



# **ORBIT TVET COLLEGE**

**PROSPECTUS**

**2018 / 2019**

# VISION

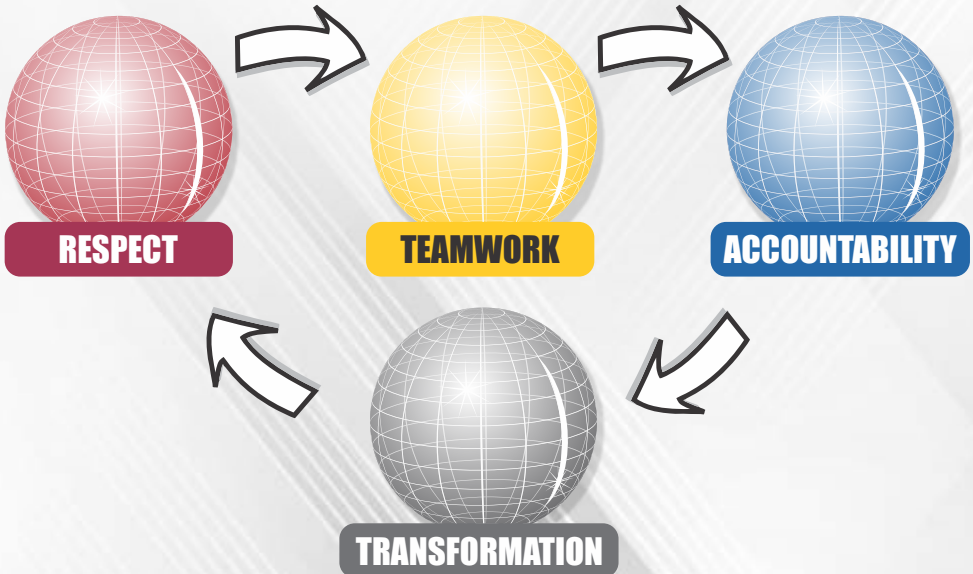
A global institution of excellence, surpassing community needs

# MISSION

To provide high quality Education and Training that is affordable, relevant, learner-centred and that contributes to the total development of individuals through:

- 🌐 Optimal utilisation of resources
- 🌐 Creative and innovative modes of delivery
- 🌐 Appropriately skilled staff and
- 🌐 Community upliftment

# KEY VALUES



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## WHO WE ARE

We are one of 50 public Technical and Vocational Education and Training (TVET) Colleges countrywide that specialises in priority skills development. ORBIT TVET College is one of three public TVET Colleges in the North West Province with campuses in Rustenburg, Brits and Mogwase. Students who study at ORBIT College get a headstart to great career due to the focus on responsive, relevant programmes that develop critical and scarce skills.

TVET Colleges are part of the Department of Higher Education and Training (DHET). Also part of this

Ministry are Universities, Universities of Technology and Sector Education and Training Authorities (SETAs). The focus of the DHET is set on addressing the skills shortages of our country by steadily increasing the number of students enrolled and trained in priority and critical skills areas.

Youth, who are categorised as NEETs (those not in Education, not in Employment and not in Training) is the niche target market that the DHET wishes to equip with the requisite skills base to overcome poverty and the dilemma of unemployment.

## WHAT WE DO AND HOW WE DO IT

A diverse range of accredited vocational and Occupational programmes are offered at ORBIT College.

- All programmes offered at the respective campuses are registered on the National Qualifications Framework (NQF) and are fully accredited and certified by UMALUSI and QCTO in the case of Occupational Learning Programmes or an International Accreditation Body
- All National Certificate (Vocational) [NC(V)] Programmes are quality assured by UMALUSI (the ETQA)
- All occupational programmes are quality assured through the relevant SETA for which the programme approval is obtained. With the establishment of the QCTO the quality assurance of occupational and trade related

programmes are housed under a single Quality Assurance Body

- ORBIT TVET College is ISO 9001:2015 compliant and is externally audited by SABS through annual surveillance audits and 3 years re-certification audits.
- Service delivery in the classroom and to clients in general is quality assured through the implementation of the Quality Management System (QMS) of the College
- Report 191 (N1-N3) programmes are quality assured by UMALUSI and Report 191 (N4-N6) programmes are quality assured by QCTO
- The individual statement of results issued by the DHET is a legal document and is to be used as proof of subject performance in achieving all the requirements related to the NC(V) qualifications and Report 191 Programmes



## WHY YOU SHOULD CHOOSE US

Because @ ORBIT TVET COLLEGE we...

- Address the training needs of people from all walks of life
- Skill, up-skill and re-skill whatever your need
- Offer a diverse range of vocational and occupational programmes
- Believe in serving our community to enhance national

economic growth

- Advocate the principle of life-long learning
- Offer affordable quality tuition
- Adopt a holistic approach to the development of our students
- Provide students with the necessary practical learning environment to master the skills they acquire

# B

# NATIONAL QUALIFICATIONS FRAMEWORK

| LEVEL | PRIMARY / SECONDARY EDUCATION    | TVET / WORKPLACE | QUALIFICATIONS  | LEVEL   |
|-------|----------------------------------|------------------|---|---------|
| 10    |                                  |                  | Doctorate   | 10      |
| 9     |                                  |                  | Masters Degree eg MA, Msc, M.Phill Postgraduate Certificates, Postgraduate Diplomas | 9       |
| 8     |                                  |                  | Bachelor with Honours, Conversion Programmes  | 8       |
| 7     |                                  |                  | Bachelor (ord. Degree)  | 7       |
| 6     |                                  |                  | DIPLOMA   | DIPLOMA |
| 5     | HSC / GCE 'A' Level / BAC / IBAC | CERTIFICATE      | CERTIFICATE   | 5       |
| 4     |                                  |                  |   | 4       |
| 3     | SC / GCE 'O' Level               |                  |   | 3       |
| 2     |                                  |                  |   | 2       |
| 1     | CERTIFICATE OF PRIMARY EDUCATION |                  |   | 1       |

# C1

# NATIONAL CERTIFICATE (VOCATIONAL) NQF Level 2-4

## WHAT IS THE NATIONAL CERTIFICATE (VOCATIONAL) [NC(V)] QUALIFICATION?

The NC(V) is the vocational programme at Level 2-4 of the National Qualifications Framework (NQF) and is offered by all public TVET Colleges countrywide. The qualification is intended to directly address the priority skills demands of the modern South African economy.

The NC(V) Qualification is designed to provide both theory and practice, thus granting students an opportunity to gain work experience during their period of study. Practical experience may be gained in either a simulated or real workshop environment.

## WHICH NC(V) PROGRAMMES ARE OFFERED BY ORBIT COLLEGE?

### Engineering-related & ICT Field:

- Engineering and Related Design (Fitting and Turning OR Fabrication OR Automotive Repair and Maintenance)
- Electrical Infrastructure Construction
- Civil Engineering and Building Construction (Carpentry & Roof Work OR Masonry)
- Information Communication Technology and Computer Science

### Business-related Field:

- Management
- Finance, Economics and Accounting
- Office Administration

### Services-related Field:

- Tourism
- Hospitality (Accommodation, Events and Catering Services)
- Transport and Logistics

## CURRICULUM

Each NC(V) Qualification has a total of 7 SUBJECTS per NQF Level

Three of these subjects are called FUNDAMENTAL SUBJECTS, i.e. they are common for all learning fields and are COMPULSORY. The Fundamental Subjects are:

- Life Orientation
- English 1<sup>st</sup> Additional Language
- Mathematics (Engineering & ICT fields) OR Mathematical Literacy (Business & Services fields)

**Umalusi has officially communicated to the DHET its recognition of credit transfer between the NSC and the NC(V) in the following subjects:**

- English Home Language or FAL (passed at 40% and above)
- Mathematics (passed at 30% and above)
- Mathematical Literacy (passed at 30% and above)
- Physical Science (passed at 50% and above)

It is important to note that this concession applies only to the National Senior Certificate (NSC) and NOT to its predecessor, the Senior Certificate (SC).

The other four subjects per NQF level are called VOCATIONAL SUBJECTS and these are aimed at preparing students for the world of work within the field of their choice. A specialisation vocational subject (Elective) forms part of the 4 vocational subjects in some qualifications, allowing a student to specialise in a specific sub-field.

## CAREER PATHING







**C1.1**

# ENGINEERING & RELATED DESIGN

(Fitting & Turning/Fabrication/Automotive Repair & Maintenance)

## NQF Level 2 – 4

|                                      | LEVEL 2   | LEVEL 3   | LEVEL 4  | CAMPUS  |
|--------------------------------------|---|---|--|---|
| <b>FUNDAMENTAL SUBJECTS</b>          | The following subjects are compulsory for each level: <ul style="list-style-type: none"> <li>• English 1<sup>st</sup> Additional Language</li> <li>• Mathematics</li> <li>• Life Orientation</li> </ul>   |   |  |   <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Automotive Repair and Maintenance option only available at Mankwe Campus</p> |
| <b>VOCATIONAL SUBJECTS PER LEVEL</b> | <ul style="list-style-type: none"> <li>• Engineering Fundamentals</li> <li>• Engineering Technology</li> <li>• Engineering Systems</li> <li>• Fitting &amp; Turning OR</li> <li>• Engineering Fabrication (Boilermaking) OR</li> <li>• Automotive Repair &amp; Maintenance</li> </ul> | <ul style="list-style-type: none"> <li>• Engineering Practice &amp; Maintenance</li> <li>• Materials Technology</li> <li>• Engineering Graphics &amp; Design (CAD)</li> <li>• Fitting &amp; Turning OR</li> <li>• Engineering Fabrication (Boilermaking) OR</li> <li>• Automotive Repair &amp; Maintenance</li> </ul> | <ul style="list-style-type: none"> <li>• Engineering Process</li> <li>• Professional Engineering Practice</li> <li>• Applied Engineering Technology</li> <li>• Fitting &amp; Turning OR</li> <li>• Engineering Fabrication (Boilermaking) OR</li> <li>• Automotive Repair &amp; Maintenance</li> </ul> |   |
| <b>ADMISSION REQUIREMENTS</b>        | <ul style="list-style-type: none"> <li>• A year-end report for Grade 9, 10, 11 or 12 Certificate (Must have passed Mathematics)</li> <li>• An NQF Level 1 Qualification</li> <li>• All entry applicants must adhere to placement assessment criteria before admission</li> </ul>      | <ul style="list-style-type: none"> <li>• NQF Level 2 in the specific programme</li> </ul>   | <ul style="list-style-type: none"> <li>• NQF Level 3 in the specific programme</li> </ul>  |   |
| <b>DURATION</b>                      | 1 YEAR  | 1 YEAR  | 1 YEAR   |   |


