NATIONAL N DIPLOMA APPLICATION PROCESS GUIDE





- The policy document, ***Formal technical college instructional programmes in the RSA, Report 191 (2001/08),*** contains the programme requirements for current technical college education in the Republic of South Africa. The Report serves as a manual and is an educational policy document, which lists all instructional programmes approved by the Minister of Education in accordance with the National Education Policy Act 1996, (Act No. 27 of 1996).

- **Application to issue a National N Diploma at the TVET/FET College**

  As per memorandum 31 of 2013 the requirements needed to apply for diploma are stipulated.

- **Is a national N Diploma issued automatically after completing my N6?**

NO, a diploma comprises of theoretical achievements and a practical component. Evidence of practical experience must be submitted (logbook).

- **Where do I apply for a National Diploma?**

Applicants wishing to apply for the National N Diploma must approach the College where they studied to submit an application.



What should I do?

- ❑ Complete the prescribed application forms obtainable from your college

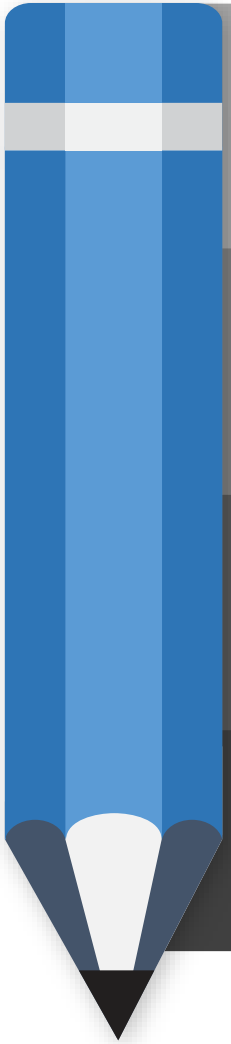
- ❑ Attach the following documentations required for the issuing of the diploma:

    - Certified copies of the N4,N5 and N6 Certificates.
    - Certified copy of statements of results. (This is not compulsory if the certificates are attached).
    - Certified copy of original identity document.
    - It is important that a detailed workplace experiential letter relating to the two instructional offerings on N6 level obtained from the institution which offered training to attached. **For Business Studies Diploma the candidate must produce documentary proof of at least eighteen months or 2000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings offered on the N6 level.**
    - **Attach the approved QCTO logbook indicating the activities performed.**

- ❑ **For Engineering Studies Diploma the candidate must produce documentary proof of two years or 2 670 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings offered on the N6 level. Attach the approved QCTO logbook indicating the activities performed.**

- ❑ The college will check, verify and recommend your application to the DHET.

HOW LONG DOES IT TAKE FOR THE PROCESSING OF MY APPLICATION?



01 Upon receipt of the completed application forms by the Department of Higher Education and Training Chief Directorate: National Examinations and Assessment, processing of the application will commence.

02 Verification of the theoretical achievement of the candidate will be done on all the levels (N4, N5 & N6) to determine whether the candidate meets the required 12 instructional offerings needed for the issuing of the NND.

03 The practical component of eighteen months for Business Studies or 2 000 hours needed, and/or the two years or 2 670 hours needed for Engineering Studies will be verified with the relevant institution to establish whether the candidate received training on tasks mentioned in relation to the two instructional offerings mentioned

04 All trade certificates provided (Engineering Studies) will also be verified before the application can be uploaded into the system

Where can I collect my diploma?
At the college where you applied for the diploma. All printed diplomas are sent to the college where applications are made.

Enquiry regarding status of the application.
How will I know if my application has been received by the DHET?
Your college will enquire on your behalf at the DHET.
All applicants must enquire at the college with regard to the status of their application i.e. determined whether it was successful or declined.

What must I do if the application has been declined?
A letter declining your application will be sent with the original application back to the college. The letter will guide you to the course of action you need to take to qualify for the diploma. You can request assistance from your college/student support services.

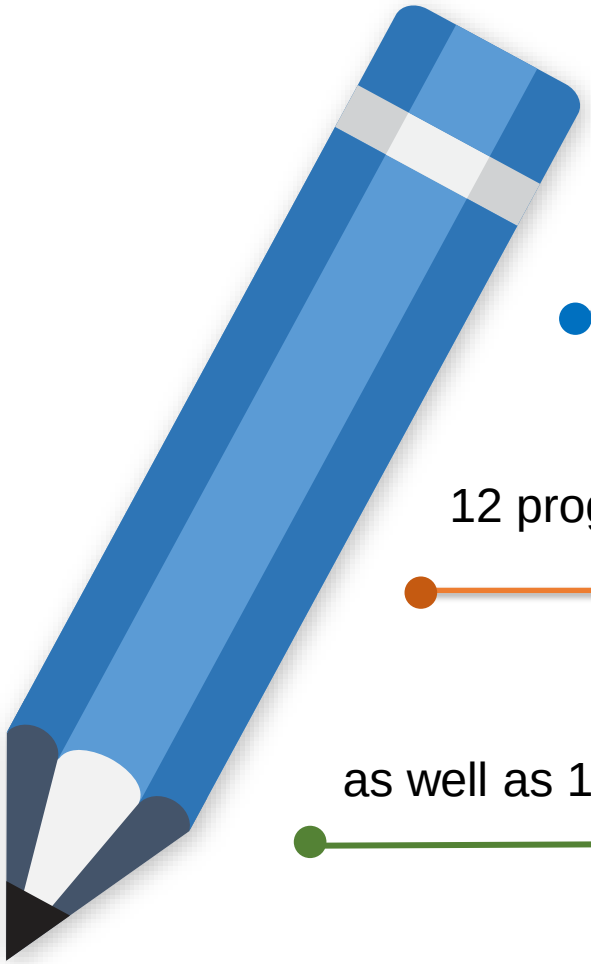
How much does it cost?
Currently, there is no cost to issuing the National N diploma. However, should the diploma get lost/damaged or destroyed a replacement required an amount of R70.00.

If you lost or damaged your original National N Diploma, you must apply for a replacement at the College where you studied. The application with the detailed affidavit indicating what happened to the original document must be submitted to college.

MANAGEMENT ASSISTANT

Summary Outline

PROGRAMME STRUCTURE: NATIONAL N-DIPLOMA



The National N-Diploma consists of 18 Months/ 1 year six months theoretical component (N4- N6)

12 programme related subjects from N4 – N6 make up the theoretical component;

as well as 18 Months/2000 hours within the relevant industry

TO QUALIFY FOR A NATIONAL N-DIPLOMA

1. The students should cover **2 compulsory subjects**

2. Workplace experience must be relevant and covers **18 months and more**



The National Diploma qualification is aimed at giving the learner the following:

Technical Knowledge

Practical Knowledge



Theoretical Knowledge

Workplace Knowledge

THE FOLLOWING ARE THE FEW GUIDELINES OF THE DUTIES OF THE MANAGEMENT ASSISTANT

The duties include:

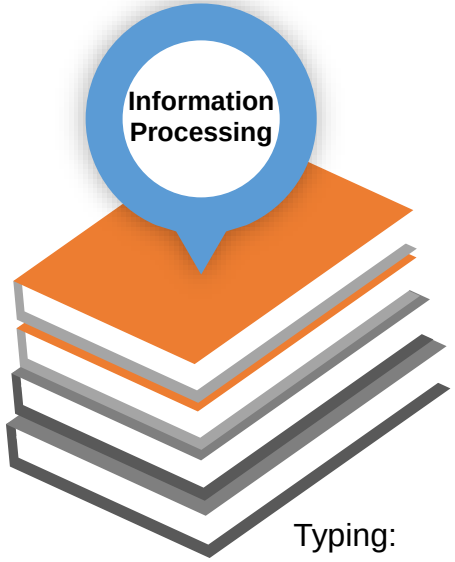
* Admistrative, decision making latitude and serve in a leadership role.
* Form part of management team.
* Organising all clerical duties etc.



