



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Central
Johannesburg
TVET College

PROSPECTUS



www.cjc.edu.za



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VALUE	BEHAVIOUR
Quality	At CJC we constantly seek to improve our services and products. Quality and continuous improvement are integral parts of our daily operations.
Teamwork	At CJC we work as a team and value the contribution of each individual. We know that our people are our most important resources.
Integrity	At CJC we strive to be honest in our conduct which promotes individual and organisational integrity
Respect	At CJC we value respect as a cornerstone of personal growth and self-worth. As management we intend to respect our students and our work. As students we will respect each other, our academic staff, management and the Council.
Accountability	CJC is a public institution, performing a critical public function. CJC is a product of Parliamentary legislation and must perform its function in accordance. We are also aware that every member of the public has an interest in what we do. Accordingly, we are committed to performing our work in accordance with public expectation and the law. We commit to account for all our actions in fulfilment of our public commitments.
Professionalism	We accept that we should conduct ourselves ethically and with discipline. We must always show commitment, reliability and present ourselves in ways that are exemplary to others.

Overview of the College

Central Johannesburg TVET College (CJC) was established on 11 September 2003 when the late Minister, Prof. Kadar Asmal, launched the landscape for the then Further Education and Training (FET) sector at our Alexandra Campus. The name FET was later changed to Technical and Vocational Education and Training (TVET) by the current Minister, Dr Bonginkosi E Nzimande.

The College is one of 50 public TVET colleges in South Africa operating under the auspices of the Department of Higher Education and Training (DHET). There are eight TVET colleges in Gauteng.

The College has eight campuses, i.e. Ellis Park; Parktown; Alexandra; Riverlea; Langlaagte, Crown Mines, Smit Street and Troyeville. The eight campuses are spread within a radius of approximately 10 km from the Central Office in Parktown.

The Central Office is based in Parktown, next to the Rodean School, and offers centralised support services such as Human Resource Administration and Development; Finance, Academic Affairs; Student Support Services; etc.

The College offers national accredited programmes, i.e. National Technical Education (NATED) and National Certificate (Vocational)- NC(V). These programmes are quality assured by Umalusi, the Council for Quality Assurance in General and Further Education and Training, to ensure a national standard.

In addition to the above programmes, the College also offers some skills programmes in collaboration with the relevant Sector Education and Training Authority (SETA). The programmes are accredited and quality assured by the relevant SETA Education and Training Quality Assurance (ETQA) unit.

The College offers programmes in the following fields: Engineering Technology; Business Studies and UTILITIES. For more information on what is offered in each field of study, visit our website on www.cjc.edu.za.

We trust that you will find the study programme that you are looking for and that you may be successful in your endeavours.

General Information

Office Hours

Mondays to Thursdays: 08:00 – 16:00

Fridays: 08:00 – 14:00

Registration Periods

Trimester: 3 times	Semester: 2 times	Year: NC(V)
T1: January; T2: Apr/May; T3: Aug/Sep	S1: January; S2: July	January
Campuses can be contacted for registration dates, fees and commencement of classes. Campus details are at the back of this booklet.		

Documents Required for Registration

- A certified copy of the latest school report/National Senior Certificate/Statement of Results, etc.
- A certified copy of the identity document
- Proof of residential address not older than three months and relevant contact details
- Preferably accompanied by a parent/guardian if under 18 years of age
- All necessary fees required as per the programme.

Application Point Score (APS)

Candidates have to meet the individual subject admission requirements for the qualification and the minimum APS scores using the method that applies to the qualification they are applying for;

Example:

SUBJECT	PERCENTAGE	CALCULATION
English	40%	$40 \div 10 = 4$
Mathematics/ Mathematical Literacy/ Technical Mathematics	30%	$30 \div 10 = 3$
Subject 3	40%	$40 \div 10 = 4$
Subject 4	33%	$33 \div 10 = 3.3$
Subject 5	50%	$50 \div 10 = 5$
Subject 6	25%	$25 \div 10 = 2.5$
APS Score		$218 \div 10 = 21.8/ 22$

Foreign Students

- Foreign students must have their certificates/qualifications evaluated by SAQA **before** they apply – www.saqqa.org.za
- Foreign students must have a **valid study permit** – the expiry date must be after the end of the study period.

Course Fees and Payment

- Central Johannesburg TVET College prescribes course fees prior to the beginning of each academic year. Please contact the relevant campus.
- Students who do not apply, or do not qualify for the DHET NSFAS Bursary Scheme must pay at least **40% of the tuition fees upon registration**.
- The **remaining balance** of the course fees must be paid as per the payment agreement:

Trimester Students: The last instalment is payable at the end of the first month after registration.

Semester Students: First Semester – end of April; Second Semester – end of September.

NC(V) Students: The last instalment is payable at the end of September.

Methods of Payment

- Direct deposits in the bank account of the College
- Bank guaranteed cheques
- Electronic Funds Transfer (EFT)
- Point of Sales-Swiping Credit/Debit Cards

Refunds

A student may be refunded based on the Refund Policy of the College.

Typically, a student may be refunded for the following reasons:

- When the programme is no longer offered by the College
- Death of student (Copy of death certificate required)
- On finding employment (Letter of appointment required)
- Health reasons (Medical report required)
- Parents relocate to another province (Evidence required)
- Credits due to the student (Evidence required)

Part-Time Classes

The College may offer part-time classes as per the Policy for part-time classes. Please note that Part-Time classes are offered on a self-sustainable basis. This means that the total income generated must cover the total expenses incurred. Part-Time courses cost more than normal full-time courses. The course fees for part-time classes must be paid in full upon registration. The College reserves the right to only offer classes that are justified by student numbers.

Examination-only

Examination-only mode of delivery is available to CJC students who did not pass one or two theory subjects and has a valid term mark. It is important to note that if you register for exams only that you must study and prepare on your own as no contact time will be provided. Please contact the relevant campus for the examination-only fee applicable.

Supplementary Examinations - NC(V) students only

NC(V) students who failed a subject or two **may** qualify to write supplementary examinations during Feb/March as per the timetable. Please note that the onus is on the student to register for the supplementary examinations before the closing date by the end of January. You must pay the supplementary examination fees upfront to register.

