centres; crèches etc.
- Work in hospitals, nursing homes, hospices and community centres.
- Provide services in private homes, e.g. au pair, child-minding, etc.

b) Career Opportunities

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

- 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.

c) Curriculum

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

Fundamentals	Vocational
• Language	• Art and Science of Teaching
• Mathematical Literacy	• Human and Social Development
• Life Orientation	• Learning Psychology
	• Early Childhood Development



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before the first
use of the
machine

6. Department Of Fundamental Subjects

Please Note:

This department applies to NC(V) Programmes only. It is also managed by HOD's responsible for vocational subjects in the three campuses (Polokwane, Seshego and Senwabarwana).

A complete NC(V) qualification has both vocational and fundamental components. Prospective students are expected to study 4 vocational and three fundamental subjects at Levels 2,3,4. The following are the fundamental subjects offered full-time at different campuses (Seshego, Polokwane and Senwabarwana).

Subject	Campus
English First Additional Language (FAL)	Seshego
	Polokwane
	Senwabarwana
Life Orientation	Seshego
	Polokwane
	Senwabarwana
Mathematics/Mathematical Literacy	Seshego
	Polokwane
	Senwabarwana

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7. Matrix Of Subjects In Each Sub-field Of Study Department Of Higher Education And Training Tvet:

National Certificate Vocational NQF Levels 2, 3 & 4

NB: (O) = OPTIONAL SUBJECTS*

OPTIONAL SUBJECTS CAN ALSO BE CHOSEN FROM ANY OTHER SUB-FIELD

	Level 2	Level 3	Level 4
Fundamentals* *(The 3 fundamental subjects are included with core and additional subjects for all the programmes)	English/Afrikaans/ IsiXhosa First Additional language Life Orientation Mathematics OR Mathematics Literacy	English/Afrikaans/ IsiXhosa First Additional language Life Orientation Mathematics OR Mathematics Literacy	English/Afrikaans/ IsiXhosa First Additional language Life Orientation Mathematics OR Mathematics Literacy
Management	Management Practice Operational Management Financial Management Entrepreneurship	Management Practice Operational Management Financial Management Project Management	Management Practice Operational Management Financial Management Project Management
Marketing	Marketing Advertising & Promotions Marketing Communication Consumer Behaviour	Marketing Advertising & Promotions Marketing Communication Consumer Behaviour	Marketing Advertising & Promotions Marketing Communication Consumer Behaviour*
Finance, Economics and Accounting	Applied Accounting Financial Management Economic Environment New Venture Creation	Applied Accounting Financial Management Economic Environment New Venture Creation	Applied Accounting Financial Management Economic Environment New Venture Creation
Office Administration	Business Practice Office Practice Office Data Processing New Venture Creation	Business Practice Office Practice Office Data Processing New Venture Creation	Business Practice Office Practice Office Data Processing New Venture Creation
Information Technology & Computer Science	Introduction to Information Systems Electronics Introduction to Systems Development Entrepreneurship(O) OR Multimedia Basics(O)	System Analysis and Design Computer Hardware and Software Principles of Computer Programming Project Management(O) OR Multimedia Content(O)	System Analysis and Design Data Communication and Networking Computer Programming Electronic Control & digital Electronics (O) OR Multimedia Service

	Level 2	Level 3	Level 4
Mechatronics	Introduction to Computers Manual Manufacturing Electro Technology Mechatronic Systems	Stored Programme Systems Machine Manufacturing Electro Technology Mechatronic Systems	Stored Programme Systems Computer Integrated Manufacturing Electro Technology Mechatronic Systems
Electrical Infrastructure Construction	Electrical Principles and Practice Workshop Practice Electronic Control and Digital Electronics Electrical Systems and Construction(O)* Physical Science(O)* Renewable Energy Technologies(O)*	Electrical Principles and Practice Electrical Workmanship Electronic Control and Digital Electronics Electrical Systems and Construction(O)* Physical Science(O)* Renewable Energy Technologies(O)*	Electrical Principles and Practice Electrical Workmanship Electronic Control and Digital Electronics Electrical Systems and Construction(O)* Physical Science(O)* Renewable Energy Technologies(O)*
Civil Engineering and Building Construction	Construction Planning Plant and Equipment Materials Carpentry and Roof Work (O) OR Masonry (O) OR Roads (O) OR Plumbing (O)	Construction Planning Plant and Equipment Materials Carpentry and Roof Work(O)* OR Masonry & Tiling (O)* OR Roads (O) OR Plumbing(O)*	Construction Planning Construction Supervision Materials Carpentry and Roof Work(O)* OR Masonry (O)* OR Roads (O) OR Plumbing(O)*