FUNCTIONS

1. Meeting preparations
2. Travel, car hire, accommodation arrangement
3. Secretarial Office admin

4. Electronic office
5. Basic HR, Safety & security of staff
6.Financial recording and management



FUNCTIONS

Typing:

- Memoranda
- Minutes
- Letters
- Audio typing

REASONS FOR THE DECLINES

EXPOSURE

When candidate is not fully exposed to both core subject.

DUTIES NOT ALIGNED

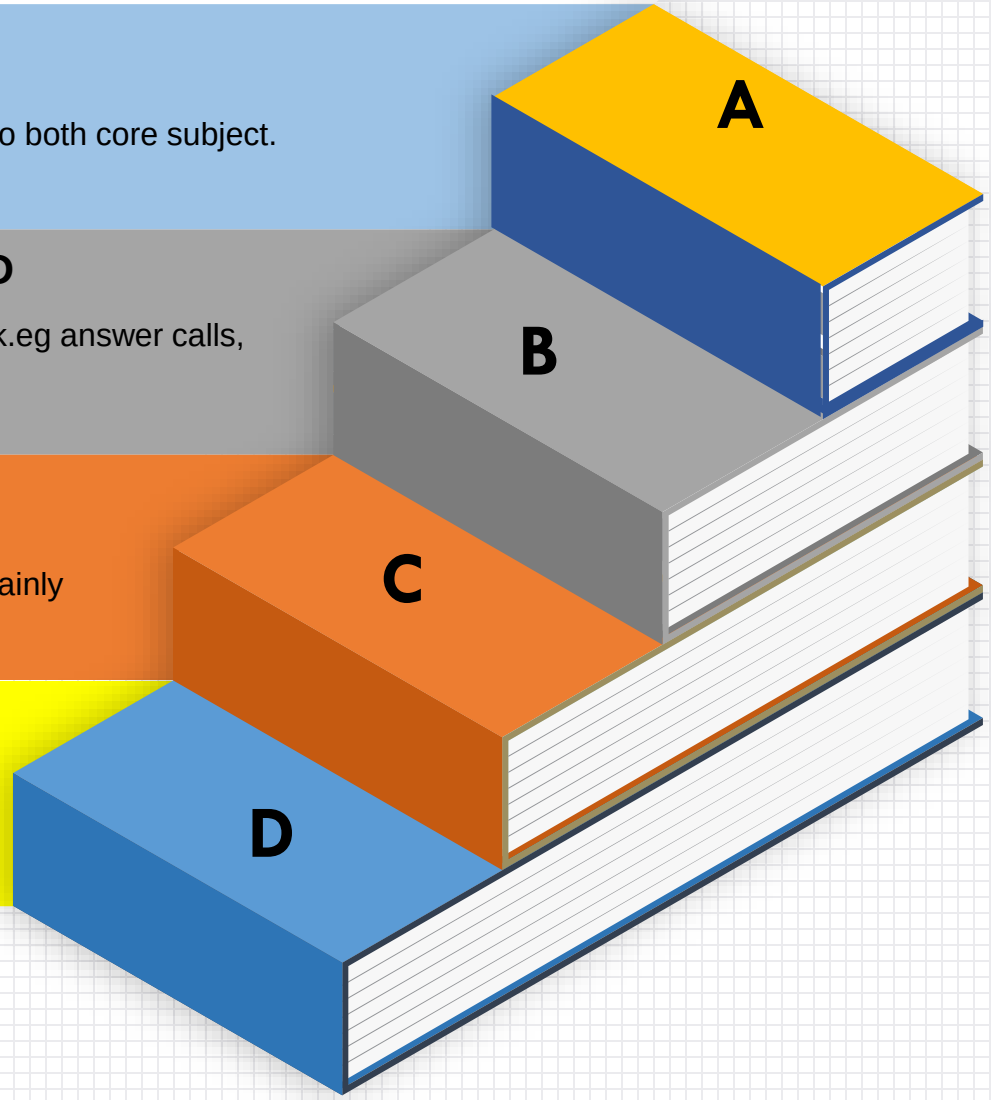
Candidates experience is mainly in Administrative work.eg answer calls, receive visitors, make copies etc.

NO OTHER EXPOSURE

Where candidates only do front line work that is mainly administrative.

INCORRECT WORKPLACE

Retail shops i.e. Supermarkets, chain stores, food outlets



PUBLIC MANAGEMENT

Summary Outline

WHAT IS PUBLIC MANAGEMENT?

Public Management: Course that addresses the skills, knowledge and experience needed in the public/government department across South Africa.

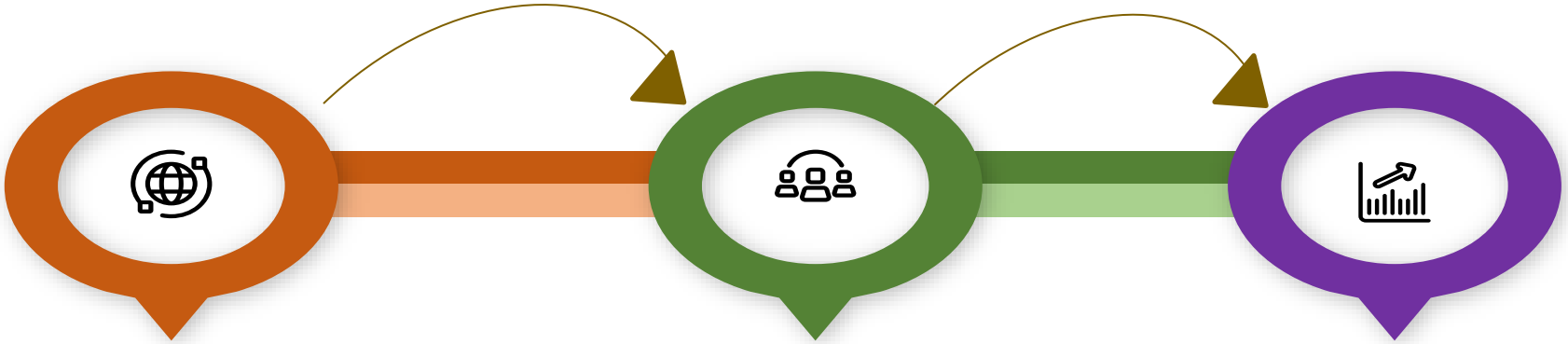
The programme integrates academic knowledge and theory with practical experience obtained during internship.



CAREER OPPORTUNITIES

- Government Departments
- Local Municipal Authorities

CURRICULUM



N4 Certificate

- **Public Administration**
- **Computer Practice**
- **Management Communication**
- **Entrepreneurship & Business Management**

N5 Certificate

- **Public Administration**
- **Public Finance**
- **Municipal Administration**
- **Computer Practice**

N6 Certificate

- **Municipal Administration**
- **Public Finance/Computer Practice**
- **Public Administration**
- **Public Law**

CORE SUBJECTS

CORE FUNCTIONS

PUBLIC ADMINISTRATION

Includes:

- General administration support
- Supply chain administration
- Personnel administrative support
- Financial administrative support



MUNICIPAL ADMIN

Includes:

- Adherence to financial directives e.g. debt collection and financial queries



PUBLIC LAW

Includes

- Exposure to legislation
- Exposure to contracts
- Exposure to legal activities



WORK EXPERIENCE 18 MONTHS/2 000 HOURS

- Once an applicant has successfully achieved all three N4-N6 certificates and has completed 18 months/2 000 hours in a relevant work place, their logbook will be submitted with the supporting evidence to the college.