It is important to note that it is the responsibility of the student who writes supplementary examinations to register for the next November examinations should you fail the supplementary examination. Examination fees will apply.

Financial Aid

The National Student Financial Aid Scheme (NSFAS) was established in terms of the National Student Financial Aid Scheme (Act 56 of 1999).

The mission statement is made up of three distinct elements, which describe why NSFAS exists and the impact on the constituency:

- NSFAS exists to provide financial aid to eligible students at TVET colleges and public universities;
- NSFAS identifies eligible students, provides bursaries and collects past student loan repayments to replenish the funds available for future generations of students; and,
- NSFAS supports access to, and success in, higher education and training for students from poor and working class families who would otherwise not be able to afford to study.

For more information on how to apply, go to www.nsfas.org.za

DHET TVET College Attendance Policy

- Students are required to attend 100% of all classes.
- It is the responsibility of the student to submit valid copies of medical/registered traditional healer's certificates in cases of illness.
- The Student must discuss all incidents of absenteeism with the relevant Lecturer or HOD.

- Students have to complete a STUDENT ABSENT FORM for every period that they missed. The form must be signed by the Student and the lecturer and filed with the Register by the Lecturer.
- Students may not leave the venues during periods/lecturing times unless the necessary permission has been obtained from the Lecturers.
- Students must sign a Code of Conduct stipulating that a minimum attendance of 80% of classes is required at all times.
- It is imperative to understand that should the student attend less than 80% of classes, then the student will NOT BE ALLOWED TO SIT FOR THE EXAMINATION for that subject and will FORFEIT ALL DHET NSFAS Bursary benefits.
- The purpose of the DHET TVET Colleges Attendance Policy is to support the student to be successful in his/her studies.
- Attendance will be used as one of the criteria for placement of students in job opportunities such as, apprenticeship/ internships or learnerships.

NATIONAL N-DIPLOMAS

Students who successfully complete their NATED programmes **may** qualify for a National N-Diploma. To qualify for the diploma students must meet two criteria:

NATED ENGINEERING STUDIES (Trimester programmes)

1. Must have **passed a total of 12 subjects from N4 to N6**. You may not offer less than 3 subjects and more than 5 subjects at a level.
2. Submit a valid Employment Certificate verifying that you **have worked** for a **minimum of 24 months in your field of study**.

NATED BUSINESS STUDIES and UTILITIES (Semester programmes)

1. Must have **passed a total of 12 subjects from N4 to N6**. You may not offer less than 3 subjects and more than 5 subjects at a level.
2. Submit a valid Employment Certificate verifying that you **have worked** for a **minimum of 18 months in your field of study**.

General Information for NATED Engineering Studies

Duration- 3 months (One Trimester) per N- Level

Promotional requirements- You must pass a minimum of three subjects to be promoted to the next level.

Pass requirements- The pass requirement is a minimum of% per subjetc.?

Certification requirements- You must pass four subjects at a level to be certified

50111000 NATIONAL CERTIFICATE: N1: ENGINEERING STUDIES

1. ADMISSION REQUIREMENTS

- 1.1 A Pre- Vocational Programme (PLP) certificate with a 50% pass in English and Life Orientation and a 60% pass in Mathematics and Foundational Science; or a
- 1.2 Grade 9 statement with a 50% pass in Mathematics/ Mathematical Literacy and English FAL; or a
- 1.3 AET L4 (GETC) with a 50% pass in Mathematics/ Mathematical Literacy and English FAL; or a
- 1.4 Equivalent Occupational Qualification; or a
- 1.5 RPL Assessment Programme; or an
- 1.6 APS score of 24, using the best of six Grade 9 subjects, inclusive of Mathematics/ Mathematical Literacy/ Technical Mathematics and English; or an;
- 1.7 APS score of 22, using the best of six Grade 10/ NC (V) L2 subjects, inclusive of Mathematics/ Mathematical Literacy/ Technical Mathematics and English; or an;
- 1.8 APS score of 20, using the best of six Grade 10/ NC (V) L3 subjects, inclusive of Mathematics/ Mathematical Literacy/ Technical Mathematics and English; or an;
- 1.9 APS score of 18, using the best of six Grade 11/ NC (V) L4 subjects, inclusive of Mathematics/ Mathematical Literacy/ Technical Mathematics and English.
- 1.10

<p>PROMOTIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> You must pass a minimum of three subjects to be promoted to the next level. 	<p>PASS REQUIREMENTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> The pass requirement is a minimum of 40% per subject.
<p>CERTIFICATION REQUIREMENTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> You must pass four subjects at a level to be certified. 	

ASSESSMENTS AND ATTENDANCE POLICY

- You must obtain a minimum pass percentage as stipulated on the requirements for National Exams AND attendance 40 % term mark

Note: Please contact the campus for requirements for National Exam Policy of 80% of the lectures per subject to qualify to write the final national examination for the specific subject. ?

DURATION OF NATED ENGINEERING PROGRAMMES

- The duration of each N-Level is three months (One Trimester)
- You may register for three trimesters in one year.

50408078 NATIONAL CERTIFICATE: N4: ENGINEERING STUDIES

1. ADMISSION REQUIREMENTS

- 1.1 Any of the following NC (V) Certificates;
 - Civil Engineering and Building Construction
 - Drawing and Building Construction
 - Electrical Infrastructure Construction
 - Engineering and Related design
 - Information Technology and Computer Science
 - Mechatronics
 - Process Instrumentation
 - Process Plan Operations; or an
- 1.2 National Certificate: N3 Engineering Studies; or an
- 1.3 Equivalent occupational qualification; or an
- 1.4 APS score of 24, using double the Mathematics / Technical Mathematics plus one relevant Technology Subject (Civil, Electrical, Mechanical) or Physical Science/ Technical Science, plus English and the two (2) next best subjects of NSC.