**The College reserves the right to:**


- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

### POSSIBLE CAREER OPPORTUNITIES

- Aerospace Engineering
- Mining Metallurgy
- Geology
- Industrial Engineering
- Chemical Engineering
- Petroleum Engineering
- Engineering & Related Design

THIS PROGRAMME ALLOWS YOU THE OPTION OF BECOMING AN ARTISAN AFTER YOU HAVE COMPLETED YOUR TRADE TEST

 **BRITS**




 **RUSTENBURG**

 **Mankwe**



**C1.2**

# ELECTRICAL INFRASTRUCTURE CONSTRUCTION NQF Level 2 – 4

|                               | LEVEL 2  | LEVEL 3   | LEVEL 4   | CAMPUS   |
|-------------------------------|--|---|---|--|
| FUNDAMENTAL SUBJECTS          | The following subjects are compulsory for each level: <ul style="list-style-type: none"> <li>• English 1<sup>st</sup> Additional Language</li> <li>• Mathematics</li> <li>• Life Orientation</li> </ul>  |   |   | <br><br> |
| VOCATIONAL SUBJECTS PER LEVEL | <ul style="list-style-type: none"> <li>• Electrical Principles &amp; Practice</li> <li>• Electronic Control &amp; Digital Electronics</li> <li>• Workshop Practice</li> <li>• Electrical Systems &amp; Construction</li> </ul>   | <ul style="list-style-type: none"> <li>• Electrical Principles &amp; Practice</li> <li>• Electronic Control &amp; Digital Electronics</li> <li>• Electrical Systems &amp; Construction</li> <li>• Electrical Workmanship</li> </ul> | <ul style="list-style-type: none"> <li>• Electrical Principles &amp; Practice</li> <li>• Electronic Control &amp; Digital Electronics</li> <li>• Electrical Workmanship</li> <li>• Electrical Systems &amp; Construction</li> </ul> |  |
| ADMISSION REQUIREMENTS        | <ul style="list-style-type: none"> <li>• A year-end report for Grade 9, 10, 11 or 12 Certificate (Must have passed Mathematics)</li> <li>• An NQF Level 1 Qualification</li> <li>• All entry applicants must adhere to placement assessment criteria before admission</li> </ul> | <ul style="list-style-type: none"> <li>• NQF Level 2 in the specific programme</li> </ul>   | <ul style="list-style-type: none"> <li>• NQF Level 3 in the specific programme</li> </ul>   |  |
| DURATION                      | 1 YEAR   | 1 YEAR  | 1 YEAR  |  |

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## POSSIBLE CAREER OPPORTUNITIES

- Electrical Engineering
- Digital Electronics
- Theatre Technology
- Electrician
- Instrumentation
- Sound Technology

THIS PROGRAMME ALLOWS YOU THE OPTION OF BECOMING AN ARTISAN AFTER YOU HAVE COMPLETED YOUR TRADE TEST



**BRITS**



**RUSTENBURG**



**MANKWE**

# C1.3

## CIVIL ENGINEERING & BUILDING CONSTRUCTION (Masonry/Carpentry & Roofwork) NQF Level 2 - 4

|                               | LEVEL 2  | LEVEL 3   | LEVEL 4  | CAMPUS   |
|-------------------------------|--|---|--|----------|
| FUNDAMENTAL SUBJECTS          | The following subjects are compulsory for each level: <ul style="list-style-type: none"> <li>• English 1<sup>st</sup> Additional Language</li> <li>• Mathematics</li> <li>• Life Orientation</li> </ul>  |   |  | <b>B</b> |
| VOCATIONAL SUBJECTS PER LEVEL | <ul style="list-style-type: none"> <li>• Construction Planning</li> <li>• Plant &amp; Equipment</li> <li>• Materials</li> <li>• Carpentry &amp; Roof Work</li> </ul> OR <ul style="list-style-type: none"> <li>• Masonry</li> </ul>  | <ul style="list-style-type: none"> <li>• Construction Planning</li> <li>• Plant &amp; Equipment</li> <li>• Materials</li> <li>• Carpentry &amp; Roof Work</li> </ul> OR <ul style="list-style-type: none"> <li>• Masonry</li> </ul> | <ul style="list-style-type: none"> <li>• Construction Planning</li> <li>• Construction Supervision</li> <li>• Materials</li> <li>• Carpentry &amp; Roof Work</li> </ul> OR <ul style="list-style-type: none"> <li>• Masonry</li> </ul> |          |
| ADMISSION REQUIREMENTS        | <ul style="list-style-type: none"> <li>• A year-end report for Grade 9, 10, 11 or 12 Certificate (Must have passed Mathematics)</li> <li>• An NQF Level 1 Qualification</li> <li>• All entry applicants must adhere to placement assessment criteria before admission</li> </ul> | <ul style="list-style-type: none"> <li>• NQF Level 2 in the specific programme</li> </ul>   | <ul style="list-style-type: none"> <li>• NQF Level 3 in the specific programme</li> </ul>  |          |
| DURATION                      | 1 YEAR   | 1 YEAR  | 1 YEAR   |          |

The College reserves the right to:

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

### POSSIBLE CAREER OPPORTUNITIES

- Architectural Technology
- Quantity Surveying
- Building Construction
- Industrial Designing
- Town Regional Planning
- Sanitation Engineering
- Plumber
- Carpenter

THIS PROGRAMME ALLOWS YOU THE OPTION OF BECOMING AN ARTISAN AFTER YOU HAVE COMPLETED YOUR TRADE TEST


**B** BRITS

**R** RUSTENBURG

**M** Mankwe

# C1.4

## INFORMATION COMMUNICATION TECHNOLOGY AND COMPUTER SCIENCE nqf Level 2 - 4

|                               | LEVEL 2  | LEVEL 3   | LEVEL 4  | CAMPUS   |
|-------------------------------|--|---|--|--|
| FUNDAMENTAL SUBJECTS          | The following subjects are compulsory for each level: <ul style="list-style-type: none"> <li>• English 1<sup>st</sup> Additional Language</li> <li>• Mathematics</li> <li>• Life Orientation</li> </ul>  |   |  |  |
| VOCATIONAL SUBJECTS PER LEVEL | <ul style="list-style-type: none"> <li>• Electronics</li> <li>• Introduction to Systems Development</li> <li>• Introduction to Information Systems</li> <li>• Multimedia Basics OR</li> <li>• Electronic Control and Digital Electronics</li> </ul>                              | <ul style="list-style-type: none"> <li>• Systems Analysis and Design</li> <li>• Computer Hardware and Software</li> <li>• Principles of Computer Programming</li> <li>• Multimedia Content OR Electronic Control and Digital electronics</li> </ul> | <ul style="list-style-type: none"> <li>• Data Communication &amp; Networking</li> <li>• Computer Programming</li> <li>• Multimedia Services OR Electronic Control and Digital Electronics</li> </ul> |  |
| ADMISSION REQUIREMENTS        | <ul style="list-style-type: none"> <li>• A year-end report for Grade 9, 10, 11 or 12 Certificate (Must have passed Mathematics)</li> <li>• An NQF Level 1 Qualification</li> <li>• All entry applicants must adhere to placement assessment criteria before admission</li> </ul> | <ul style="list-style-type: none"> <li>• NQF Level 2 in the specific programme</li> </ul>   | <ul style="list-style-type: none"> <li>• NQF Level 3 in the specific programme</li> </ul>  |  |
| DURATION                      | 1 YEAR   | 1 YEAR  | 1 YEAR   |  |

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### POSSIBLE CAREER OPPORTUNITIES

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

 **BRITS**

 **RUSTENBURG**

 **Mankwe**



**C1.5**

# FINANCE, ECONOMICS & ACCOUNTING

## NQF Level 2 - 4

|                                      | <b>LEVEL 2</b>  | <b>LEVEL 3</b>   | <b>LEVEL 4</b>   | <b>CAMPUS</b>   |
|--------------------------------------|---|--|--|---|
| <b>FUNDAMENTAL SUBJECTS</b>          | <p>The following subjects are compulsory for each level:</p> <ul style="list-style-type: none"> <li>• English 1<sup>st</sup> Additional Language</li> <li>• Mathematical Literacy</li> <li>• Life Orientation</li> </ul>                          |  |  | <div style="text-align: center;"> <span style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; width: 20px; height: 20px; line-height: 20px;">R</span><br/> <span style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; width: 20px; height: 20px; line-height: 20px;">B</span> </div> |
| <b>VOCATIONAL SUBJECTS PER LEVEL</b> | <ul style="list-style-type: none"> <li>• Economic Environment</li> <li>• New Venture Creation</li> <li>• Applied Accounting</li> <li>• Financial Management</li> </ul>  | <ul style="list-style-type: none"> <li>• Economic Environment</li> <li>• New Venture Creation</li> <li>• Applied Accounting</li> <li>• Financial Management</li> </ul> | <ul style="list-style-type: none"> <li>• Economic Environment</li> <li>• New Venture Creation</li> <li>• Applied Accounting</li> <li>• Financial Management</li> </ul> |   |
| <b>ADMISSION REQUIREMENTS</b>        | <ul style="list-style-type: none"> <li>• A year-end report for Grade 9, 10, 11 or 12 Certificate</li> <li>• An NQF Level 1 Qualification</li> <li>• All entry applicants must adhere to placement assessment criteria before admission</li> </ul> | <ul style="list-style-type: none"> <li>• NQF Level 2 in the specific programme</li> </ul>  | <ul style="list-style-type: none"> <li>• NQF Level 3 in the specific programme</li> </ul>  |   |
| <b>DURATION</b>                      | <b>1 YEAR</b>   | <b>1 YEAR</b>  | <b>1 YEAR</b>  |   |