- The college will then submit the application on behalf of the applicant to the DHET, which will be evaluated and feedback will be provided through the college.

- Upon approval, the applicant will be awarded the highly respected National N-Diploma.

- Work experience must always be under the supervision of:

  - ✓ College WIL Officer
  - ✓ Company supervisor or Manager

REASONS FOR THE DECLINES

General decline

- The candidate is not providing a detailed information with regards to duties at the workplace.
- The start and end dates are not indicated on the letter
- The candidate only indicates the skills and knowledge of one core subject.

Incorrect Workplace

Day Care Centres

Educational institutions

Private Sector

Less than required duration

- Inaccurate calculations which is less than 18 months

BUSINESS MANAGEMENT



DICTIONARY

National Senior Certificate (NSC)

- Is a Matric certificate you receive in high school.

Senior Certificate

- Matric certificate you can pursue if you were not able to complete your Matric in high school. If you left high school for a variety of reasons, it does not mean you will never be able to obtain your Matric in order to further your studies or find employment.

National Certificate (N3)

- Is a senior certificate qualification for a matric equivalent obtained though the Department of Higher Education and Training (DHET) and Umalusi.

FETC

- Further Education & Training Certificate

DHET

- Department of Higher Education and Training

SAQA

- The South African Qualifications Authority is responsible for the development and implementation of the National Qualifications

TVET College

- (Technical and Vocational Education and Training) refers to all forms and levels of education and training which provide knowledge and skills related to occupations in various sectors of economic and social life through formal, non-formal and informal learning methods in both school-based and work-based learning ...

DICTIONARY

Workplace experience

- is the process of learning by doing. By engaging students in hands-on experiences and reflection, they are better able to connect theories and knowledge learned in the classroom to real-world situations.

LogBook

- Logbook will hold a detailed list of all the tasks you will be to complete during your 18-months of training. The logbook will serve as proof of your practical experience, when applying for your National Diploma.

National N Diploma

- Awarded to candidates who complete three levels of National Accredited Technical Education Diploma (Nated) qualifications: N4, N5, N6 & Workplace experience

College Placement Officer

- Placement Officers help students to find work placements with relevant employers. The goal of a placement is to provide students with workplace experience and assist them with their transition into the workforce.

Work Supervisor

- A person who is in charge of a group of people or an area of work and who makes sure that the work is done correctly and according to the rules: All managers ...

PURPOSE

- This part qualification is aimed primarily at giving the learner **technical, theoretical knowledge, practical knowledge and workplace knowledge and skills** required in their chosen occupational/vocational area.

- The design of the part qualification is such that if taken sequentially with related N part courses i.e. N4 + N5 + N6, it enables learners to progressively obtain the National N Diploma once the **required practical work component of either 18 months or 2 000 hours,** as required for the specific occupational area, is completed.

- The part qualification as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation.
- The part qualification can be used for updating, upskilling and/or continuing education and training in related occupations

WHO SHOULD ATTEND

- This programme is ideal for those who want to succeed in a **general management, retail or wholesale** environment, as well as those who are motivated to start their **own business** or are currently running their own business.



- Business management gives you **skills and knowledge** that are directly applicable in all aspects of your life. Whether it is planning, influencing, analyzing, networking or organizing – business management helps you to **develop key competencies** that will promote your career prospects and will ultimately lead to success!

ADMISSION REQUIREMENTS

National Senior Certificate (NSC)

Senior Certificate

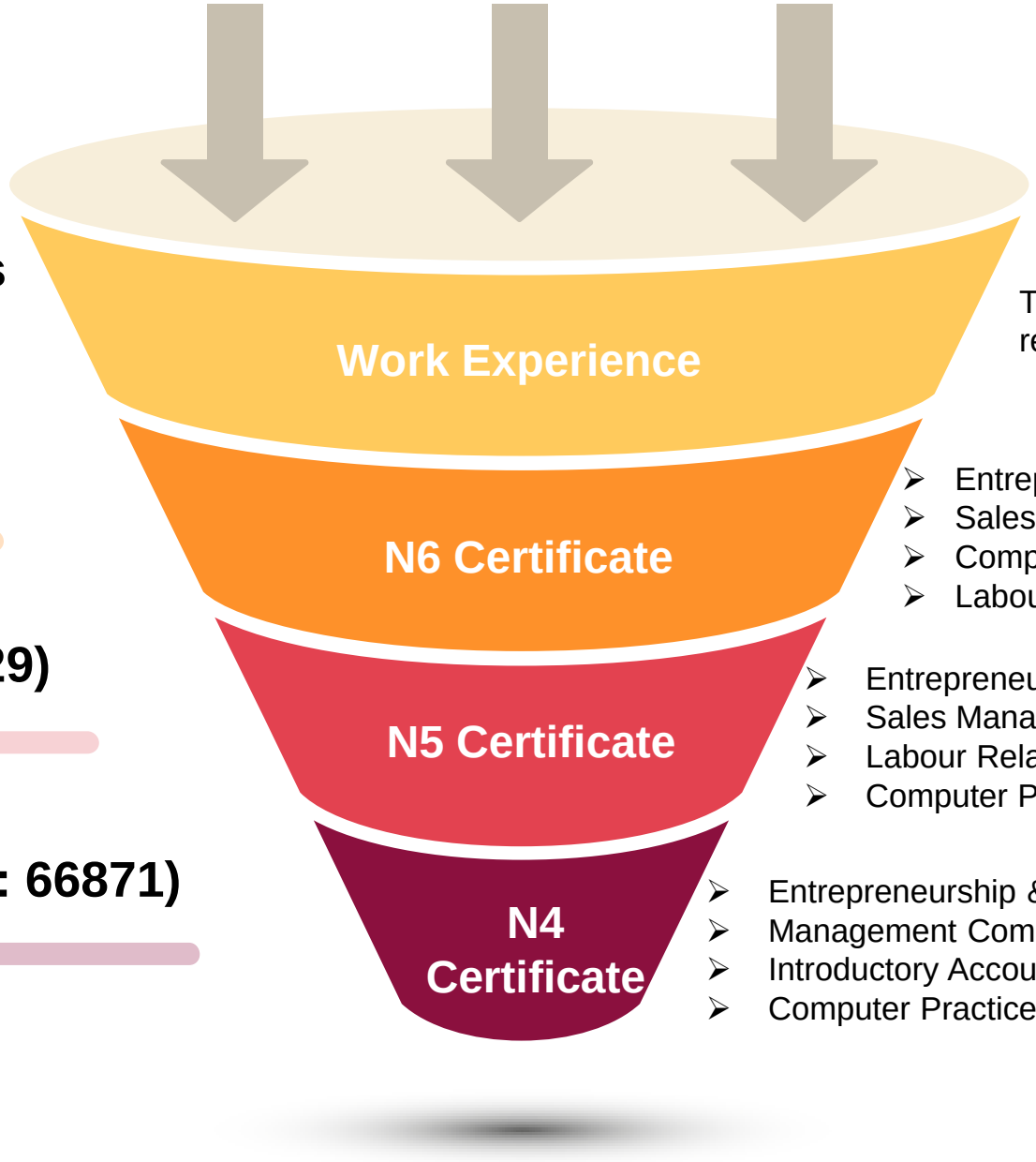
An appropriate National Certificate (N3) in the relevant specialization area

An FETC



NATIONAL DIPLOMA

18 months/2 000 hours



Training to be provided by sectors relevant to the course.