BUILDING AND CIVIL ENGINEERING			
LEVEL	SUBJECTS	LEVEL	SUBJECTS
N1	<ul style="list-style-type: none"> • Plumbing or Bricklaying Theory • Building Drawing • Building Science • Mathematics 	N2	<ul style="list-style-type: none"> • Plumbing or Bricklaying Theory • Building Drawing • Building Science • Mathematics
N3	<ul style="list-style-type: none"> • Building & Civil Technology • Building Drawing • Building Science • Mathematics 	N4	<ul style="list-style-type: none"> • Building Administration • Building & Structural Construction • Building & Structural Surveying • Quantity Surveying # • Mathematics #
N5	<ul style="list-style-type: none"> • Building Administration • Building & Structural Construction • Building & Structural Surveying • Quantity Surveying # • Mathematics # 	N6	<ul style="list-style-type: none"> • Building Administration • Building & Structural Construction • Building & Structural Surveying • Quantity Surveying # • Mathematics # <p style="color: blue; margin-top: 5px;"># = elective (Choose one)</p>

	# = elective (Choose one)		
ELECTRICAL ENGINEERING (HEAVY CURRENT)			
LEVEL	SUBJECTS	LEVEL	SUBJECTS
N1	<ul style="list-style-type: none"> Electrical Trade Theory Industrial Electronics Engineering Science Mathematics 	N2	<ul style="list-style-type: none"> Electrical Trade Theory Industrial Electronics Engineering Science Mathematics
N3	<ul style="list-style-type: none"> Electrical Trade Theory Industrial Electronics Engineering Science Mathematics 	N4	<ul style="list-style-type: none"> Electrotechnics Industrial Electronics Mathematics Engineering Science # Fault Finding & Protective Devices #
N5	<ul style="list-style-type: none"> Electrotechnics Industrial Electronics Mathematics Power Machines # Fault Finding & Protective Devices # 	N6	<ul style="list-style-type: none"> Electrotechnics Industrial Electronics Mathematics Power Machines # Fault Finding & Protective Devices #
			<p># = elective (Choose one)</p> <p>Installation Rules (Papers 1 and 2) are offered Part-Time only as an elective at an additional cost.</p>
ELECTRONICS ENGINEERING (LIGHT CURRENT)			
LEVEL	SUBJECTS	LEVEL	SUBJECTS
N1	<ul style="list-style-type: none"> Radio & Television Theory Industrial Electronics Engineering Science Mathematics 	N2	<ul style="list-style-type: none"> Radio & Television Theory # Instrumentation Theory # Industrial Electronics Engineering Science Mathematics Logic System #
N3	<ul style="list-style-type: none"> Radio & Television Theory # Instrumentation Theory # Industrial Electronics Logic Systems Mathematics 	N4	<ul style="list-style-type: none"> Digital Electronics Industrial Electronics Mathematics Communication Electronics # Industrial Instruments # Logic System #

N5	<ul style="list-style-type: none"> • Digital Electronics • Industrial Electronics • Mathematics • Communication Electronics # • Industrial Instruments # <p># = elective (Choose one)</p>	N6	<ul style="list-style-type: none"> • Digital Electronics • Industrial Electronics • Mathematics • Communication Electronics # • Industrial Instruments # <p># = elective (Choose one)</p>
	Control Systems is offered Part-Time only as an elective at an additional cost.		

MECHANICAL ENGINEERING

LEVEL	SUBJECTS	LEVEL	SUBJECTS
N1	<ul style="list-style-type: none"> • Fitting & Machining • Engineering Drawing • Engineering Science • Mathematics 	N2	<ul style="list-style-type: none"> • Fitting & Machining • Engineering Drawing • Engineering Science • Mathematics
N3	<ul style="list-style-type: none"> • Mechnotechnology • Engineering Drawing • Engineering Science • Mathematics 	N4	<ul style="list-style-type: none"> • Mechanotechnics • Mechanical Draughting • Engineering Science • Mathematics • Industrial Electronics # <p>Supervisory Management is offered Part-Time only as an elective at an additional cost.</p>
N5	<ul style="list-style-type: none"> • Mechanotechnics • Mathematics # • Strengths of Materials # • Power Machines # • Fluid Mechanics # <p># = elective (Choose one)</p>	N6	<ul style="list-style-type: none"> • Mechanotechnics • Mathematics # • Strengths of Materials # • Power Machines # • Fluid Mechanics # <p># = elective (Choose one)</p>
	Mechanical Drawing & Design and Supervisory Management are offered Part-Time only as electives at additional costs per subject.		Mechanical Drawing & Design and Supervisory Management are offered Part-Time only as electives at additional costs per subject.

NATED: ENGINEERING STUDIES – ALEXANDRA

MOTOR TRADE ENGINEERING			
LEVEL	SUBJECTS	LEVEL	SUBJECTS
N1	<ul style="list-style-type: none"> • Motor Trade Theory • Industrial Electronics • Engineering Science • Mathematics 	N2	<ul style="list-style-type: none"> • Motor/Diesel Trade Theory • Industrial Electronics • Engineering Science • Mathematics
N3	<ul style="list-style-type: none"> • Motor/Diesel Theory • Industrial Electronics • Engineering Science • Mathematics 		
MECHANICAL ENGINEERING			
N4	<ul style="list-style-type: none"> • Mechanotechnics • Mechanical Draughting • Engineering Science • Mathematics • Industrial Electronics # 	N5	<ul style="list-style-type: none"> • Mechanotechnics • Mathematics # • Strengths of Materials # • Power Machines # • Fluid Mechanics # <p># = elective (Choose one)</p>
N6	<ul style="list-style-type: none"> • Mechanotechnics • Mathematics # • Strengths of Materials # • Power Machines # • Fluid Mechanics # <p># = elective (Choose one)</p>		
BOILERMAKING			
N1	<ul style="list-style-type: none"> • Metal Workers'/Platers' Theory • Plating & Structural Steel Drawing • Engineering Science • Mathematics 	N2	<ul style="list-style-type: none"> • Metal Workers'/Platers' Theory • Plating & Structural Steel Drawing • Engineering Science • Mathematics
N3	<ul style="list-style-type: none"> • Mechano Technology • Plating & Structural Steel Drawing • Engineering Science • Mathematics 		
MECHANICAL ENGINEERING			
N4	<ul style="list-style-type: none"> • Mechanotechnics • Mechanical Draughting • Engineering Science 	N5	<ul style="list-style-type: none"> • Mechanotechnics • Mathematics # • Strengths of Materials # • Power Machines #