**The College reserves the right to:**

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### POSSIBLE CAREER OPPORTUNITIES

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

**B** BRITS

**R** RUSTENBURG

**M** Mankwe

# C1.6

# MANAGEMENT NQF Level 2 - 4

|                               | LEVEL 2   | LEVEL 3  | LEVEL 4  | CAMPUS   |
|-------------------------------|---|--|--|----------|
| FUNDAMENTAL SUBJECTS          | The following subjects are compulsory for each level: <ul style="list-style-type: none"> <li>• English 1<sup>st</sup> Additional Language</li> <li>• Mathematical Literacy</li> <li>• Life Orientation</li> </ul>                                 |  |  | <b>B</b> |
| VOCATIONAL SUBJECTS PER LEVEL | <ul style="list-style-type: none"> <li>• Financial Management</li> <li>• Management Practice</li> <li>• Operations Management</li> <li>• Entrepreneurship</li> </ul>  | <ul style="list-style-type: none"> <li>• Financial Management</li> <li>• Management Practice</li> <li>• Operations Management</li> <li>• Project Management</li> </ul> | <ul style="list-style-type: none"> <li>• Financial Management</li> <li>• Management Practice</li> <li>• Operations Management</li> <li>• Project Management</li> </ul> |          |
| ADMISSION REQUIREMENTS        | <ul style="list-style-type: none"> <li>• A year-end report for Grade 9, 10, 11 or 12 Certificate</li> <li>• An NQF Level 1 Qualification</li> <li>• All entry applicants must adhere to placement assessment criteria before admission</li> </ul> | <ul style="list-style-type: none"> <li>• NQF Level 2 in the specific programme</li> </ul>  | <ul style="list-style-type: none"> <li>• NQF Level 3 in the specific programme</li> </ul>  |          |
| DURATION                      | 1 YEAR  | 1 YEAR   | 1 YEAR   |          |

**The College reserves the right to:**

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

## POSSIBLE CAREER OPPORTUNITIES

- Human Resource Management
- Entrepreneurship & Project Management
- Management Practice
- Financial Management

**B BRITS**

**R RUSTENBURG**

**M MANKWE**



# C1.7

## OFFICE ADMINISTRATION NQF Level 2 - 4

|                                      | LEVEL 2   | LEVEL 3  | LEVEL 4   | CAMPUS   |
|--------------------------------------|---|--|---|----------|
| <b>FUNDAMENTAL SUBJECTS</b>          | <p>The following subjects are compulsory for each level:</p> <ul style="list-style-type: none"> <li>• English 1<sup>st</sup> Additional Language</li> <li>• Mathematical Literacy</li> <li>• Life Orientation</li> </ul>                          |  |   | <br><br> |
| <b>VOCATIONAL SUBJECTS PER LEVEL</b> | <ul style="list-style-type: none"> <li>• Business Practice</li> <li>• Office Practice</li> <li>• Office Data Processing</li> <li>• New Venture Creation</li> </ul>  | <ul style="list-style-type: none"> <li>• Business Practice</li> <li>• Office Practice</li> <li>• Office Data Processing</li> <li>• New Venture Creation</li> </ul> | <ul style="list-style-type: none"> <li>• Business Practice</li> <li>• Office Practice</li> <li>• Office Data Processing</li> <li>• Personal Assistance</li> </ul> |          |
| <b>ADMISSION REQUIREMENTS</b>        | <ul style="list-style-type: none"> <li>• A year-end report for Grade 9, 10, 11 or 12 Certificate</li> <li>• An NQF Level 1 Qualification</li> <li>• All entry applicants must adhere to placement assessment criteria before admission</li> </ul> | <ul style="list-style-type: none"> <li>• NQF Level 2 in the specific programme</li> </ul>  | <ul style="list-style-type: none"> <li>• NQF Level 3 in the specific programme</li> </ul>   |          |
| <b>DURATION</b>                      | 1 YEAR  | 1 YEAR   | 1 YEAR  |          |

**The College reserves the right to:**

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

### POSSIBLE CAREER OPPORTUNITIES

- Accounting and Bookkeeping
- Frontline Reception
- Human Resource Management
- Recruitment or Employment Agent
- Office Management
- Personnel Management
- Legal Secretarial Services

- BRITS**
- RUSTENBURG**
- MANKWE**



**C1.8**

# TRANSPORT & LOGISTICS NQF Level 2 - 4

|                               | LEVEL 2   | LEVEL 3  | LEVEL 4  | CAMPUS   |
|-------------------------------|---|--|--|----------|
| FUNDAMENTAL SUBJECTS          | The following subjects are compulsory for each level: <ul style="list-style-type: none"> <li>• English 1<sup>st</sup> Additional Language</li> <li>• Mathematical Literacy</li> <li>• Life Orientation</li> </ul>                                 |  |  | <b>M</b> |
| VOCATIONAL SUBJECTS PER LEVEL | <ul style="list-style-type: none"> <li>• Freight Logistics</li> <li>• Transport Economics</li> <li>• Transport Operations</li> <li>• New Venture Creation</li> </ul>  | <ul style="list-style-type: none"> <li>• Freight Logistics</li> <li>• Transport Economics</li> <li>• Transport Operations</li> <li>• New Venture Creation</li> </ul> | <ul style="list-style-type: none"> <li>• Freight Logistics</li> <li>• Transport Economics</li> <li>• Transport Operations</li> <li>• New Venture Creation</li> </ul> |          |
| ADMISSION REQUIREMENTS        | <ul style="list-style-type: none"> <li>• A year-end report for Grade 9, 10, 11 or 12 Certificate</li> <li>• An NQF Level 1 Qualification</li> <li>• All entry applicants must adhere to placement assessment criteria before admission</li> </ul> | <ul style="list-style-type: none"> <li>• NQF Level 2 in the specific programme</li> </ul>  | <ul style="list-style-type: none"> <li>• NQF Level 3 in the specific programme</li> </ul>  |          |
| DURATION                      | 1 YEAR  | 1 YEAR   | 1 YEAR   |          |

**The College reserves the right to:**

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

## POSSIBLE CAREER OPPORTUNITIES

- Transport Systems Administration
- Logistical Control
- Transport Management
- Logistics Management

**B BRITS**

**R RUSTENBURG**

**M Mankwe**



# C1.9

# TOURISM NQF Level 2 - 4

|                               | LEVEL 2   | LEVEL 3   | LEVEL 4   | CAMPUS   |
|-------------------------------|---|---|---|----------|
| FUNDAMENTAL SUBJECTS          | The following subjects are compulsory for each level: <ul style="list-style-type: none"> <li>• English 1<sup>st</sup> Additional Language</li> <li>• Mathematical Literacy</li> <li>• Life Orientation</li> </ul>                                 |   |   | <b>M</b> |
| VOCATIONAL SUBJECTS PER LEVEL | <ul style="list-style-type: none"> <li>• Client Service and Human Relations</li> <li>• Science of Tourism</li> <li>• Sustainable Tourism in South Africa</li> <li>• Tourism Operations</li> </ul>   | <ul style="list-style-type: none"> <li>• Client Service and Human Relations</li> <li>• Science of Tourism</li> <li>• Sustainable Tourism in South Africa</li> <li>• Tourism Operations</li> </ul> | <ul style="list-style-type: none"> <li>• Client Service and Human Relations</li> <li>• Science of Tourism</li> <li>• Sustainable Tourism in South Africa</li> <li>• Tourism Operations</li> </ul> |          |
| ADMISSION REQUIREMENTS        | <ul style="list-style-type: none"> <li>• A year-end report for Grade 9, 10, 11 or 12 Certificate</li> <li>• An NQF Level 1 Qualification</li> <li>• All entry applicants must adhere to placement assessment criteria before admission</li> </ul> | <ul style="list-style-type: none"> <li>• NQF Level 2 in the specific programme</li> </ul>   | <ul style="list-style-type: none"> <li>• NQF Level 3 in the specific programme</li> </ul>   |          |
| DURATION                      | 1 YEAR  | 1 YEAR  | 1 YEAR  |          |

**The College reserves the right to:**

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

## POSSIBLE CAREER OPPORTUNITIES

- Accommodation Management
- Conference & Events Planning
- Restaurant & Food Services
- Tourism Development
- Game Range and Safari Work
- Transportation Management

**B BRITS**

**R RUSTENBURG**

**M Mankwe**



**C1.10**

# HOSPITALITY (Accommodation, Catering & Event Services) NQF Level 2 – 4

|                               | LEVEL 2   | LEVEL 3  | LEVEL 4  | CAMPUS   |
|-------------------------------|---|--|--|----------|
| FUNDAMENTAL SUBJECTS          | The following subjects are compulsory for each level: <ul style="list-style-type: none"> <li>• English 1<sup>st</sup> Additional Language</li> <li>• Mathematical Literacy</li> <li>• Life Orientation</li> </ul>                                 |  |  | <b>M</b> |
| VOCATIONAL SUBJECTS PER LEVEL | <ul style="list-style-type: none"> <li>• Client Service and Human Relations</li> <li>• Food Preparation</li> <li>• Hospitality Generics</li> <li>• Hospitality Services</li> </ul>  | <ul style="list-style-type: none"> <li>• Client Service and Human Relations</li> <li>• Food Preparation</li> <li>• Hospitality Generics</li> <li>• Hospitality Services</li> </ul> | <ul style="list-style-type: none"> <li>• Client Service and Human Relations</li> <li>• Food Preparation</li> <li>• Hospitality Generics</li> <li>• Hospitality Services</li> </ul> |          |
| ADMISSION REQUIREMENTS        | <ul style="list-style-type: none"> <li>• A year-end report for Grade 9, 10, 11 or 12 Certificate</li> <li>• An NQF Level 1 Qualification</li> <li>• All entry applicants must adhere to placement assessment criteria before admission</li> </ul> | <ul style="list-style-type: none"> <li>• NQF Level 2 in the specific programme</li> </ul>  | <ul style="list-style-type: none"> <li>• NQF Level 3 in the specific programme</li> </ul>  |          |
| DURATION                      | 1 YEAR  | 1 YEAR   | 1 YEAR   |          |

**The College reserves the right to:**

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

## POSSIBLE CAREER OPPORTUNITIES

- Food & Beverage Management
- Hotel Management
- Accommodation Services
- Events Management
- Housekeeping

**B** BRITS

**R** RUSTENBURG

**M** Mankwe

## WHAT ARE THE PASS REQUIREMENTS FOR NC(V) NQF LEVEL 2 – 4

In order to progress to the next NQF Level students have to pass all SEVEN subjects. Once all 21 subjects have been passed successfully the NC(V) Qualification is obtained.