(SAQA ID: 66995)

- Entrepreneurship & Business Management N6
- Sales Management N6
- Computer Practice N6
- Labour Relations N5

(SAQA ID: 66929)

- Entrepreneurship & Business Management N5
- Sales Management N5
- Labour Relations N5
- Computer Practice N5

(SAQA ID: 66871)

- Entrepreneurship & Business Management N4
- Management Communication N4
- Introductory Accounting N4
- Computer Practice N4

Work experience (SAQA ID: 67036)
18 months/2 000 hours

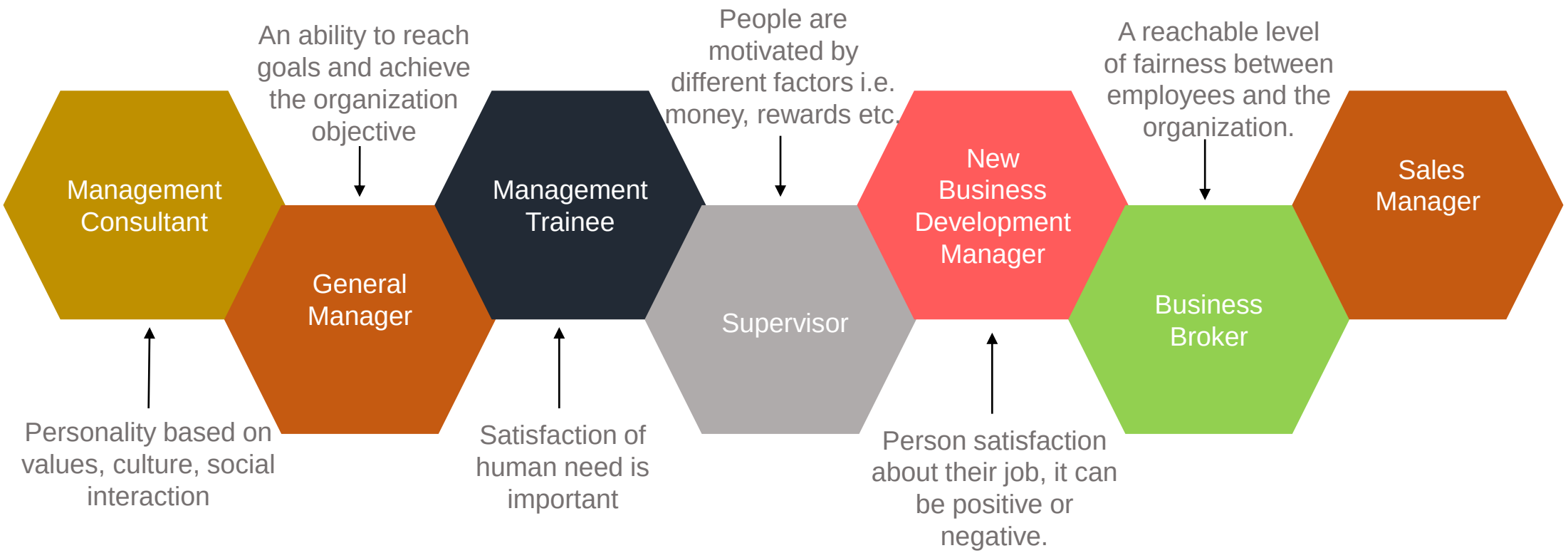
- Once you have successfully achieved all three N4-N6 certificates and have worked for 18 months/2 000 hours in a business environment, your logbook will be submitted to the DHET. On receiving DHET approval, you are awarded the highly respected National N Diploma: Business Management (SAQA ID: 67036).

- All public institutions are exempted from offering training, eg (Goverment institutions/companies, TVET Colleges, public schools)

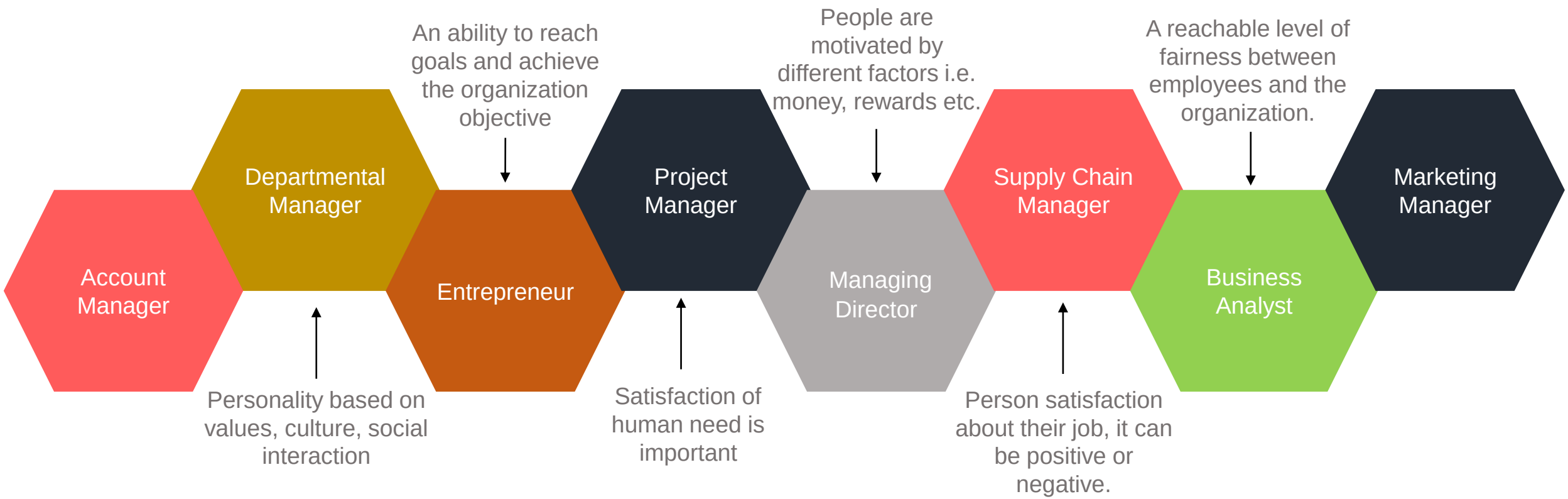
- Work experience must always be under the supervision of:

  - ✓ College Placement Officer
  - ✓ Company supervisor or Manager

CAREER OPPORTUNITIES



CAREER OPPORTUNITIES









National Diploma Marketing Management







DICTIONARY

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  Is a Matric certificate you receive in high school.

- **Senior Certificate**

  Matric certificate you can pursue if you were not able to complete your Matric in high school. If you left high school for a variety of reasons, it does not mean you will never be able to obtain your Matric in order to further your studies or find employment.

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DICTIONARY

- **Workplace experience**

  Is the process of learning by doing. By engaging students in hands-on experiences and reflection, they are better able to connect theories and knowledge learned in the classroom to real-world situations.

- **LogBook**

  Logbook will hold a detailed list of all the tasks you will be to complete during your 18-months of training. The logbook will serve as proof of your practical experience, when applying for your National Diploma.

- **National N Diploma**

  Awarded to candidates who complete three levels of National Accredited Technical Education Diploma (Nated) qualifications: N4, N5 , N6 and Workplace experience.

- **College Placement Officer**

  Placement Officers help students to find work placements with relevant employers. The goal of a placement is to provide students with workplace experience and assist them with their transition into the workforce.

- **Work Supervisor**

  A person who is in charge of a group of people or an area of work and who makes sure that the work is done correctly and according to the rules: All managers ...