	<ul style="list-style-type: none"> Mathematics Industrial Electronics # 		<ul style="list-style-type: none"> Fluid Mechanics # # = elective (Choose one)
N6	<ul style="list-style-type: none"> Mechanotechnics Mathematics # Strengths of Materials # Power Machines # Fluid Mechanics # # = elective (Choose one)		
ELECTRICAL ENGINEERING			
LEVEL	SUBJECTS	LEVEL	SUBJECTS
N1	<ul style="list-style-type: none"> Electrical Trade Theory Industrial Electronics Engineering Science Mathematics 	N2	<ul style="list-style-type: none"> Electrical Trade Theory Industrial Electronics Engineering Science Mathematics
N3	<ul style="list-style-type: none"> Electrical Trade Theory Industrial Electronics Engineering Science Mathematics 	N4	<ul style="list-style-type: none"> Electrotechnics Industrial Electronics Mathematics Engineering Science # Fault Finding & Protective Devices # # = elective (Choose one)
N5	<ul style="list-style-type: none"> Electrotechnics Industrial Electronics Mathematics Power Machines # Fault Finding & Protective Devices # # = elective (Choose one)	N6	<ul style="list-style-type: none"> Electrotechnics Industrial Electronics Mathematics Power Machines # Fault Finding & Protective Devices # # = elective (Choose one)

NATED: ENGINEERING STUDIES – RIVERLEA

MECHANICAL ENGINEERING			
LEVEL	SUBJECTS	LEVEL	SUBJECTS
N1	<ul style="list-style-type: none"> Fitting & Machining Engineering Drawing Engineering Science Mathematics 	N2	<ul style="list-style-type: none"> Fitting & Machining Engineering Drawing Engineering Science Mathematics
N3	<ul style="list-style-type: none"> Fitting & Machining Engineering Drawing Engineering Science Mathematics 		Note: N4 – N6 will only be offered at the Ellis Park campus.
ELECTRICAL ENGINEERING (HEAVY CURRENT)			

LEVEL	SUBJECTS	LEVEL	SUBJECTS
N1	<ul style="list-style-type: none"> Electrical Trade Theory Industrial Electronics Engineering Science Mathematics 	N2	<ul style="list-style-type: none"> Electrical Trade Theory Industrial Electronics Engineering Science Mathematics
N3	<ul style="list-style-type: none"> Electrical Trade Theory Industrial Electronics Engineering Science Mathematics 		<p>Note: N4 – N6 will only be offered at the Ellis Park campus.</p>
BUILDING AND CIVIL ENGINEERING			
LEVEL	SUBJECTS	LEVEL	SUBJECTS
N1	<ul style="list-style-type: none"> Plumbing or Bricklaying Theory Building Drawing Building Science Mathematics 	N2	<ul style="list-style-type: none"> Plumbing or Bricklaying Theory Building Drawing Building Science Mathematics
N3	<ul style="list-style-type: none"> Building Construction Building Drawing Building Science Mathematics 		<p>Note: N4 – N6 will only be offered at the Ellis Park campus.</p>

General Information for NATED Business Studies

DURATION: 6 months per level

Promotional requirements- You must pass a minimum of three subjects to be promoted to the next level.

Pass requirements- The pass requirement is a minimum of% per subjetc.?

Certification requirements- You must pass four subjects at a level to be certified.

NATED BUSINESS STUDIES – PARKTOWN

50404013 NATIONAL CERTIFICATE: N4: BUSINESS MANAGEMENT

1. ADMISSION REQUIREMENTS

1.1 Any of the following NV (V) L4 Certificates:

- Management
- Office Administration
- Information Technology
- Finance, Economics and Accounting
- Transport and Logistics; or an

1.2 A National Introductory Certificate: N4 Business Studies; or an

1.3 Equivalent NQF Level 4 occupational qualification; or an

1.4 APS score of 25, using double the English and Accounting/ Mathematics/ Mathematical Literacy/ Economics/ Business Studies subjects, plus the two (2) next best subjects of NSC.

BUSINESS MANAGEMENT		
N4	N5	N6
• Computer Practice	• Computer Practice	• Computer Practice
• Entrepreneurship & Business Management	• Entrepreneurship & Business Management	• Entrepreneurship & Business Management
• Introductory Accounting	• Public Relations	• Public Relations
• Management Communication	• Sales Management	• Sales Management

1. ADMISSION REQUIREMENTS

1.1 Any of the following NV (V) L4 Certificates:

- Finance, Economics and Accounting
- Management
- Marketing
- Office Administration; or an

1.2 Equivalent NQF Level 4 occupational qualification; or an

1.3 APS score of 24, using double the English and then the Accounting/ Mathematics/ Business Studies/ Economics subjects, and the three (3) next best subjects of NSC.

FINANCIAL MANAGEMENT		
N4	N5	N6
<ul style="list-style-type: none"> • Computerised Financial Systems 	<ul style="list-style-type: none"> • Computerised Financial Systems 	<ul style="list-style-type: none"> • Computerised Financial Systems
<ul style="list-style-type: none"> • Entrepreneurship & Business Management 	<ul style="list-style-type: none"> • Entrepreneurship & Business Management 	<ul style="list-style-type: none"> • Entrepreneurship & Business Management
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Financial Accounting
<ul style="list-style-type: none"> • Management Communication 	<ul style="list-style-type: none"> • Cost and Management Accounting 	<ul style="list-style-type: none"> • Cost and Management Accounting

1. ADMISSION REQUIREMENTS

1.1 Any of the following NV (V) L4 Certificates:

- Education and Development
- Finance, Economics and Accounting
- Information Technology
- Management
- Marketing
- Office Administration
- Transport and Logistics; or an

1.2 Equivalent NQF Level 4 occupational qualification; or an

1.3 APS score of 24, using double the English the four (4) next best subjects of NSC.

HUMAN RESOURCE MANAGEMENT

N4	N5	N6
<ul style="list-style-type: none"> • Computer Practice 	<ul style="list-style-type: none"> • Computer Practice 	<ul style="list-style-type: none"> • Computer Practice
<ul style="list-style-type: none"> • Entrepreneurship & Business Management 	<ul style="list-style-type: none"> • Labour Relations 	<ul style="list-style-type: none"> • Labour Relations
<ul style="list-style-type: none"> • Management Communication 	<ul style="list-style-type: none"> • Personnel Training 	<ul style="list-style-type: none"> • Personnel Training
<ul style="list-style-type: none"> • Personnel Management 	<ul style="list-style-type: none"> • Personnel Management 	<ul style="list-style-type: none"> • Personnel Management