The pass rate requirement for the four vocational subjects is 50% per subject

**The pass requirement for the fundamental subjects is as follows:**

- |   |     |
|---|-----|
| • Life Orientation                            | 40% |
| • English 1 <sup>st</sup> Additional Language | 40% |
| • Mathematics/Mathematical Literacy           | 30% |

Only one fundamental subject may be condoned for a maximum of 5%. No condonement for Vocational subjects. (T's & C's apply)

Should the student fail, he/she may be required to repeat the failed subject to obtain valid ICASS marks.

## HOW ARE ASSESSMENTS AND EXAMINATIONS CONDUCTED FOR THE NC(V) QUALIFICATION?

The final pass mark is compiled by Internal Continuous Assessment, Integrated Summative Assessment and External Examinations marks.

Internal Assessment (ICASS) is conducted on a continuous basis while the External Examination is written in November every year. The practical assessment is conducted during the year in one sitting during September/October.

## INTERNAL CONTINUOUS ASSESSMENT (ICASS)

The Internal Assessment comprises the following:

- 6 Assessment tasks consisting of 3 written tests, assignments and research/practical projects
- 1 Internal Examination

All of the above are contained in a Portfolio of Evidence (PoE) which counts as follows towards the final pass mark:

- Fundamental Subjects : 25% of the final mark
- Vocational Subjects : 50% of the final mark

## INTERNAL SUMMATIVE ASSESSMENT (ISAT)

The internal assessment comprises:

- One practical assessment for the three core subjects
- One practical assessment for the elective subject

## EXTERNAL EXAMINATION

A National External Examination is set by the Directorate: Examinations & Assessment of the DHET. The same examination paper for a particular subject is written by all students on the same day. This sets national standards for assessments and achievement.

The External Examination counts as follows towards the final pass mark:

### Fundamental Subjects

Integrated Continuous Assessment (ICASS) POE: 25% + National Examination: 75% = Pass Mark

### Vocational Subjects

National Examination: Theory 70% + Integrated Summative Assessment Tasks (ISAT): Practical: 30% + (ICASS) POE: 50% = Pass Mark

## CAN I JOIN A HIGHER EDUCATIONAL INSTITUTION (HEI) HAVING OBTAINED AN NC(V) QUALIFICATION?

Specific requirements must be met in accordance with the Government Gazette no. 32745 for portability into Higher Education for specific NC(V) programmes:

### Guidelines for admission to undergraduate programmes:

The table below explains what you will need to achieve in order to meet the minimum statutory requirements for each type of qualification. *It is important to note that the table below refers to the minimum requirements*

| QUALIFICATION      | MINIMUM ENTRY REQUIREMENTS   |
|--------------------|--|
| HIGHER CERTIFICATE | <ul style="list-style-type: none"> <li>• Must meet NC(V) level 4 statutory requirements</li> <li>• 40% in either home language or first additional language but one must be LOTL</li> <li>• 30% in either Maths or Maths Literacy</li> <li>• 40% in Life Orientation</li> <li>• 50% in the four other vocational subjects</li> <li>• Submit record of evidence for any subject failed</li> </ul> |
| DIPLOMA            | <ul style="list-style-type: none"> <li>• Must meet NC(V) level 4 statutory requirements</li> <li>• 50% in three fundamental subjects including LOTL</li> <li>• 60% in three compulsory vocational modules</li> </ul>   |
| BACHELOR'S DEGREE  | <ul style="list-style-type: none"> <li>• Must meet NC(V) level 4 statutory requirements</li> <li>• 60% in three fundamental subjects including LOTL</li> <li>• 70% in four compulsory vocational modules</li> </ul>  |

### Additional requirements:

- Applicants will only be considered for similar qualifications
- Programme specific requirements must be met

Learners who have completed a Grade 12 Certificate with a minimum of a Higher Certificate achievement can consider studying further at a TVET College for a National Diploma. The Report 191 (NATED) N4-N6 Programmes, also known as ALTERNATIVE POST-SCHOOL PROGRAMMES, are available in Engineering, Business,

Performing Arts, Utility and Educational Studies. To complete the qualification, the student must complete the required 2000 working hours in the relevant field of study.

The Report 191 (NATED) N1-N3 Programmes in Engineering Studies are offered to those who wish to study towards an apprenticeship to

become an artisan in the Civil, Mechanical, Automotive and Electrical career fields. After completion of a minimum of an N2 (with four relevant subjects), successful candidates who are not yet employed, can apply to SETA and employers for possible selection into apprenticeship.

## WHICH REPORT 191 PROGRAMMES ARE OFFERED BY ORBIT TVET COLLEGE?

### Engineering Studies N1-N3:

- Mechanical
- Electrical
- Civil
- Automotive

### Business Studies N4-N6:

- Human Resource Management
- Financial Management
- Management Assistant
- Business Management

### Utility Studies N4-N6:

- Hospitality & Catering Services
- Tourism
- Art and Design (Jewellery)

### Engineering Studies N4-N6:

- Mechanical
- Electrical
- Civil
- Automotive

### Educational Studies N4-N6:

- Educare

### Performing Arts Studies N4-N6:

- Popular Music Performance

## WHO MAY ENROL FOR THE REPORT 191 (NATED) PROGRAMMES?

### N1-N3 ENGINEERING PROGRAMMES / ARTISAN DEVELOPMENT PROGRAMMES

- Access to these programmes is only for those who wish to pursue an artisan pathway
- Candidates must preferably have a Grade 12 (NSC) with Mathematics and Physical Science, NOT Mathematical Literacy
- New students must enrol for all 4 subjects in the particular field, of which Mathematics is mandatory
- After completing N2, students must be placed at an employer for work experience for a period of 2 years in preparation for the trade test
- **The number of enrolments in these programme is subject to the approved DHET prescripts and targets**

### N4-N6 PROGRAMMES / ALTERNATIVE POST-MATRIC PROGRAMMES








- Candidates must have a Grade 12 (NSC)
- Enrolments in the N4 – N6 Engineering Programmes is subject to candidates having passed the relevant school subjects
- New students must enrol for all 4 subjects in the particular field
- **The number of enrolments in these programmes is subject to the approved DHET prescripts and targets**
- Students who enrol for N4 – N6 Programmes must comply with the required number of working hours in the relevant field of study before a National N Diploma will be issued (18 months / 2000 hours for semester programmes and 24 months / 2670 hours for trimester programmes)

C2.1

# REPORT 191 (NATED) PROGRAMMES

N1 - N3 ENGINEERING PROGRAMMES / ARTISAN DEVELOPMENT PROGRAMMES

## TRIMESTER PROGRAMMES

| PROGRAMME                          | SUBJECTS   |   |   | CAMPUS   |
|------------------------------------|--|---|---|--|
|                                    | N1   | N2  | N3  |  |
| ELECTRICAL                         | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Engineering Science</li> <li>Industrial Electronics</li> <li>Electrical Trade Theory</li> </ul>  | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Engineering Science</li> <li>Industrial Electronics</li> <li>Electrical Trade Theory</li> <li>Instrument Trade Theory</li> </ul>  | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Engineering Science</li> <li>Industrial Electronics</li> <li>Instrument Trade Theory</li> <li>Electrical Trade Theory / Engineering Drawing (optional for GCC)</li> <li>Logic Systems</li> <li>Electrotechnology</li> </ul> | <br><br> |
| FITTING AND TURNING / BOILERMAKING | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Engineering Science</li> <li>Engineering Drawing</li> <li>Fitting &amp; Machining</li> <li>Metal Workers Theory</li> <li>Plating and Structural / Steel Drawing</li> </ul> | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Engineering Science</li> <li>Engineering Drawing</li> <li>Fitting &amp; Machining</li> <li>Plating &amp; Structural Steel Drawing</li> <li>Rigging Theory</li> <li>Plater's Theory</li> </ul> | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Plating &amp; Structural Steel Drawing</li> <li>Engineering Science</li> <li>Engineering Drawing</li> <li>Mechanotechnology</li> </ul>  |    |
| MECHANIC (AUTOMOTIVE)              | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Engineering Science</li> <li>Engineering Drawing</li> <li>Rigging Theory</li> <li>Motor Trade Theory</li> </ul>  | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Engineering Science</li> <li>Engineering Drawing</li> <li>Diesel Trade Theory</li> <li>Motor Trade Theory</li> </ul>  | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Engineering Science</li> <li>Engineering Drawing</li> <li>Motor Trade Theory</li> <li>Diesel Trade Theory</li> <li>Mechanotechnology</li> </ul>   | <br>   |
| CIVIL ENGINEERING (PLUMBING)       | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Plumbing Theory</li> <li>Building Drawing</li> <li>Building Science</li> </ul>   | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Plumbing Theory</li> <li>Building Drawing</li> <li>Building Science</li> </ul>  | <ul style="list-style-type: none"> <li>Mathematics</li> <li>Building Science</li> <li>Building Drawing</li> <li>Building &amp; Civil Technology</li> </ul>  |    |
| ADMISSION REQUIREMENTS             | Preferably Grade 12 (National Senior Certificate) with Mathematics and Physical Science, NOT Mathematical Literacy   |   |   |  |
| DURATION                           | 1 TRIMESTER  | 1 TRIMESTER   | 1 TRIMESTER   |  |