	Level 2	Level 3	Level 4
Engineering and Related Design	Engineering Fundamentals Engineering Technology Engineering Systems Fitting and Turning(O)* OR Automotive (O)* OR Engineering Fabrication(O)* OR Welding (O)* OR Refrigeration (O)*	Engineering Practice and Maintenance Materials Technology Engineering Graphics and Design (CAD) Fitting and Turning (O)* OR Automotive (O)* OR Engineering Fabrication-Boiler making (O)* OR Engineering Fabrication-Sheet Metal Worker (O)* OR Welding (O)* OR Refrigeration (O)*	Engineering Processes Professional Engineering Practice Applied Engineering Technology Fitting and Turning (O)* OR Automotive (O)* OR Engineering Fabrication-Boiler making (O)* OR Engineering Fabrication-Sheet Metal Worker (O)* OR Welding (O)* OR Refrigeration (O)*
Hospitality	Hospitality Generics Food Preparation Client Services and Human Relations Hospitality Services	Hospitality Generics Food Preparation Client Services and Human Relations Hospitality Services	Hospitality Generics Food Preparation Client Services and Human Relations Hospitality Services
Tourism	Science of Tourism Client Services and Human Relations Sustainable Tourism in SA Tourism Operations	Science of Tourism Client Services and Human Relations Sustainable Tourism in SA & Regional Travel Tourism Operations	Science of Tourism Client Services and Human Relations Sustainable Tourism in SA & International Travel Tourism Operations

	Level 2	Level 3	Level 4
Safety in Society	Introduction to Governance Introduction to Law Principles of Criminal Justice Introduction to Policing Practice	Governance Criminal Law Criminal Justice Structures & Mandates Theory of Policing Practices	Governance Law Procedures and Evidence Criminal Justice Process Applied Policing
Education and Development	Art and Science of Teaching Human and Social Development Learning Psychology Early Childhood Development	Art and Science of Teaching Human and Social Development Learning Psychology Early Childhood Development	Art and Science of Teaching Human and Social Development Learning Psychology Early Childhood Development
Process Plant Operations	Process Plant Operations Physical Science Engineering Fundamentals (existing) Pulp and Papermaking Technology (O) * OR Process Chemistry (O)*	Process Plant Operations Physical Science Process Control Pulp and Papermaking Technology (O)* OR Process Chemistry (O)*	Process Plant Operations Physical Science Process Control Pulp and Papermaking Technology (O) OR Process Chemistry (O)
Transport and Logistics	Freight Logistics Transport Economics Transport Operations New Venture Creation OR Entrepreneurship	Freight Logistics Transport Economics Transport Operations Project Management OR New Venture Creation	Freight Logistics Transport Economics Transport Operations Project Management OR New Venture Creation

	Level 2	Level 3	Level 4
Drawing Office Practice	Architectural Graphic and Technology Civil and Structural Steel Work Detailing Engineering Graphic and Technology Drawing Office Procedures and Techniques(O)	Architectural Graphic and Technology Civil and Structural Steel Work Detailing Engineering Graphic and Design Drawing Office Procedures and Techniques(O)	Architectural Graphic and Technology Civil and Structural Steel Work Detailing Mechanical Draughting and Technology Drawing Office Procedures and Techniques(O)
Primary Agriculture	Soil Science Plant Production Animal Production Agribusiness	Soil Science Plant Production Animal Production Agribusiness	Farm Planning and Mechanisation Advanced Plant production Animal Production Agribusiness

Department Of Higher Education And Training Tvet: National Certificate Report 191 N 4, 5 & 6

Nb: (O) = Optional Subjects*

optional Subjects Can Also Be Chosen From Any Other Sub-field

	N4	N5	N6
Management Assistant	Communication Computer Practice Information Processing Office Practice	Communication Computer Practice Information Processing Office Practice	Communication Computer Practice Information Processing Office Practice
Business Management	Financial accounting Entrepreneurship and Business Management Computer practice Management communication	Sales Management Financial accounting Entrepreneurship and Business Management Computer practice	Sales Management Financial accounting Entrepreneurship and Business Management Computer practice