1. ADMISSION REQUIREMENTS

1.1 Any of the following NV (V) L4 Certificates:

- Education and Development
- Finance, Economics and Accounting
- Information Technology
- Management
- Marketing
- Office Administration

1.2 Equivalent NQF Level 4 occupational qualification; or an

1.3 APS score of 24, using double the English the four (4) next best subjects of NSC.

MARKETING MANAGEMENT

N4	N5	N6
<ul style="list-style-type: none"> • Computer Practice 	<ul style="list-style-type: none"> • Computer Practice 	<ul style="list-style-type: none"> • Marketing Communication
<ul style="list-style-type: none"> • Entrepreneurship & Business Management 	<ul style="list-style-type: none"> • Entrepreneurship & Business Management 	<ul style="list-style-type: none"> • Market Research
<ul style="list-style-type: none"> • Management Communication 	<ul style="list-style-type: none"> • Sales Management 	<ul style="list-style-type: none"> • Sales Management
<ul style="list-style-type: none"> • Marketing Management 	<ul style="list-style-type: none"> • Marketing Management 	<ul style="list-style-type: none"> • Marketing Management

General Information for NATED Utilities

DURATION: 6 months per level

Promotional requirements- You must pass a minimum of three subjects to be promoted to the next level.

Pass requirements- The pass requirement is a minimum of 50% per subject.

Certification requirements- You must pass four subjects at a level to be certified

NATED UTILITIES – RIVERLEA CAMPUS

1. ADMISSION REQUIREMENTS

- 1.1 A tourism NC (V) L4 Certificate; or an
- 1.2 Equivalent NQF Level 4 occupational qualification; or an
- 1.3 APS score of 24, using double the English the next (3) next best subjects of NSC/ NC (V) L4.

TRAVEL AND TOURISM		
N4	N5	N6
<ul style="list-style-type: none"> • Travel Office Procedures 	<ul style="list-style-type: none"> • Travel Office Procedures 	<ul style="list-style-type: none"> • Travel Office Procedures
<ul style="list-style-type: none"> • Travel Services 	<ul style="list-style-type: none"> • Travel Services 	<ul style="list-style-type: none"> • Travel Services
<ul style="list-style-type: none"> • Tourism Communications 	<ul style="list-style-type: none"> • Tourism Communications 	<ul style="list-style-type: none"> • Hotel Reception
<ul style="list-style-type: none"> • Tourism Destinations 	<ul style="list-style-type: none"> • Tourism Destinations 	<ul style="list-style-type: none"> • Tourism Destinations
	<ul style="list-style-type: none"> • DTT: Fares within Africa 	<ul style="list-style-type: none"> • Galileo (Optional)

NATED UTILITIES – SMIT STREET CAMPUS

1. ADMISSION REQUIREMENTS

- 1.1 A Hospitality NC (V) L4 Certificate; or a
- 1.2 National Introductory Certificate: N4 Food Services; or an
- 1.3 Equivalent NQF level 4 occupation qualification; or an
- 1.4 APS score of 24, using double the English, and the four (4) next best subjects of NSC / NC (V)

HOSPITALITY

N4	N5	N6
<ul style="list-style-type: none"> Catering Theory & Practical 	<ul style="list-style-type: none"> Catering Theory & Practical 	<ul style="list-style-type: none"> Catering Theory & Practical
<ul style="list-style-type: none"> Nutrition & Menu Planning 	<ul style="list-style-type: none"> Food & Beverage Services 	<ul style="list-style-type: none"> Communication & Human Relations
<ul style="list-style-type: none"> Sanitation & Housekeeping 	<ul style="list-style-type: none"> Entrepreneurship & Business Management 	<ul style="list-style-type: none"> Introductory Computer Practice
<ul style="list-style-type: none"> Applied Management 	<ul style="list-style-type: none"> Applied Management 	<ul style="list-style-type: none"> Applied Management

NATED UTILITIES – CROWN MINES CAMPUS

1. ADMISSION REQUIREMENTS

- 1.1 Equivalent NQF Level 4 occupational qualification; or an
- 1.2 APS score of 24, using double the English the four (4) next best subjects of NSC/ NC (V) L4.
- 1.3 An audition and interview will be a pre- requisite.

MUSIC PERFORMANCE		
N4	N5	N6
<ul style="list-style-type: none"> Aural and Ensemble 	<ul style="list-style-type: none"> Aural and Ensemble 	<ul style="list-style-type: none"> Aural and Ensemble
<ul style="list-style-type: none"> Improvisation 	<ul style="list-style-type: none"> Improvisation 	<ul style="list-style-type: none"> Improvisation
<ul style="list-style-type: none"> Music Business 	<ul style="list-style-type: none"> Music Business 	<ul style="list-style-type: none"> Music Business
<ul style="list-style-type: none"> Practical Instrument 	<ul style="list-style-type: none"> Practical Instrument 	<ul style="list-style-type: none"> Practical Instrument
STUDIO WORK		
N4	N5	N6
<ul style="list-style-type: none"> Music Business 	<ul style="list-style-type: none"> Music Business 	<ul style="list-style-type: none"> Music Business
<ul style="list-style-type: none"> Sound Engineering 	<ul style="list-style-type: none"> Sound Engineering 	<ul style="list-style-type: none"> Sound Engineering
<ul style="list-style-type: none"> Arranging & Production 	<ul style="list-style-type: none"> Arranging & Production 	<ul style="list-style-type: none"> Arranging & Production
<ul style="list-style-type: none"> Electronic Music & Keyboard Technique 	<ul style="list-style-type: none"> Electronic Music & Keyboard Technique 	<ul style="list-style-type: none"> Electronic Music & Keyboard Technique

50403001 NATIONAL CERTIFICATE: N4: ART AND DESIGN

1. ADMISSION REQUIREMENTS

- 1.1 A National Introductory Certificate: N4 Art and Design; or an
- 1.2 Equivalent NQF level 4 occupation qualification; or an
- 1.3 APS score of 24, using double the English, and the four (4) next best subjects of NSC/ NC (V) L4 and a
- 1.4 Portfolio of Evidence (POE) of pencil- or oil painting sketches.