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**C2.2**

# REPORT 191 (NATED) PROGRAMMES

## N4 - N6 PROGRAMMES / ALTERNATIVE POST-MATRIC PROGRAMMES

### TRIMESTER PROGRAMMES

| PROGRAMME                     | SUBJECTS  |  |  | CAMPUS   |
|-------------------------------|---|--|--|--|
|                               | N4  | N5   | N6   |  |
| <b>ELECTRICAL</b>             | <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Industrial Electronics</li> <li>• Electrotechnics</li> <li>• Computer Principles</li> <li>• Digital Electronics</li> <li>• Communication Electronics</li> <li>• Fault Finding &amp; Protective Devices</li> <li>• Industrial Instruments</li> <li>• Logic Systems</li> <li>• Supervisory Management</li> </ul> | <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Industrial Instruments</li> <li>• Industrial Electronics</li> <li>• Electrotechnics</li> <li>• Communication Electronics</li> <li>• Computer Principles</li> <li>• Supervisory Management</li> <li>• Digital Electronics</li> </ul>  | <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Industrial Instruments</li> <li>• Industrial Electronics</li> <li>• Electrotechnics</li> <li>• Communication Electronics</li> <li>• Computer Principles</li> <li>• Control Systems</li> <li>• Digital Electronics</li> <li>• Logic Systems</li> <li>• Supervisory Management</li> <li>• Engineering Physics</li> </ul>   |    |
| <b>MECHANICAL ENGINEERING</b> | <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Mechanotechnics</li> <li>• Mechanical Draughting</li> <li>• Supervisory Management (Optional for GCC)</li> <li>• Industrial Electronics (Optional for GCC)</li> <li>• Electrotechnics (Optional for GCC)</li> </ul>  | <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Mechanical Drawing &amp; Design</li> <li>• Mechanotechnics</li> <li>• Internal Combustion Engine</li> <li>• Fault Finding &amp; Protective Devices</li> <li>• Supervisory Management (Optional for GCC)</li> <li>• Power Machines</li> <li>• Strength of Materials</li> <li>• Fluid Mechanics</li> <li>• Electrotechnics (Optional for GCC)</li> </ul> | <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Internal Combustion Engine</li> <li>• Mechanotechnics</li> <li>• Mechanical Drawing &amp; Design</li> <li>• Supervisory Management (Optional for GCC)</li> <li>• Engineering Physics</li> <li>• Fluid Mechanics</li> <li>• Fault Finding &amp; Protective Devices</li> <li>• Power Machines</li> <li>• Strength of Materials</li> <li>• Control Systems</li> </ul> |   |
| <b>CIVIL ENGINEERING</b>      | <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Building &amp; Structural Construction</li> <li>• Building &amp; Structural Survey</li> <li>• Building Administration</li> <li>• Quantity Surveying</li> <li>• Supervisory Management</li> </ul>  | <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Building &amp; Structural Construction</li> <li>• Building &amp; Structural Survey</li> <li>• Building Administration</li> <li>• Quantity Surveying</li> <li>• Supervisory Management</li> </ul>   | <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Building &amp; Structural Construction</li> <li>• Building &amp; Structural Survey</li> <li>• Building Administration</li> <li>• Quantity Surveying</li> <li>• Supervisory Management</li> </ul>   |  |
| <b>ADMISSION REQUIREMENTS</b> | Preferably Grade 12 (National Senior Certificate) with Mathematics and Physical Science, NOT Mathematical Literacy  | N4 in the relevant programme   | N5 in the relevant programme   |  |
| <b>DURATION</b>               | 1 TRIMESTER   | 1 TRIMESTER  | 1 TRIMESTER  |  |

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## C2.2

# REPORT 191 (NATED) PROGRAMMES

## N4 - N6 PROGRAMMES / ALTERNATIVE POST-MATRIC PROGRAMMES

### SEMESTER PROGRAMMES

| PROGRAMME                        | SUBJECTS   |   |  | CAMPUS  |
|----------------------------------|--|---|--|---|
|                                  | N4   | N5  | N6   |   |
| <b>HUMAN RESOURCE MANAGEMENT</b> | <ul style="list-style-type: none"> <li>Personnel Management</li> <li>Computer Practice</li> <li>Introductory Computer Practice</li> <li>Entrepreneurship &amp; Business Management</li> <li>Management Communication/ Bestuurskommunikasie</li> </ul>  | <ul style="list-style-type: none"> <li>Personnel Management</li> <li>Labour Relations</li> <li>Personnel Training</li> <li>Computer Practice (O)</li> <li>Entrepreneurship &amp; Business Management (O)</li> </ul>   | <ul style="list-style-type: none"> <li>Personnel Management</li> <li>Labour Relations</li> <li>Personnel Training</li> <li>Computer Practice (O)</li> <li>Entrepreneurship &amp; Business Management (O)</li> </ul>  | <br><br>    |
| <b>FINANCIAL MANAGEMENT</b>      | <ul style="list-style-type: none"> <li>Entrepreneurship &amp; Business Management</li> <li>Financial Accounting</li> <li>Computerised Financial Systems</li> <li>Management Communication/ Bestuurskommunikasie (O)</li> <li>Mercantile Law (O)</li> </ul>   | <ul style="list-style-type: none"> <li>Financial Accounting</li> <li>Cost &amp; Management Accounting</li> <li>Computerised Financial Systems</li> <li>Entrepreneurship &amp; Business Management (O)</li> <li>Mercantile Law (O)</li> </ul>  | <ul style="list-style-type: none"> <li>Financial Accounting</li> <li>Cost &amp; Management Accounting</li> <li>Computerised Financial Systems</li> <li>Entrepreneurship &amp; Business Management (O)</li> <li>Mercantile Law (O)</li> <li>Income Tax (O)</li> </ul>           | <br>  |
| <b>MANAGEMENT ASSISTANT</b>      | <ul style="list-style-type: none"> <li>Information Processing</li> <li>Introductory Information Processing</li> <li>Computer Practice</li> <li>Introductory Computer Practice</li> <li>Office Practice</li> <li>Communication/ Kommunikasie</li> </ul>   | <ul style="list-style-type: none"> <li>Information Processing N4</li> <li>Computer Practice</li> <li>Office Practice</li> <li>Communication/ Kommunikasie</li> </ul>  | <ul style="list-style-type: none"> <li>Information Processing</li> <li>Computer Practice</li> <li>Office Practice</li> <li>Communication/ Kommunikasie</li> </ul>  | <br><br> |
| <b>BUSINESS MANAGEMENT</b>       | <ul style="list-style-type: none"> <li>Entrepreneurship &amp; Business Management</li> <li>Introductory Accounting (O)</li> <li>Financial Accounting (O)</li> <li>Management Communication/ Bestuurskommunikasie (O)</li> <li>Introductory Computer Practice (O)</li> <li>Computer Practice (O)</li> <li>Computerised Financial Systems (O)</li> <li>Personnel Management (O)</li> </ul> | <ul style="list-style-type: none"> <li>Entrepreneurship &amp; Business Management</li> <li>Sales Management</li> <li>Financial Accounting N4 (O)</li> <li>Financial Accounting (O)</li> <li>Economics (O)</li> <li>Computerised Financial Systems N4 (O)</li> <li>Computer Practice N4 (O)</li> <li>Computer Practice N5 (O)</li> <li>Economics N5 (O)</li> </ul> | <ul style="list-style-type: none"> <li>Entrepreneurship &amp; Business Management</li> <li>Sales Management</li> <li>Financial Accounting N5 (O)</li> <li>Computerised Financial Systems N5 (O)</li> <li>Computer Practice (O)</li> <li>Personnel Management N4 (O)</li> </ul> |   |
| <b>ADMISSION REQUIREMENTS</b>    | Grade 12 / National Senior Certificate with relevant school subjects   | N4 in the relevant programme  | N5 in the relevant programme   |   |
| <b>DURATION</b>                  | 1 SEMESTER   | 1 SEMESTER  | 1 SEMESTER   |   |