PURPOSE OF THE QUALIFICATION

- This part qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.
- The design of the part qualification is such that if taken sequentially with related N part courses i.e. N4 + N5 + N6, it enables learners to progressively obtain the National N Diploma once the required practical work component of either 18 months or 2 000 hours, as required for the specific occupational area, is completed.
- The part qualification as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation.
- The part qualification can be used for updating, upskilling and/or continuing education and training in related occupations

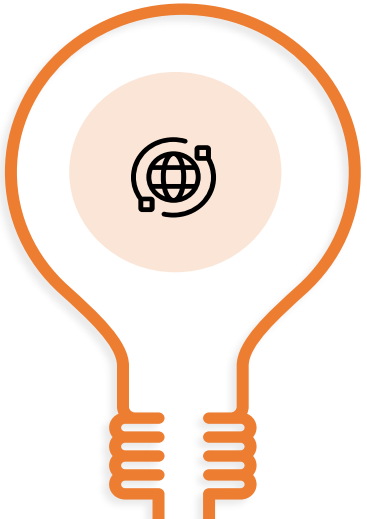


WHAT IS MARKETING

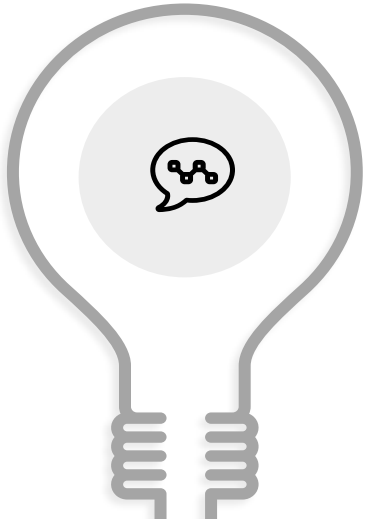
- The success of almost any business depends largely on the effectiveness of its **marketing plans and strategy**. This nationally recognized Diploma in Marketing Management will give you a broad knowledge of marketing and an understanding of the fundamental principles for effective marketing, marketing communication and sales management.

- Marketing Managers work to ensure a **company is profitable** by gaining new customers, expanding the customer base, building the company's reputation and improving customer interactions.

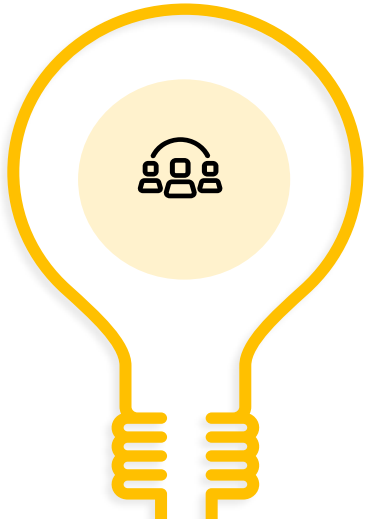
Principles for effective Marketing



Marketing Communication



Sales Management



ADMISSION REQUIREMENTS

National Senior Certificate (NSC)

Senior Certificate

An appropriate National Certificate (N3) in the relevant specialization area

An FETC



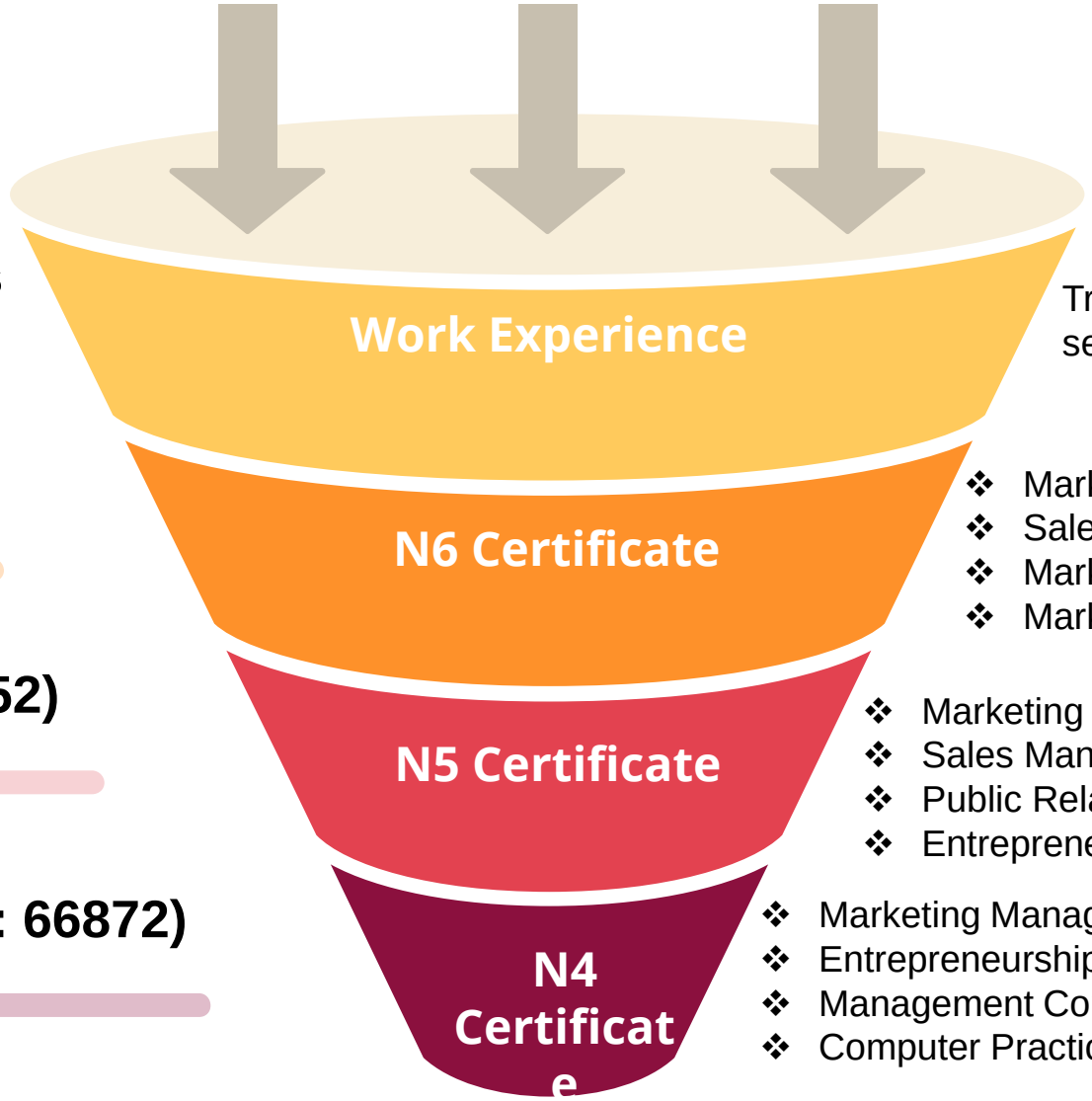
NATIONAL DIPLOMA

18 months/2 000 hours

(SAQA ID: 66996)

(SAQA ID: 66952)

(SAQA ID: 66872)



Training to be provided by sectors relevant to the course.