ART AND DESIGN		
Introduction to N4	<ul style="list-style-type: none"> • Form & Colour • Drawing 	<ul style="list-style-type: none"> • Graphic Interpretation • Space & Volume
N4	N5	N6
<ul style="list-style-type: none"> • Manual Painting, Adobe Flash & Dreamweaver 	<ul style="list-style-type: none"> • Manual Painting, Adobe Flash & Dreamweaver 	<ul style="list-style-type: none"> • Manual Painting, Adobe Flash & Dreamweaver
<ul style="list-style-type: none"> • Drawing 	<ul style="list-style-type: none"> • Drawing 	<ul style="list-style-type: none"> • Drawing
<ul style="list-style-type: none"> • Graphic Design (Manual) • Graphic Design (Computer) 	<ul style="list-style-type: none"> • Graphic Design (Manual) • Graphic Design (Computer) 	<ul style="list-style-type: none"> • Graphic Design Manual • Graphic Design (Computer)
<ul style="list-style-type: none"> • Entrepreneurship & Business Management 	<ul style="list-style-type: none"> • History of Art 	<ul style="list-style-type: none"> • History of Art

NATED UTILITIES – ALEXANDRA CAMPUS

504010010 NATIONAL CERTIFICATE: N4: CLOTHING PRODUCTION

1. ADMISSION REQUIREMENTS

- 1.1 A National Introductory Certificate: N4 **Clothing Production**; or an
- 1.2 Equivalent NQF level 4 occupation qualification; or an
- 1.3 APS score of 24, using double the English, and the four (4) next best subjects of NSC/ NC (V) L4 and a
- 1.4 A Portfolio of evidence (POE) that shows design and construction of a variety of garments is a requirement.

CLOTHING PRODUCTION		
N4	N5	N6
<ul style="list-style-type: none"> • Clothing Construction 	<ul style="list-style-type: none"> • Clothing Construction 	<ul style="list-style-type: none"> • Clothing Construction
<ul style="list-style-type: none"> • Pattern Construction 	<ul style="list-style-type: none"> • Pattern Construction 	<ul style="list-style-type: none"> • Pattern Construction
<ul style="list-style-type: none"> • Fashion Drawing 	<ul style="list-style-type: none"> • Fashion Drawing 	<ul style="list-style-type: none"> • Fashion Drawing
<ul style="list-style-type: none"> • Introductory Computer Practice 	<ul style="list-style-type: none"> • Entrepreneurship & Business Management 	<ul style="list-style-type: none"> • Computer Practice

1. ADMISSION REQUIREMENTS

1.1 Any of the following NC (V) L4 Certificates/ NSC Grade 12

2. Duration

6 months per level

COSMETOLOGY		
NQF LEVEL 4		
<ul style="list-style-type: none"> • Mathematics Literacy 		
<ul style="list-style-type: none"> • Communication 		
<ul style="list-style-type: none"> • HIV/AIDS 		
<ul style="list-style-type: none"> • Entrepreneurship & Business Management 		
<ul style="list-style-type: none"> • Cosmetology 		
HAIRCARE		
NQF LEVEL 2	NQF LEVEL 3	NQF LEVEL 4
<ul style="list-style-type: none"> • Mathematics Literacy 	<ul style="list-style-type: none"> • Mathematics Literacy 	<ul style="list-style-type: none"> • Mathematics Literacy
<ul style="list-style-type: none"> • Communication 	<ul style="list-style-type: none"> • Communication 	<ul style="list-style-type: none"> • Communication
<ul style="list-style-type: none"> • Computer 	<ul style="list-style-type: none"> • Haircare 	<ul style="list-style-type: none"> • Haircare
<ul style="list-style-type: none"> • HIV/AIDS 		<ul style="list-style-type: none"> •

<ul style="list-style-type: none"> • Haircare 		<ul style="list-style-type: none"> • Entrepreneurship & Business Management
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General Information for NC(V) Programmes

DURATION OF NCV PROGRAMMES

- The duration of each NC(V) level is ONE calendar year.

PASS AND CERTIFICATION REQUIREMENTS

- The pass mark is 50% per subject for each of the vocational subjects.
- The pass mark for Life Orientation and First Additional Language is 40% each.
- The pass mark for Mathematics and Mathematical Literacy is 30% each.
- In order to obtain the NC(V) qualification at a particular NQF level and to progress to the next level you must pass all seven (7) subjects. You will not be certified if you fail any subject.
- Please note that to be certified the Internal Continuous Assessment (ICASS) mark is compulsory for fundamental subjects. The ICASS mark plus the examination mark is considered for certification.
- Students must complete both internal (ICASS) and external (examinations) assessments to be resulted. Both components must be completed in the same academic year.

NC(V): ENGINEERING STUDIES – ELLIS PARK

NC(V) CIVIL ENGINEERING AND BUILDING CONSTRUCTION		
FUNDAMENTAL SUBJECTS (Compulsory)		
Level 2	Level 3	Level 4
<ul style="list-style-type: none"> • English First Language 	<ul style="list-style-type: none"> • English First Language 	<ul style="list-style-type: none"> • English First Language
<ul style="list-style-type: none"> • Mathematics 	<ul style="list-style-type: none"> • Mathematics 	<ul style="list-style-type: none"> • Mathematics
<ul style="list-style-type: none"> • Life Orientation 	<ul style="list-style-type: none"> • Life Orientation 	<ul style="list-style-type: none"> • Life Orientation
VOCATIONAL SUBJECTS (Compulsory)		