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## C2.2

# REPORT 191 (NATED) PROGRAMMES

## N4 - N6 PROGRAMMES / ALTERNATIVE POST-MATRIC PROGRAMMES

| SEMESTER PROGRAMMES             |   |   |   |        |
|---------------------------------|---|---|---|--------|
| PROGRAMME                       | SUBJECTS  |   |   | CAMPUS |
|                                 | N4  | N5  | N6  |        |
| POPULAR MUSIC PERFORMANCE       | <ul style="list-style-type: none"> <li>• Music Business &amp; Styles</li> <li>• Aural &amp; Ensemble</li> <li>• Improvisation</li> <li>• Practical: Vocal (O)</li> <li>• Practical: Guitar (O)</li> <li>• Practical: Piano/Keyboard (O)</li> <li>• Practical: Bass Guitar (O)</li> <li>• Practical: Woodwind (O)</li> <li>• Practical: Brass (O)</li> </ul> | <ul style="list-style-type: none"> <li>• Music Business &amp; Styles</li> <li>• Aural &amp; Ensemble</li> <li>• Improvisation</li> <li>• Practical: Vocal (O)</li> <li>• Practical: Guitar (O)</li> <li>• Practical: Piano/Keyboard (O)</li> <li>• Practical: Bass Guitar (O)</li> <li>• Practical: Woodwind (O)</li> <li>• Practical: Brass (O)</li> </ul> | <ul style="list-style-type: none"> <li>• Music Business &amp; Styles</li> <li>• Aural &amp; Ensemble</li> <li>• Improvisation</li> <li>• Practical: Vocal (O)</li> <li>• Practical: Guitar (O)</li> <li>• Practical: Piano/Keyboard (O)</li> <li>• Practical: Bass Guitar (O)</li> <li>• Practical: Woodwind (O)</li> <li>• Practical: Brass (O)</li> </ul> | R      |
| EDUCARE                         | <ul style="list-style-type: none"> <li>• Day Care Personnel Development</li> <li>• Education Didactics: Theory &amp; Practice</li> <li>• Education</li> <li>• Child Health</li> </ul>   | <ul style="list-style-type: none"> <li>• Entrepreneurship &amp; Business Management N4</li> <li>• Day Care Communication</li> <li>• Education Didactics: Theory &amp; Practice</li> <li>• Educational Psychology</li> </ul>   | <ul style="list-style-type: none"> <li>• Day Care Management</li> <li>• Day Care Communication</li> <li>• Education Didactics: Theory &amp; Practice</li> <li>• Education Psychology</li> </ul>   | M      |
| HOSPITALITY & CATERING SERVICES | <ul style="list-style-type: none"> <li>• Applied Management</li> <li>• Sanitation and Safety (O)</li> <li>• Nutrition and Menu Planning</li> <li>• Catering: Theory and Practical</li> <li>• Introductory Computer Practice (O)</li> <li>• Computer Practice (O)</li> </ul>   | <ul style="list-style-type: none"> <li>• Entrepreneurship &amp; Business Management N4</li> <li>• Applied Management</li> <li>• Catering: Theory and Practical</li> <li>• Food &amp; Beverage Services (O)</li> </ul>   | <ul style="list-style-type: none"> <li>• Applied Management</li> <li>• Communication &amp; Human Relations</li> <li>• Intro Computer Practice N4 (O)</li> <li>• Computer Practice N4 (O)</li> <li>• Catering: Theory &amp; Practical</li> </ul>   | M      |
| TOURISM                         | <ul style="list-style-type: none"> <li>• Travel Office Procedures</li> <li>• Tourism Communication</li> <li>• Travel Services</li> <li>• Tourism Destination</li> </ul>   | <ul style="list-style-type: none"> <li>• Travel Office Procedures</li> <li>• Tourism Communication</li> <li>• Travel Services</li> <li>• Tourism Destination</li> </ul>   | <ul style="list-style-type: none"> <li>• Travel Office Procedures</li> <li>• Hotel Reception</li> <li>• Travel Services</li> <li>• Tourism Destination</li> </ul>   | M      |
| ART & DESIGN                    | <ul style="list-style-type: none"> <li>• Drawing</li> <li>• Entrepreneurship &amp; Business Management</li> <li>• Jewellery Design</li> <li>• Jewellery Manufacturing</li> </ul>  | <ul style="list-style-type: none"> <li>• Drawing</li> <li>• Jewellery Design</li> <li>• Jewellery Manufacturing</li> <li>• History of Art</li> </ul>  | <ul style="list-style-type: none"> <li>• Drawing</li> <li>• Jewellery Design</li> <li>• Jewellery Manufacturing</li> <li>• History of Art</li> </ul>  | R      |
| ADMISSION REQUIREMENTS          | Grade 12 / National Senior Certificate with relevant school subjects  | N4 in the relevant programme  | N5 in the relevant programme  |        |
| DURATION                        | 1 SEMESTER  | 1 SEMESTER  | 1 SEMESTER  |        |

R RUSTENBURG

M MANKWE

B BRITS

## ARTISAN DEVELOPMENT REMAINS A PRIORITY

Research conducted by the DHET projected that a significant number of artisans will be needed by 2020 due to a shortfall of artisans in the South African Labour Market. Addressing this projected shortfall of artisans has become a National priority.

The White Paper for Post-School Education and Training – Building an Expanded, Effective and Integrated Post-School System, as approved by

Cabinet on 20 November 2013, has re-affirmed that establishing a good artisan system is an urgent priority for South Africa. In addition to this, the Medium Term Strategic Framework for 2014 – 2020, approved by Cabinet, has brought forward the National Development Plan target of 30 000 qualified artisans per annum by 2026–2030.

The aim of this campaign is to advocate apprenticeships to the

young and to encourage employers to take on apprenticeships at an increased rate.

In order to implement the National Artisan Development Process in the TVET College system, a formal Memorandum of Understanding has been signed between the DHET and each of the fifty public TVET Colleges in the country to establish a Provincial Artisan Development Committee (PADC) in each province.

## WHAT IS AN ARTISAN?

An artisan is a skilled, well-trained and tested individual who is qualified in a specific trade, e.g. Bricklayer, Electrician, Carpenter etc. An artisan crafts, maintains and repairs items that may be functional or decorative. Artisan trades extend beyond the scope of the Engineering field – gold smiths, hairdressers and beauticians are also regarded as artisans.

## ARTISAN DEVELOPMENT ROUTES AT ORBIT TVET COLLEGE

The following routes are available at ORBIT TVET College to attain an artisanship:

**Access to Trade Test (Non-contracted learners):**

- N2 Certificate with trade theory and 3 years' relevant work experience
- Technical trade theory programs quality-assured by a SETA and a minimum of 3 years' relevant work experience (NQF Level 3)
- Relevant National Certificate (Vocational) Level 3 Engineering qualification and 3 years' relevant work experience
- Relevant National Certificate (Vocational) Level 4 Engineering qualification and 18 months' relevant work experience
- Technical Grade 12 with Mathematics, Engineering Science and related trade theory subject and 3 years' relevant work experience
- Grade 9 and a minimum of 4 years' relevant work experience
- Relevant (directly related to the trade theory subjects) N6 Certificate or National Technical Diploma (S, T or N stream,) and 18 months' relevant work experience



## QUALITY-ASSURANCE OF ARTISAN DEVELOPMENT

Artisan Development Programmes in South Africa are assessed and moderated by NAMB (the National Artisan Moderation Body) as follows:

- Coordination of Artisan Development in SA
- Monitoring the performance of Accredited Trade Test Centres
- Moderation of Artisan Trade Tests
- Recording Artisan Achievements
- Recommending certification of Artisans to the QCTO
- Development, maintenance and application of a national data bank of assessment instruments for assessment and moderation of Artisan Trade Tests

Quality assurance of Artisan Development Programmes is done by the Quality Council for Trade and Occupational Programmes (QCTO). This body ensures the availability, relevance and quality of Occupational Qualifications to meet the needs of industry. It also ensures that fit-for-purpose qualifications are registered to respond to the labour market needs.

In terms of the quality assurance of Report 191 NATED Programmes a transitional measure is currently in place that allows UMALUSI to quality-assure N1-N3 Report 191 Programmes and QCTO to quality-assure the N4-N6 Report 191 Programmes.



## WHAT ARE OCCUPATIONAL LEARNING PROGRAMMES?

Occupational Learning Programmes include Apprenticeships, Learnerships and Skills Programmes. The focus of these programmes is geared towards preparing students for a specific skills within a specific working environment related to a specific trade.

Occupational Learning Programmes are offered at the ORBIT TVET College as either FULL QUALIFICATIONS or as ACCREDITED SKILLS PROGRAMMES.

LEARNERSHIPS that are offered by the College combines theory at the College or Training Centre with relevant practice on-the-job. Occupational programmes are based on legally binding agreements

between an employer, a student and a training provider. It is designed to ensure the quality of the training and to protect the interests of each individual party.

In order to become qualified, students must be assessed against unit standards registered with SAQA

SKILLS PROGRAMMES are unit-standard-based programmes that are demand-driven as determined by community needs. Such skills programmes offered by ORBIT TVET College are units standards extracted from formal full qualifications registered with SAQA for which the College obtained programme approval from the relevant SETA or Accredited Body.

## WHICH OCCUPATIONAL LEARNING PROGRAMMES ARE OFFERED BY ORBIT TVET COLLEGE?

- Artisan Development NQF Level 4 (EW SETA, MQA & merSETA)
- Community Housebuilding NQF Level 2 (CETA)
- New Venture Creation NQF Level 2 (Services SETA)
- Plumbing NQF Level 2 & 4 (CETA)
- Electrical Engineering NQF Level 2 & 4 (EW SETA)
- RPL - Community Development NQF Level 4 (ETDP SETA)
- Early Childhood Development NQF Level 4-5 (ETDP SETA)
- Automotive Repair and Maintenance NQF Level 3 (merSETA)
- Sports Management NQF Level 5 (CATHSSETA)
- Beauty Therapy NQF Level 4 (Services SETA)
- Welding Application NQF Level 2 & 3 (merSETA)
- Jewellery Design and Manufacture NQF Level 3 (MQA)
- Nail Technology NQF Level 3 (Services SETA)
- Hairdressing NQF Level 2-4 (Services SETA)
- Automotive Manufacture and Assembly Body NQF Level 2 (merSETA)
- Airconditioning and Refrigeration NQF Level 2 (merSETA)
- Electronics NQF Level 3 (merSETA)
- Mechanical NQF Level 2 (merSETA)
- Accounting Technician NQF Level 4 (FASSET)

**NB!** Please take note that some of these programmes are only offered on a project-basis which involves MoUs having been signed with businesses, government departments or other institutions. This implies that although the College has the Programme Approval to offer the programmes, these are not currently offered to the public


Any other recognised skills programme for which the College is registered may also be offered, should the demand exist.



**C4.1**

# HAIRDRESSING

## NQF Level 2 - 4 (Services SETA-accredited)

|                                | LEVEL 2   | LEVEL 3                           | LEVEL 4   | CAMPUS   |
|--------------------------------|---|-----------------------------------|---|--|
| PROGRAMME STRUCTURE            | National Certificate Hairdressing   | National Certificate Hairdressing | Further Education Training Certificate Hairdressing |  |
| MINIMUM ADMISSION REQUIREMENTS | Grade 9   | NC Hairdressing NQF Level 2       | NC Hairdressing NQF Level 3                         |  |
| DURATION                       | <p><b>COLLEGE TRAINING:</b><br/>6 months per level (Full-time)</p> <p><b>SALON TRAINING:</b><br/>6 months per level (Full-time)</p> <p>After completing the programme at ORBIT TVET College, the student must work at an accredited salon for 18 months</p> |                                   |   |  |
| ACCREDITATION                  | Hairdressing Programmes are accredited by the SERVICES SETA Accreditation Number 1466   |                                   |   |  |

### POSSIBLE CAREER OPPORTUNITIES

- Professional Hairdresser (Caucasian & Ethnic Hair)
- Entrepreneur in Hairdressing Industry
- Salon Management