- Marketing Research N6
- Sales Management N6
- Marketing Communication N6
- Marketing Management N6

- Marketing Management N5
- Sales Management N5
- Public Relations N5
- Entrepreneurship and Business Management N5

- Marketing Management N4
- Entrepreneurship & Business Management N4
- Management Communication N4
- Computer Practice N4

Work experience (SAQA ID: 67037)
18 months/2 000 hours

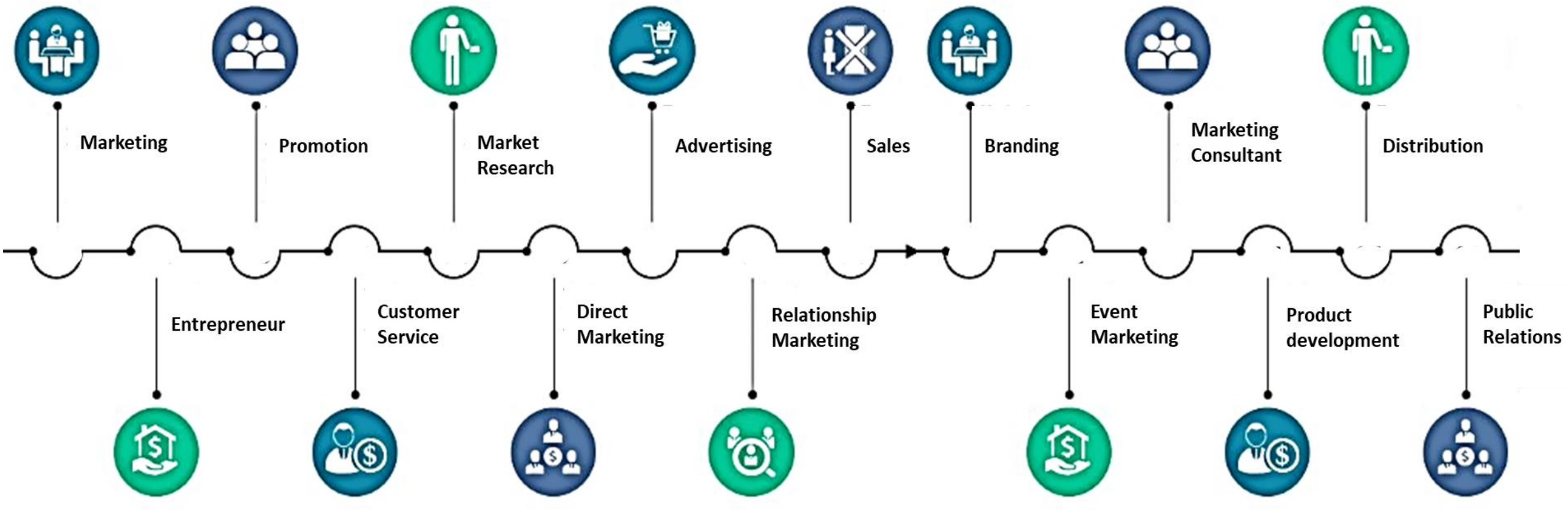
- Once you have successfully achieved all three N4-N6 certificates and have worked for 18 months/2 000 hours in a Marketing environment, your logbook will be submitted to the DHET. On receiving DHET approval, you are awarded the highly respected National N Diploma: Marketing Management (SAQA ID: 67036).

- All public institutions are exempted from offering training.
  - Eg (Government institutions/companies, TVET Colleges, public schools)

  - Work experience must always be under the supervision of

    - ✓ College placement Officer
    - ✓ Company supervisor or Manager

CAREER OPPORTUNITIES



Purchasing Management

Call center agent

HOSPITALITY AND CATERING SERVICES

Summary Outline



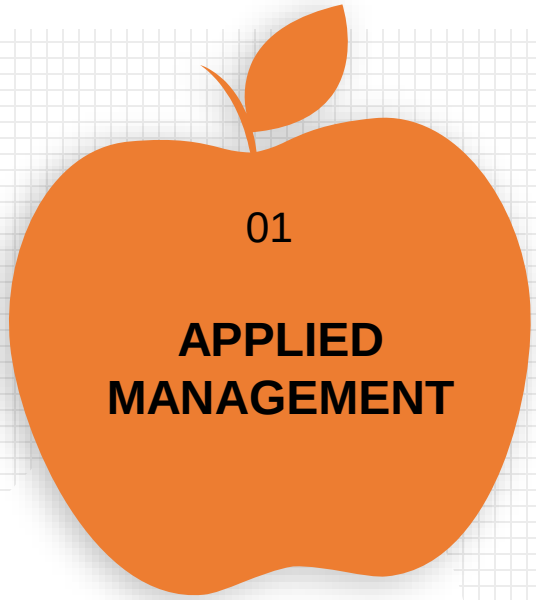
WHAT IS HOSPITALITY AND CATERING SERVICES?

Hospitality and Catering Services - is a course that prepares learners to work as chefs, waitresses, barmen, hotel receptionists, housekeepers, banqueting personnel, porter, concierge and any other related position.





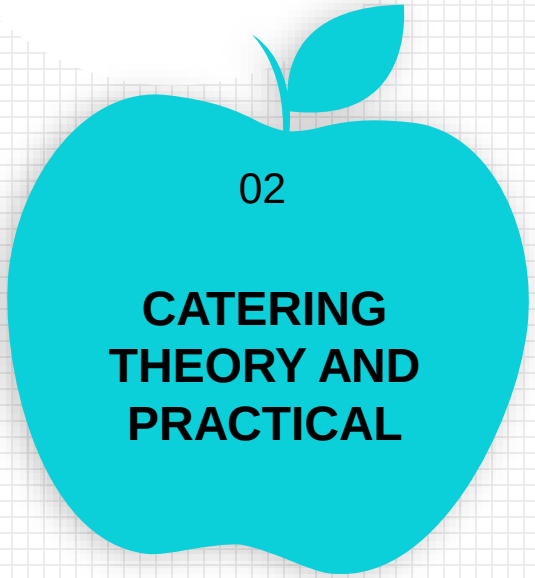
CORE FUNCTIONS



General administration support
Supply chain administrative
Personnel admin support
Financial admin support, Function that includes collection and analysis of information i.e. remuneration, grievance

.

Preparation and serving of food, planning menus (therapeutic and different menus), restaurant management and banqueting services.



CORE DUTIES

Applied Management

- Front of the house - reservations and reception
- Human resources management, e.g. - Recruitment, Disciplinary processes, scheduling/roster allocation
- Stock Control – ordering and issuing of stock, FIFO Principles, Quality Assurance [Hazard Analysis Critical Control Point Principles-(HACCP)]
- Knowledge of Hospitality related systems - micros, Fedelio, etc
- Finance - billing, payments, quotations, etc.

Catering Theory and Practical

- Food Hygiene
- Exposure to Machinery and equipments
- Cooking of Diverse dishes
- Menu Planning
- Banqueting
- Costing



REASONS FOR THE DECLINES

Insufficient Experience

- The candidate is not providing a detailed information with regards to duties at the workplace.
- Candidates gave only Job Description from employer
- The candidate only indicates the skills and knowledge of one core subject.

Incorrect Workplace

- Candidates placed at Hostel but, giving duties done at Hostel.
- Candidates being placed where it covers only 1 core subject, e.g. Hospitals offer students Catering Theory and Practical only.
- Candidates being placed at Franchises

Less than 18 months

- Inaccurate calculations which is less than 18 months

TOURISM SERVICES

Summary Outline





What is Tourism

- The Tourism N4 – N6 course involves the study of tourism as a broad and dynamic economic sector. It encourages learners from diverse backgrounds to understand the industry and how it functions.

- Job Opportunities:

  Tour Operators, Tourist Information Centers, Travel Agents, Accommodation Management, Conference and Event Planning, Travel Counselling and arrangements, Airline Ground Crew, Car Rental Agents, Foreign Exchange Agents, Reservation Agents at Inter-City Coach companies, Junior Travel Consultants, Tour Operators, Tourism Information Officer and Cruise Consultant.

MAJOR SUBJECTS - choose only two



Hotel Reception



Tourist Destination



Travel Service Procedures



Travel Services

COMPULSORY SUBJECTS - choose only two



Hotel Reception



Tourist Destination



Travel Service Procedures



Travel Services

TO QUALIFY FOR N DIPLOMA

For the students to qualify and as an evaluator, to mark the applications as approved. The following should be considered:

1. The students should cover **2 major subjects and Computer Practice N4/Intro**

2. Workplace experience must be **18 months and more**

REASONS FOR THE DECLINES

Insufficient Experience

- The candidate is not providing a detailed information with regards to duties at the workplace.
- Candidates gave only Job Description from employer
- The candidate only indicates the skills and knowledge of one core subject.