• Construction Planning	• Construction Planning	• Construction Planning
• Plant & Equipment	• Plant & Equipment	• Construction Supervision
• Materials	• Materials	• Construction Materials
VOCATIONAL SUBJECTS (Electives – choose ONE)		
• Carpentry & Roof Work	• Carpentry & Roof Work	• Carpentry & Roof Work
• Masonry	• Masonry	• Masonry
• Plumbing	• Plumbing	• Plumbing
• Physical Science	• Physical Science	• Physical Science
NC(V) ENGINEERING & RELATED DESIGN – ELECTRICAL		
FUNDAMENTAL SUBJECTS (Compulsory)		
Level 2	Level 3	Level 4
• English First Language	• English First Language	• English First Language
• Mathematics	• Mathematics	• Mathematics
• Life Orientation	• Life Orientation	• Life Orientation
VOCATIONAL SUBJECTS (Compulsory)		
• Electrical Principles & Practice	• Electrical Principles & Practice	• Electrical Principles & Practice
• Workshop Practice	• Electrical Workmanship	• Electrical Workmanship
• Electrical Control & Digital Electronics	• Electrical Control & Digital Electronics	• Electrical Control & Digital Electronics
VOCATIONAL SUBJECTS (Electives – choose ONE)		
• Electrical Systems & Construction	• Electrical Systems & Construction	• Electrical Systems & Construction
• Physical Science	• Physical Science	• Physical Science
NC(V) ENGINEERING & RELATED DESIGN – FITTING & TURNING		
FUNDAMENTAL SUBJECTS (Compulsory)		
Level 2	Level 3	Level 4
• English First Language	• English First Language	• English First Language
• Mathematics	• Mathematics	• Mathematics
• Life Orientation	• Life Orientation	• Life Orientation
VOCATIONAL SUBJECTS (Compulsory)		

• Engineering Fundamentals	• Engineering Practice & Maintenance	• Engineering Processes
• Engineering Technology	• Engineering Technology	• Applied Engineering Technology
• Engineering Systems	• Engineering Graphics & Design (CAD)	• Professional Engineering Practice
VOCATIONAL SUBJECTS (Electives – choose ONE)		
• Fitting & Turning	• Fitting & Turning	• Fitting & Turning
• Physical Science	• Physical Science	• Physical Science

NC(V): ENGINEERING STUDIES – ALEXANDRA

NC(V) ENGINEERING & RELATED DESIGN – MOTOR OR WELDING		
FUNDAMENTAL SUBJECTS (Compulsory)		
Level 2	Level 3	Level 4
• English First Language	• English First Language	• English First Language
• Mathematics	• Mathematics	• Mathematics
• Life Orientation	• Life Orientation	• Life Orientation
VOCATIONAL SUBJECTS (Compulsory)		
• Engineering Fundamentals	• Engineering Practice & Maintenance	• Engineering Processes
• Engineering Technology	• Materials Technology	• Professional Engineering Practice
• Engineering Systems	• Engineering Graphics & Design	• Applied Engineering Technology
• Automotive / Welding Repair/Maintenance	• Automotive / Welding Repair/Maintenance	• Automotive / Welding Repair/Maintenance

NC(V) BUSINESS STUDIES – LANGLAAGTE

OFFICE ADMINISTRATION		
FUNDAMENTAL SUBJECTS (Compulsory)		
Level 2	Level 3	Level 4
• English First Additional Language	• English First Language	• English First Language
• Mathematical Literacy	• Mathematical Literacy	• Mathematical Literacy
• Life Orientation	• Life Orientation	• Life Orientation

<ul style="list-style-type: none"> VOCATIONAL SUBJECTS (Compulsory) 		
<ul style="list-style-type: none"> Business Practice 	<ul style="list-style-type: none"> Business Practice 	<ul style="list-style-type: none"> Business Practice
<ul style="list-style-type: none"> Office Practice 	<ul style="list-style-type: none"> Office Practice 	<ul style="list-style-type: none"> Office Practice
<ul style="list-style-type: none"> Office Data Processing 	<ul style="list-style-type: none"> Office Data Processing 	<ul style="list-style-type: none"> Office Data Processing
<ul style="list-style-type: none"> New Venture Creation 	<ul style="list-style-type: none"> New Venture Creation 	<ul style="list-style-type: none"> Personal Assistance
FINANCE, ECONOMICS & ACCOUNTING		
FUNDAMENTAL SUBJECTS (Compulsory)		
Level 2	Level 3	Level 4
<ul style="list-style-type: none"> English First Additional Language 	<ul style="list-style-type: none"> English First Language 	<ul style="list-style-type: none"> English First Language
<ul style="list-style-type: none"> Mathematical Literacy 	<ul style="list-style-type: none"> Mathematical Literacy 	<ul style="list-style-type: none"> Mathematical Literacy
<ul style="list-style-type: none"> Life Orientation 	<ul style="list-style-type: none"> Life Orientation 	<ul style="list-style-type: none"> Life Orientation
<ul style="list-style-type: none"> VOCATIONAL SUBJECTS (Compulsory) 		
<ul style="list-style-type: none"> Applied Accounting 	<ul style="list-style-type: none"> Applied Accounting 	<ul style="list-style-type: none"> Applied Accounting
<ul style="list-style-type: none"> Financial Management 	<ul style="list-style-type: none"> Financial Management 	<ul style="list-style-type: none"> Financial Management
<ul style="list-style-type: none"> Economic Environment 	<ul style="list-style-type: none"> Economic Environment 	<ul style="list-style-type: none"> Economic Environment
<ul style="list-style-type: none"> New Venture Creation 	<ul style="list-style-type: none"> New Venture Creation 	<ul style="list-style-type: none"> New Venture Creation
MANAGEMENT		
FUNDAMENTAL SUBJECTS (Compulsory)		
Level 2	Level 3	Level 4
<ul style="list-style-type: none"> English First Additional Language 	<ul style="list-style-type: none"> English First Language 	<ul style="list-style-type: none"> English First Language
<ul style="list-style-type: none"> Mathematical Literacy 	<ul style="list-style-type: none"> Mathematical Literacy 	<ul style="list-style-type: none"> Mathematical Literacy
<ul style="list-style-type: none"> Life Orientation 	<ul style="list-style-type: none"> Life Orientation 	<ul style="list-style-type: none"> Life Orientation
VOCATIONAL SUBJECTS (Compulsory)		
<ul style="list-style-type: none"> Management Practice 	<ul style="list-style-type: none"> Management Practice 	<ul style="list-style-type: none"> Management Practice
<ul style="list-style-type: none"> Operations Management 	<ul style="list-style-type: none"> Operations Management 	<ul style="list-style-type: none"> Operations Management
<ul style="list-style-type: none"> Financial Management 	<ul style="list-style-type: none"> Financial Management 	<ul style="list-style-type: none"> Financial Management