	N4	N5	N6
Marketing Management	Computer Practice Marketing Management Entrepreneurship and Business Management Management Communication	Computer Practice Marketing Management Entrepreneurship and Business Management Sales Management	Marketing Communication Marketing Management Marketing Research Sales Management
Human Resource	Personnel Management Entrepreneurship and Business Management Management Communication Computer Practice	Personnel Management Personnel Training Labour Relations Computer Practice	Personnel Management Personnel Training Labour Relations Computer Practice
Financial Management	Financial Accounting Computerised Financial Systems Management Communication Entrepreneurship and Business Management	Financial Accounting Computerised Financial Systems Cost and Management Accounting Entrepreneurship And Business Management	Financial Accounting Computerised Financial Systems Income tax Cost and Management Accounting
Public Management	Computer Practice Entrepreneurship and Business Management Management Communication Public Administration	Computer Practice Municipal Administration Public Administration Public Finance	Municipal Administration Public Administration Public Finance Public Law
Hospitality And Catering	Applied Management Catering: Theory and Practical Nutrition and Menu Planning Sanitation And Safety	Applied Management Catering: Theory and Practical Food And Beverages Services Entrepreneurship and Business Management	Applied Management Catering: Theory and Practical Communication and Human Relations Computer Practice

	N4	N5	N6
Tourism	Computer Practice Tourist Communication Tourist Destination Travel Office	Tourist Communication Tourist Destination Travel Office Travel Service	Tourist Destination Travel Office Procedure Travel Service Hotel Reception
Electrical Engineering Option 1: heavy current	Electro Techniques Industrial Electronics Mathematics Engineering Science	Electro techniques Industrial electronics Mathematics Power Machines (optional) Engineering Physics (optional)	Electro techniques Industrial electronics Mathematics Power Machines (optional) Engineering Physics (optional)
Electrical Engineering Option 2: light current	Digital Electronics Industrial Electronics Communication Electronics Mathematics	Digital Electronics Industrial Electronics Communication Electronics Mathematics	Digital Electronics Industrial Electronics Communication Electronics Mathematics
Mechanical Engineering	Mechanotechnics Mechanical Draughting (optional) Plating and Structural Steel Drawing (optional) Mathematics Engineering science	Mechanotechnics Mechanical drawing and Design Mathematics Power Machines (optional) Strength of Materials and Structures (optional) Engineering physics	Mechanotechnics Mechanical drawing and Design Mathematics Power Machines (optional) Strength of Materials and Structures (optional) Engineering physics

	N4	N5	N6
Civil Engineering	Building Administration Building and Structural Surveying Building and Structural Construction Quantity Surveying	Building Administration Building and Structural Surveying Building and Structural Construction Quantity Surveying	Building Administration Building and Structural Surveying Building and Structural Construction Quantity Surveying
Chemical Plant Operations	Chemical Plant Operation Engineering Science Chemistry Mathematics (optional) Supervisory Management (optional)	Chemical Plant Operation Engineering Physics Chemistry Mathematics (optional) Supervisory Management (optional)	Chemical Plant Operation Engineering Physics Chemistry Mathematics (optional) Supervisory Management (optional)

**Empower your mind,
shape your world**

8. Pre-vocational Learning Programme (Plp) For Tvet Colleges

8.1. Plp General Information

The Department of Higher Education and Training developed a foundational programme, Pre-Vocational Learning Programme (PLP) that can address deficiencies in general foundational learning, effectively enable students to gain access to TVET education (NCV) and to improve the quality of learning in TVET colleges.

The PLP programme is offered in four foundational subjects studied at NQF Level 1. On completion of the PLP programme Level 1, learners/students qualify for admission to National Certificate Vocational (NC(V) Level 2.
Please note: PLP is offered at Seshego campus only.

8.1.1 Plp Subjects Offered at Foundational Level

The following PLP subjects are offered at Seshego Campus:

- (a) Foundational English Level 1.
- (b) Foundational Mathematics Level 1
- (c) Foundational Science Level 1
- (d) Foundational Life Skills and Technology Level 1

8.2. Duration of Study

Pre-Vocational Learning Programme is offered for a period of a full one year.

8.3. Admission Requirements To Pre-vocational Learning (Plp) Programme

The following are minimum admission requirements for the PLP Programme
Prospective PLP learners/students must have passed Grade 9 or have attempted Grade 10 or could not meet admission requirement in the mainstream programmes (With Natural Sciences and/or Mathematics).

8.4. Completion Of Plp And Progression To National Certificate (Vocational) Level 2.

On completion of Pre-Vocational Learning Programme, a competent/successful student/learner is awarded a Summative Report/Result of Performance and a PLP Certificate of Competence at the end of the Academic Year. The results and a certificate allows the learner to proceed to Level 2 programme of his/her choice, depending on his/her level of performance.

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