**B** BRITS



**R** RUSTENBURG



**M** Mankwe



**C4.2**

# BEAUTY & NAIL TECHNOLOGY

## NQF Level 4 (Services SETA-accredited)

|                                       | <b>1st YEAR</b>  | <b>ASSESSMENT</b>   | <b>CAMPUS</b> |
|---------------------------------------|--|---|---------------|
| <b>PROGRAMME STRUCTURE</b>            | <ul style="list-style-type: none"> <li>• Manicure &amp; Pedicure</li> <li>• Make-up</li> <li>• Waxing</li> <li>• Eyelash &amp; Eyebrow Tinting &amp; Grooming</li> <li>• Facial Skin Care</li> <li>• Manual Massage</li> </ul> | <p>Theoretical and Practical Examinations are done on completion of every module.</p> <p>The International City &amp; Guilds examination is written at the end of 1<sup>st</sup> year to obtain the International City &amp; Guilds Certificate</p> |               |
| <b>MINIMUM ADMISSION REQUIREMENTS</b> | Grade 12   |   |               |
| <b>DURATION</b>                       | <ul style="list-style-type: none"> <li>• 1 year for Beauty Therapy and an additional two months for Nail Technology</li> </ul>   |   |               |
| <b>ACCREDITATION</b>                  | Accredited by the SERVICES SETA (SAQA 80646)   |   |               |

### POSSIBLE CAREER OPPORTUNITIES

- Massage Therapist
- Beauty Therapist
- Nail Technology
- Entrepreneur in Beauty Therapy Industry
- Beauty Salon/Clinic Management



**B BRITS**



**R RUSTENBURG**



**M Mankwe**



**C4.3**

# JEWELLERY DESIGN & MANUFACTURE

## NQF Level 2 - 4 (Services MQA-accredited)

|                                       | TRAINING @ ORBIT TVET COLLEGE   |   |   | ASSESSMENT   | LEARNERSHIPS OPPORTUNITY @ SEDA Platinum Incubator   | CAMPUS   |
|---------------------------------------|---|---|---|--|--|----------|
|                                       | LEVEL 2   | LEVEL 3   | LEVEL 4   |  |  |          |
| <b>PROGRAMME STRUCTURE</b>            | National Certificate NQF Level 2: Jewellery Manufacturing (SAQA ID 65049)                     | National Certificate NQF Level 3: Jewellery Manufacturing (SAQA ID 65209)                       | <ul style="list-style-type: none"> <li>FETC NQF Level 4: Jewellery Design (SAQA ID 57875)</li> <li>FETC NQF Level 4: Jewellery Setting Processes (SAQA ID 58274)</li> <li>FETC NQF Level 4: Jewellery Manufacturing Operations (SAQA ID 57876)</li> </ul> | <p>Theory is assessed by means of a Knowledge Test on every unit standard</p> <p>Practical performance is assessed by observation of tasks as the candidate performs them and by finished pieces of jewellery manufactured addressing specific outcomes within one or more Unit standards.</p> <p>A panel of experts from MQA verifies the students' Portfolios of Evidence (POEs) and if enough evidence (Both knowledge-test and Practical-finished jewellery pieces) is found, students are declared competent and certification is approved.</p> | <p>SEDA PLATINUM INCUBATOR (SPI), as a Skills Development Levy – paying organisations, applies for funding from MQA to train / provide workspace training to students.</p> <p>Should the funding be approved from MQA, SPI conducts a screening process to identify students who are fit to enter into a signed learnership contract with SPI.</p> <p>One advantage of this learnership is that students get the opportunity to work with precious metals such as Platinum, Palladium and Gold while being exposed to industrial machinery / equipment which actually prepares them for the real work environment.</p> | <b>R</b> |
| <b>MINIMUM ADMISSION REQUIREMENTS</b> | For NQF Level 2: Grade 9/NQF Level 1 with basic artistic skills and good communication skills | For NQF Level 3: Grade 10/NQF Level 2 with basic artistic skills and basic communication skills | For NQF Level 4: Grade 11/NQF Level 3 with basic artistic skills and communication skills   | A screening test is done prior to admission  |  |          |
| <b>ACCREDITATION</b>                  | <b>MQA</b>  |   |   |  |  |          |

### POSSIBLE CAREER OPPORTUNITIES

- Professional Jeweller
- Goldsmith
- Designer / Computer Aided Designer
- Gemstone Setter
- Jewellery Machine Operator

**B BRITS**

**R RUSTENBURG**

**M MANKWE**

## D1 WHAT SERVICES ARE OFFERED TO STUDENTS OF ORBIT TVET COLLEGE?

The Student Support Services endeavours to provide holistic services so that our students' time at ORBIT TVET College is peaceful, fulfilling and productive. In case relevant information is required, or if students feel challenged or unable to cope with their studies, they are always welcome to contact the Campus Student Support Services Team for assistance.

The Student Support Services Unit provides the following:

| ACADEMIC SUPPORT AND CAREER DEVELOPMENT PROGRAMMES   | SOCIAL SUPPORT PROGRAMMES  |
|--|--|
| <ul style="list-style-type: none"> <li>• Career Advisory Services</li> <li>• Placement Assessments</li> <li>• Peer Academic Leadership Development</li> <li>• Academic Support Programmes</li> <li>• Experiential Training &amp; Internships</li> <li>• Job Placements</li> <li>• Entrepreneurship Development</li> <li>• Information on Higher Education Studies opportunities</li> <li>• Graduate Tracking</li> <li>• Alumni Services</li> </ul> | <ul style="list-style-type: none"> <li>• Orientation and Induction</li> <li>• Counselling Services</li> <li>• Health &amp; Wellness programmes including: HIV/AIDS Support Programmes; as well as</li> <li>• Anti-Drug and Substance Abuse Programmes</li> <li>• Community Outreach and Upliftment Programmes</li> </ul> |
| <b>STUDENT GOVERNANCE AND LEADERSHIP DEVELOPMENT</b>   |  |
| <ul style="list-style-type: none"> <li>• SRC Leadership Development &amp; Training</li> </ul>  |  |
| <b>EXTRA-CURRICULAR DEVELOPMENT</b>  |  |
| <ul style="list-style-type: none"> <li>• <b>SPORTS AND RECREATION DEVELOPMENT</b><br/>Athletics, Soccer, Rugby, Tabletennis, Chess, Volleyball, Cricket, Basketball and Netball</li> <li>• <b>ARTS &amp; CULTURE DEVELOPMENT</b><br/>Music, Dance, Drama, Dramatised Poetry, Gumboots Dance</li> </ul>   |  |



## A. DHET TVET COLLEGE BURSARIES FOR NC(V) AND REPORT 191

**B**ursaries will be awarded according to the 2018/2019 DHET TVET College Bursary Guidelines

## 1. Who is eligible to apply for the DHET TVET College Bursary Scheme?

- Only South African Citizens qualify for this bursary scheme (**Refugees and foreigners are not eligible for this bursary scheme; however they are subsidised by the state at 80% of the total programme cost**)
- Applicants must be registered or intending to register on the NC(V) or Report 191 programme at any of the (50) public TVET Colleges in South Africa
- In need of financial assistance (a Means Test is administered to determine whether or not a student meets this criterion. A means test is an electronic tool used to determine the level of financial need of students). **The combined family income of an applicant must not exceed R350 000,00**
- An ability to demonstrate potential for academic success or proven academic performance (academically deserving); and
- Must not be enrolling for a qualification equivalent to previous learning that was state-funded

## 2. Application period to apply for the Bursary Scheme

- Details regarding bursary application periods and availability of application forms can be obtained from Student Support Officials at the respective campuses
- A student must either complete an electronic bursary application form and submit all supporting documents (cf. Template A) online at [www.nsfas.org.za](http://www.nsfas.org.za) OR
- Complete the hard copy of the bursary application form, obtainable from the College and submit all supporting documents which the College will ultimately submit to NSFAS

**NO LATE SUBMISSIONS WILL BE ACCEPTED AFTER THE DHET  
APPROVED CLOSING DATE**

***NB: Rules and guidelines on DHET TVET College bursaries are available online via  
our website [www.orbitcollege.co.za](http://www.orbitcollege.co.za) and facebook page!***

**B. COLLEGE BURSARY**

**B**ursaries will be awarded according to the approved College Bursary and Administration Policy

**1. Who is eligible to apply for the College Bursary?**

- College bursaries are available to compliant students, pending the recommendations of the Financial Aid Committee of the College

**2. Application period to apply for the Bursary Scheme**

Details regarding bursary application periods and availability of application forms can be obtained from Student Support Officials at the respective campuses

**SUBMISSIONS WILL BE ACCEPTED BETWEEN FEBRUARY AND OCTOBER OF THE ACADEMIC YEAR**

**3. Who qualifies for the College Bursary Scheme?**

- The College must be satisfied that the student meets the criteria for academic capability using evidence of good academic performance
- The financial need of the student will be assessed by the Financial Aid Committee
- The bursaries shall be awarded against an approved application procedure
- Students will be duly informed on the status of the application after submitting all required information and documentation
- For new NC(V) Level 2 foreign students, academic criteria must be applied using the previous school report and the selection and placement tool results
- NC(V) Level 2, Level 3 and Level 4 foreign students who were awarded bursaries in the previous year and were unable to progress to NC(V) Level 3 and Level 4 respectively, cannot be awarded bursaries to repeat NC(V) Level 2, or Level 3

**4. Please note:**

- These are 100% non-refundable bursaries
- No applicants will be guaranteed bursaries since the awards are subject to bursary administration processes and the availability of funds
- Always adhere to closing dates as late applications or late submissions of required documents will result in forfeiture of financial assistance
- Incomplete applications will not be accepted

**LEGAL DOCUMENTS REQUIRED FOR BURSARY APPLICATIONS**

Certified copies (not older than three months) by the South African Police Services (SAPS) of the following documents need to accompany the completed application form:

- ID of the applicant (x2) (Birth Certificate if NOT older than 18 years)
- Registration documents (Statement of Results/Academic Record/Printed Proof of Registration)
- ID of both parents/guardian/spouse
- Death Certificate if one or both of the parents is/are deceased
- Affidavit if the student does not know the whereabouts of one or both of their parents
- ID of other members in the household (Birth Certificate if NOT older than 18 years)
- Employment documents (Salary advice slips of the guardian or both parents/SASSA letter or pension slip/Affidavit if guardian or parents are unemployed)
- Proof of residential address (any FICA approved related documentation)
- Travel and Accommodation documents (if applicable) attached as copies of rental agreements

# E

# APPLICATION & REGISTRATION PROCEDURES

New students must apply for admission in the year/block PRIOR TO THEIR INTENDED ENROLMENT at the College.