• Entrepreneurship	• Project Management	• Project Management
MARKETING		
FUNDAMENTAL SUBJECTS (Compulsory)		
Level 2	Level 3	Level 4
• English First Additional Language	• English First Language	• English First Language
• Mathematical Literacy	• Mathematical Literacy	• Mathematical Literacy
• Life Orientation	• Life Orientation	• Life Orientation
VOCATIONAL SUBJECTS (Compulsory)		
• Marketing	• Marketing	• Marketing
• Advertising & Promotions	• Advertising & Promotions	• Advertising & Promotions
• Marketing Communication	• Marketing Communication	• Marketing Communication
• Contact Centre Operations	• Contact Centre Operations	• Contact Centre Operations

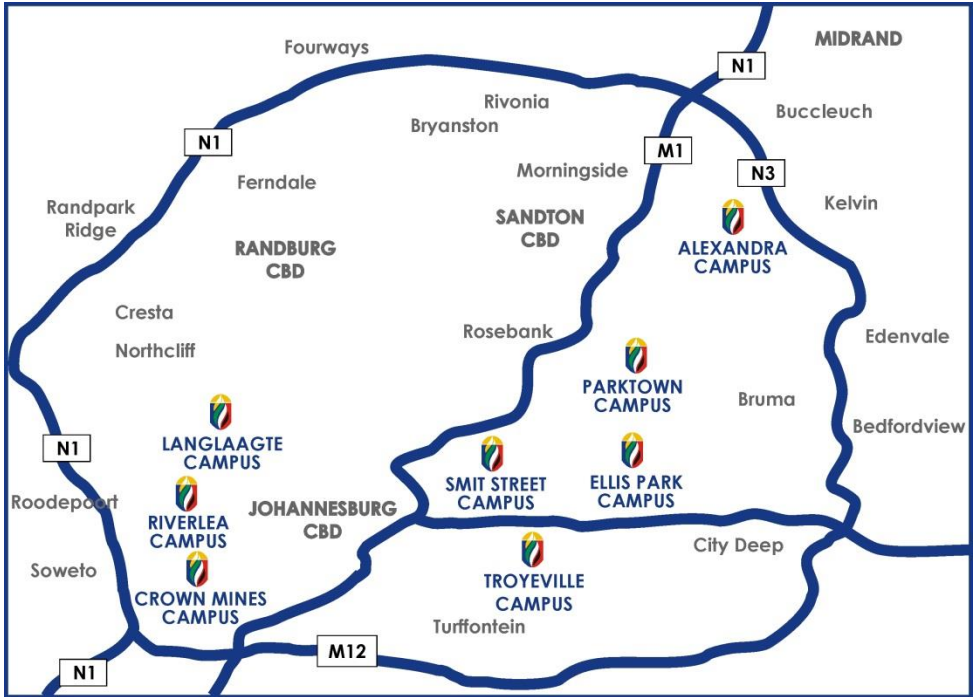
NC(V) UTILITIES – SMIT STREET CAMPUS


HOSPITALITY		
FUNDAMENTAL SUBJECTS (Compulsory)		
Level 2	Level 3	Level 4
• English First Language	• English First Language	• English First Language
• Mathematical Literacy	• Mathematical Literacy	• Mathematical Literacy
• Life Orientation	• Life Orientation	• Life Orientation
VOCATIONAL SUBJECTS (Compulsory)		
• Hospitality Generics	• Hospitality Generics	• Hospitality Generics
• Food Preparation	• Food Preparation	• Food Preparation
• Client Services & Human Relations	• Client Services & Human Relations	• Client Services & Human Relations
• Hospitality Services	• Hospitality Services	• Hospitality Services

NC(V) INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) - TROYEVILLE CAMPUS

INFORMATION & COMMUNICATIONS TECHNOLOGY		
FUNDAMENTAL SUBJECTS (Compulsory)		
Level 2	Level 3	Level 4
<ul style="list-style-type: none"> • English First Language 	<ul style="list-style-type: none"> • English First Language 	<ul style="list-style-type: none"> • English First Language
<ul style="list-style-type: none"> • Mathematics 	<ul style="list-style-type: none"> • Mathematics 	<ul style="list-style-type: none"> • Mathematics
<ul style="list-style-type: none"> • Life Orientation 	<ul style="list-style-type: none"> • Life Orientation 	<ul style="list-style-type: none"> • Life Orientation
VOCATIONAL SUBJECTS (Compulsory)		
<ul style="list-style-type: none"> • Introduction to Information Systems 	<ul style="list-style-type: none"> • Computer Hardware & Software 	<ul style="list-style-type: none"> • Data Communication & Networking
<ul style="list-style-type: none"> • Introduction to Systems Development 	<ul style="list-style-type: none"> • Principles of Computer Programming 	<ul style="list-style-type: none"> • Computer Programming
<ul style="list-style-type: none"> • Electronics 	<ul style="list-style-type: none"> • Systems Analysis & Design 	<ul style="list-style-type: none"> • Systems Analysis & Design
<ul style="list-style-type: none"> • Entrepreneurship 	<ul style="list-style-type: none"> • Project Management 	<ul style="list-style-type: none"> • Project Management

Campus Map and Directions





Central Johannesburg TVET College

Central Office

5 Ubla Avenue
Off Princess of Wales Terrace
Parktown
Tel: 011 351 6000 Fax: 011 484 2738

Alexandra Campus

Cnr Canning & Ninth Road
Alexandra
Tel: 011 351 6063 Fax: 011 882 3305

Crown Mines Campus

Shaft 17 Road
Crown Mines
Tel: 011 247 0913 Fax: 011 247 0916

Ellis Park Campus

25 Currey Street
Doornfontein
Tel: 011 402 2990 Fax: 011 402 2991

Langlaagte Campus

5 De Vos Street
Langlaagte
Tel: 011 839 2781 Fax: 011 839 2781

Parktown Campus

5 Ubla Avenue
Off Princess of Wales Terrace
Parktown
Tel: 011 351 6000 Fax: 011 643 1020

Riverlea Campus

39 Ashburton Street
Riverlea
Tel: 011 474 2080

Smit Street Campus

123 Juta Street
Braamfontein
Tel: 011 025 4809

Troyeville Campus

46 Pretoria Street
Troyeville
Tel: 011 216 0300 Fax: 011 216 0301

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