Approval of your application is depended on a selection process and final results.

## REGISTRATION FLOW FOR NEW STUDENTS

NATIONAL CERTIFICATE (VOCATIONAL) & REPORT 191 (NATED) PROGRAMMES

### NEW AND FOREIGN STUDENTS PLEASE NOTE!

TO APPLY FOR REGISTRATION YOU NEED:

Certified copies (not older than three months) by the South African Police Services (SAPS) of the following documents:

- ID (2 X copies)
- PARENTS'/GUARDIANS' IDs
- IDs OF OTHER DEPENDENTS LIVING IN THE SAME HOUSE (e.g. brothers, sisters)
- YOUR LATEST RESULTS
- PROOF OF ADDRESS WITH CONTACT DETAILS OF NEXT OF KIN OR RESPONSIBLE PERSONS
- PROOF OF PARENTS'/GUARDIANS' INCOME

FOREIGN STUDENTS MUST BRING ALONG: (Not older than 3 months):

- CERTIFIED COPY OF PASSPORT
- SAQA APPROVED FOREIGN QUALIFICATION
- PROOF OF MEDICAL INSURANCE OR COVER
- VALID STUDY PERMIT

## ENTRY

Capture Detailed Biographical Info on College Student Registration System (Student i-Enabler)

General Information and Complete Manual Selection Form

Receive SMS re Application Acceptance Confirmation

Apply for Bursary, Placement Assessment and Career Guidance & Submit Relevant Documents

Placement Letter

Apply and Register via Student Registration System (Student i-Enabler) & Submit Relevant Documents

Print Proof of Registration

Print student Card

## ATTEND CLASSES

- You will apply & register at the Campus by capturing your own information on a Computer under College staff guidance
- Final approvals for registration is dependent on final results

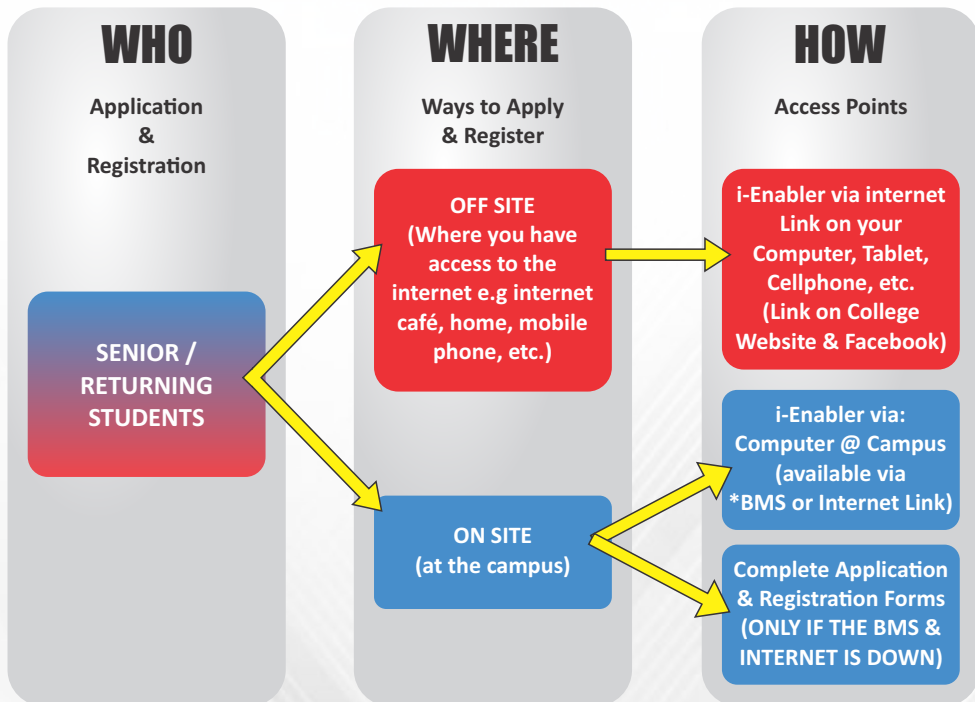
**NB: Provisional acceptance of your application does not guarantee you a space as you will ONLY be considered registered once you have received a proof of registration and student card!**

# E

## APPLICATION & REGISTRATION PROCEDURES

### SENIOR / RETURNING STUDENT APPLICATION & REGISTRATION MODES ALL PROGRAMMES

**NB: Application for admission to the next level of your qualification MUST BE DONE IN THE YEAR/BLOCK PRIOR TO YOUR ENROLMENT**



#### Notes:

- Approval of applications is dependent on final results
- There is NO guarantee that your space is secure as admission takes academic performance and class attendance into account as per DHET Admission Policy
- Should you encounter challenges with your pin or accessing the student i-Enabler; contact the relevant HOD at your

**NB: please note that you are ONLY considered REGISTERED with the College if you have received proof of registration and student card!**

#### The College reserves the right to:

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

## CANCELLATION OF SUBJECTS

Should a need arise to de-register, a de-registration form must be completed & signed by the person responsible for the tuition fees within three weeks after your registration and handed in to the relevant HoD or HoA

Should you fail to comply with the above, you will/can be held liable for the outstanding tuition fees

**START**

Student requests form from relevant HoD/HoA

Person responsible for tuition fees completes & signs form

Verification (lecturer signs)

Submit form to HoD/HoA

Form approved by HoD/HoA

**APPROVED**

**NO**

**YES**

**INFORM STUDENT**

Capture Request

Inform Role Players / Student

**CLOSE**

## BE A PROUD ORBITANT FOR LIFE!

The ORBIT College Alumni Association is committed to helping you maintain contact with the College and its community and to keeping you informed and engaged with what is happening in the life of the College. It provides a range of opportunities for you to stay involved and contribute to the College.

The Involvement of alumni is crucial to the health and strength of the institution. Alumni not only provides important ties between the past and the present, but also building blocks for the future. The Alumni Association helps to serve alumni needs and encourage their involvement and support.



## WHAT IS AN ALUMNUS?

A group of people who have graduated from school, college or university 'Alumni' is usually used to refer to a group of graduates of either one or both genders, while 'alumnus' traditionally refers to a single male graduate, with the feminine term being 'alumna'.

Who qualifies to be ORBIT Alumni?

All holders of Certificates and National Diplomas for curricular courses offered at ORBIT TVET College.

**Benefits of being ORBIT Alumni**

- News from departments about student life, sport and culture
- Sustained contact with **ORBIT TVET College** through emails, SMSs and publications
- Invitations to social functions and reunions and the tracing of old friends
- Opportunities to build career and professional networks
- Access to career services and mentorships
- Information and introductions to new programmes



|                     |  |
|---------------------|--|
| <b>BMS</b>          | Business Management System   |
| <b>BS</b>           | Business Studies   |
| <b>CAD</b>          | Computer-Aided Design  |
| <b>CATHSSETA</b>    | Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority |
| <b>CETA</b>         | Construction Education and Training Authority  |
| <b>CHE</b>          | Council on Higher Education  |
| <b>DHET</b>         | Department of Higher Education and Training  |
| <b>DP</b>           | Deputy Principal   |
| <b>ECD</b>          | Early Childhood Development  |
| <b>ES</b>           | Engineering Studies  |
| <b>ETDP SETA</b>    | Education, Training and Development Practices Sector and Training Authority          |
| <b>ETQA</b>         | Education and Training Quality Assurance Bodies                                      |
| <b>EW SETA</b>      | Energy and Water Sector Education and Training Authority                             |
| <b>FASSET</b>       | Finance and Accounting Services Sector Education and Training Authority              |
| <b>FLC</b>          | Foundation Learning Competence   |
| <b>GFETQF</b>       | General Education and Training Qualifications Framework                              |
| <b>HEI</b>          | Higher Education Institution   |
| <b>HEQF</b>         | Higher Education Qualifications Framework  |
| <b>HoA</b>          | Head of Administration   |
| <b>HoD</b>          | Head of Department   |
| <b>ICASS</b>        | Internal Continuous Assessment   |
| <b>ICDL</b>         | International Computer Driving Licence   |
| <b>ICT</b>          | Information and Communication technology   |
| <b>ISAT</b>         | Integrated Summative Assessment Tasks  |
| <b>ISO9001:2015</b> | International Quality Standard of the International Organisation for Standardisation |
| <b>LOTL</b>         | Language of Teaching and Learning  |

|                |   |
|----------------|---|
| <b>MerSETA</b> | Manufacturing, Engineering and Related Services Sector and Training Authority                     |
| <b>MQA</b>     | Mining Qualifications Authority   |
| <b>NAMB</b>    | National Artisan Moderation Body  |
| <b>NATED</b>   | National Department of Education 190/191 Programmes   |
| <b>NC</b>      | National Certificate  |
| <b>NC(V)</b>   | National Certificate (Vocational)   |
| <b>NEET</b>    | Not in Employment, Education, nor in Training   |
| <b>NOFP</b>    | National Occupation Pathway Framework   |
| <b>NQF</b>     | National Qualifications Framework   |
| <b>NSC</b>     | National Senior Certificate   |
| <b>NSFAS</b>   | National Student Finance Assistance Scheme  |
| <b>OQF</b>     | Occupational Qualifications Framework   |
| <b>PADC</b>    | Provincial Artisan Development Committee  |
| <b>PALs</b>    | Peer Academic Leaders   |
| <b>POE</b>     | Portfolio of Evidence   |
| <b>QCTO</b>    | Quality Council for Trades and Occupational Programmes  |
| <b>QMS</b>     | Quality Management System   |
| <b>SABS</b>    | South African Bureau of Standards   |
| <b>SAQA</b>    | South African Qualifications Authority  |
| <b>SC</b>      | Senior Certificate  |
| <b>SETA</b>    | Sector Education and Training Authority   |
| <b>SoP</b>     | Schedule of Particulars   |
| <b>SRC</b>     | Student Representative Council  |
| <b>SSS</b>     | Student Support Services  |
| <b>TVET</b>    | Technical Vocational Education and Training   |
| <b>Umalusi</b> | Quality Assurance Body for the General and Further Education and Training Sectors in South Africa |

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