Incorrect Workplace

- Candidates placed in a Hotel but, giving duties that are normally performed at Airport, Travel Agency and or Tourism center.
- Candidates being placed where it covers only 1 core subject, e.g. Candidates being placed in Hotel being exposed to Restaurant Services, Housekeeping and other duties which are not relevant to Tourism

Less than 18 months

- 17 months or less
- Dates not specified accurately

National N Diploma in Human Resource Management

SAQA ID 67039, NQF Level 6

Course Information

WHAT IS HRM DIPLOMA ALL ABOUT?

It is a critical component in management. The purpose of the qualification is to ensure learners are equipped with the knowledge, theory and methodology of the important disciplines in human resource management and development.

This enables learners to demonstrate initiative and responsibility in a professional or academic context where application of the principles and theory are emphasised as a basis for entry into the labour market, within civil society, the public and private sectors.



CAREER OPPORTUNITIES IN HRM

- This qualification primarily has a **vocational orientation**, which includes professional, vocational, or industry specific knowledge that provides a sound understanding of general theoretical principles.

- The **purpose** of the Diploma is to develop graduates who can demonstrate focused knowledge and skills in HRM. Typically they will have gained experience in applying such knowledge and skills in a workplace context. An in-depth and specialisation of knowledge; together with practical skills and experience in the workplace, enable successful learners to enter a number of career paths and to apply their learning to particular employment contexts from the outset. Career paths such as:

- Human Resource Assistant,
- HR Practitioner,
- Officer or Manager specialising in:
  - Planning, recruitment and selection, Reward and remuneration/Payroll
  - Safety, Health and Environment
  - Information and Administration Systems
  - Training Officer
- Industrial Relations Assistant/Practitioner/ Officer or Manager
- Labour Relations Assistant / Officer
- Junior Researcher/ Analyst or Advisor
- Consultant in Human Resource Management/Development or Industrial Relations

WHAT IS THE DURATION OF THE STUDY?

The National Diploma allows for the development of **practical skills** founded on the theory, for 18 months in class and the theoretical component which is extended for 18 months in practical.

WHAT IS THE TOTAL CREDITS?

- N4 (0.5 year duration), 60 credits
- N5 (0.5 year duration), 60 credits
- N6 (0.5 year duration), 60 credits
- 18 months practical experience, 180 credits

WHAT WILL YOU LEARN?

The National Diploma in Human Resources Management consists of the following eight (12) modules, as listed in Report 191.

N4 Certificate	N5 Certificate	N6 Certificate
○ Computer Practice	○ Labour Relations	○ Personnel Management
○ Entrepreneurship & Business Management	○ Personnel Management	○ Personnel Training
○ Personnel Management	○ Personnel Training	○ Labour Relations
○ Management Communication	○ Computer Practice	○ Computer Practice



Note that learning institutions will have to adhere to how the Report 191 policy advises in selecting the core and additional subjects

EVALUATION OF NATIONAL N-DIPLOMA IN HRM

01 PERSONNEL MANAGEMENT

- Planning & selection
- Interview process
- Induction of successful candidates
- HRM and skills inventory

02 TRAINING

- Training of staff
- Plan & prepare for meeting

03 LABOUR RELATIONS

- Negotiation and/or industrial action



REASONS FOR THE APPLICATION TO BE DECLINED PENDING CORRECTIONS

1. Incorrect Workplace

Students workplace exposure is not relevant to HRM

2. Workplace experience is too administrative

The exposure did not involve the practical execution of the core skills

3. Dates of practical

The start and ending date of the practical is not specified

4. Provide details of core

The candidate will need to elaborate on the experience performed

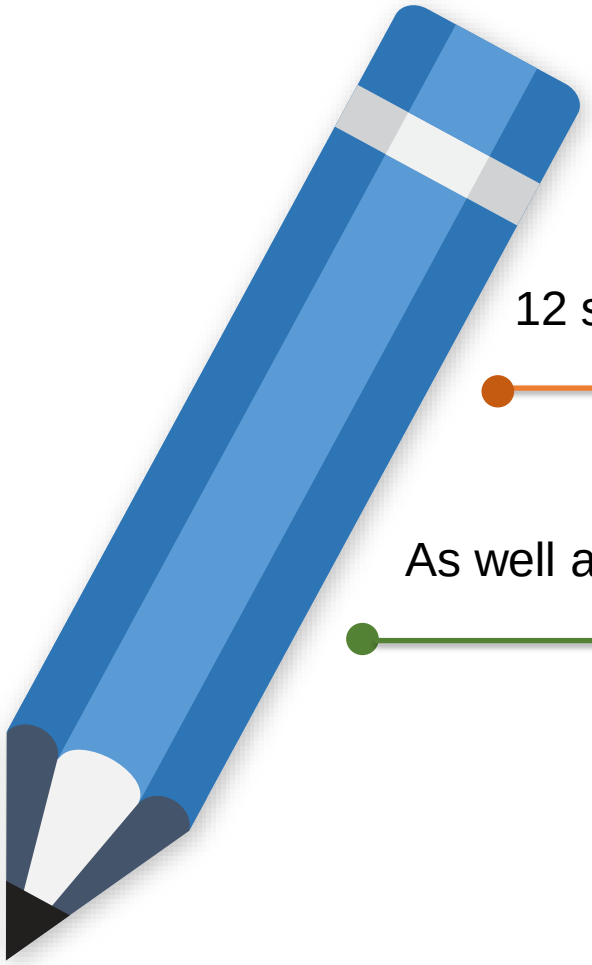
5. Workplace exposure had no core skills

The candidate was not exposed to the core duties of HRM

PUBLIC RELATIONS

Summary Outline

PROGRAMME STRUCTURE – N-DIPLOMA



The National N-Diploma consists of 18 months/1-year six-month theoretical component (N4- N6)

12 subjects from N4 – N6 make up the theoretical component

As well as 18 months/2 000 hours practical experience within industry

TO QUALIFY FOR NATIONAL N-DIPLOMA

For the students to qualify and as an evaluator, to mark the applications as approved. The following should be considered:

1. The students should cover activities relating to **Public Relations, and Information Processing or Office Practice**
2. Workplace experience must be **18 months and more**
3. Information Processing N6 is compulsory



THE NATIONAL DIPLOMA QUALIFICATION IS AIMED AT GIVING THE LEARNER THE FOLLOWING:



THE FOLLOWING IS FEW GUIDELINES OF DUTIES FOR PUBLIC RELATIONS NATIONAL N-DIPLOMA

Press Release

Create PR plans and strategies

Analysis media coverage

Manage media relations and request

Attending press conference

Planning and promoting the event

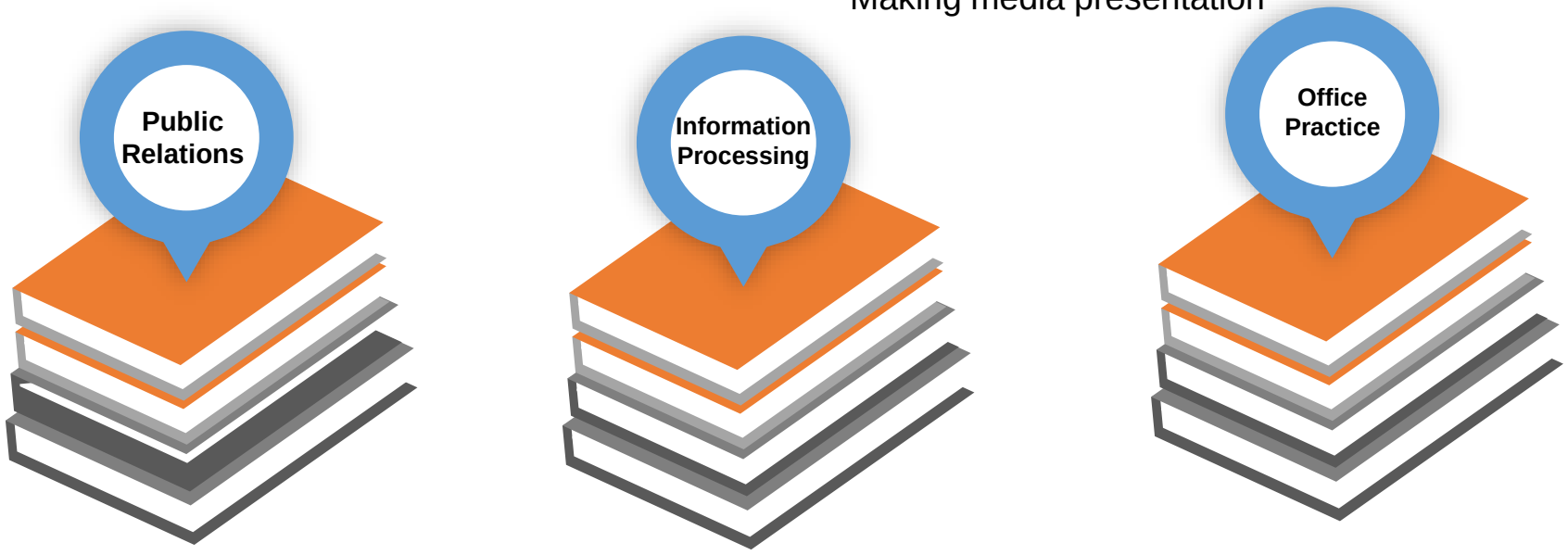
Write speeches

Crisis Management

Managing PR agencies

Planning publicity strategies and campaigned

Making media presentation



WHAT WILL YOU LEARN?

The National Diploma in Public Relations consists of the following twelve (12) modules, as listed in Report 191.



N4 Certificate	N5 Certificate	N6 Certificate
○ Office Practice ○ Public Relations ○ Communication ○ Information Processing	○ Office Practice ○ Public Relations ○ Communication ○ Information Processing	○ Office Practice ○ Public Relations ○ Communication ○ Information Processing

Note that learning institutions will have to adhere to how the Report 191 policy advises in selecting the core and additional subjects

REASONS FOR THE DECLINES

INCORRECT WORKPLACE

- Only one core is covered
- Retail shops i.e. Shoprite, Clicks and public schools

NO OTHER EXPOSURE

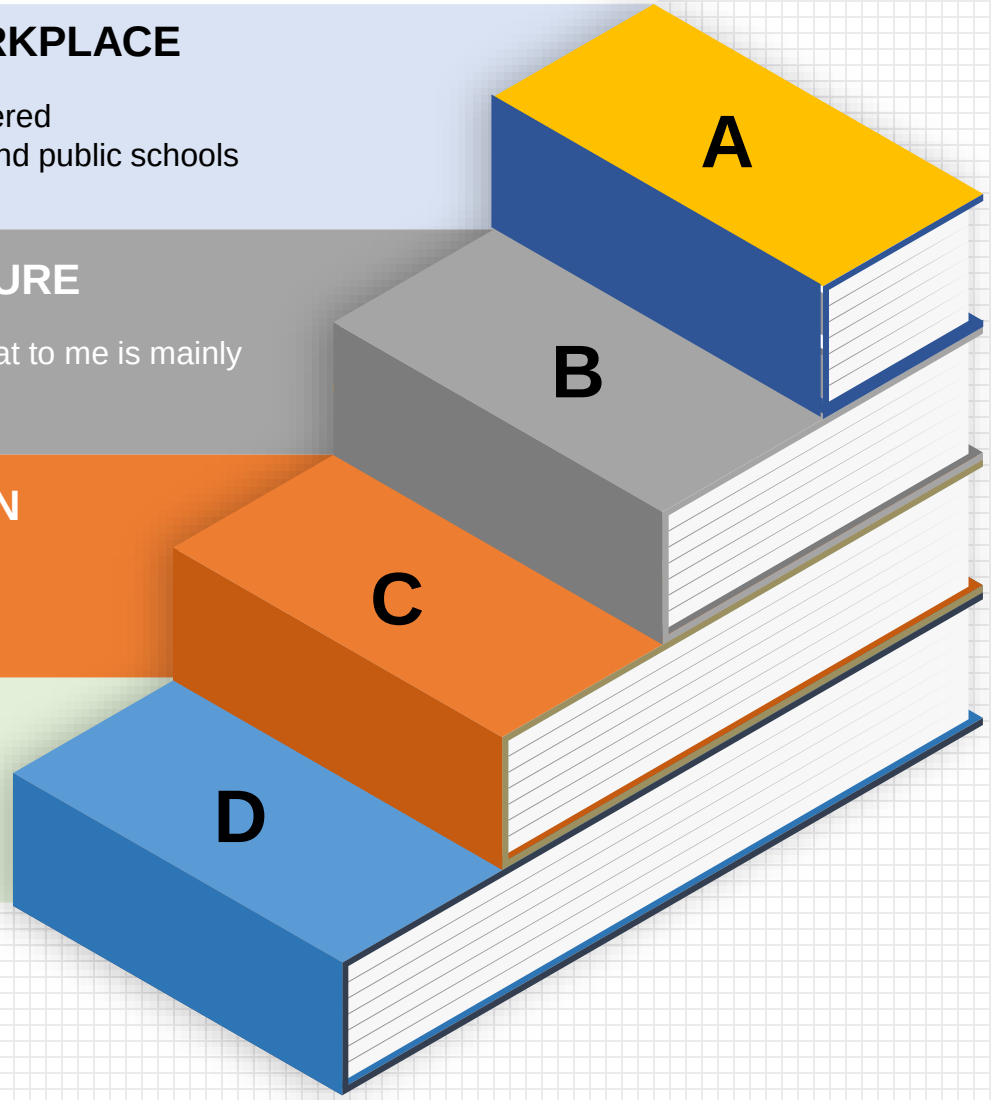
Where candidates only does front line work that to me is mainly admin nothing more.

DETAILED INFOMATION

Information is too administrative

EXPOSURE

No exposure to public relations




Financial Management

ADMISSION REQUIREMENTS

Learners need one of the following:

- A National Senior Certificate
- An NC(V) Level 4 Certificate in the relevant specialization area

CURRICULUM INCLUDES THE FOLLOWING SUBJECTS:

N4

- Management Communication
- Computerised Financial Systems
- Entrepreneurship & Business Management
- Financial Accounting

N5

- Computerised Financial Systems
- Entrepreneurship & Business Management
- Financial Accounting
- Cost and Management Accounting

N6

- Computerised Financial Systems
- Cost and Management Accounting
- Financial Accounting
- Income Tax

A student can apply for the National N-Diploma once they have completed their N6 Certificate which is issued by the Department of Higher Education and Training on completion of 18 months experiential learning.

STEPS TO FOLLOW WHEN APPLYING FOR THE NATIONAL N-DIPLOMA:

All applications and enquiries for diplomas are dealt with by the examination officer at each campus.

- All applications must be done via the candidate's campus or examination centre.
- It is compulsory that candidates complete the DHET application form.
- Certified copies of Identity document, certificates (N4, N5 &N6) and any other supporting documentary proof, e.g. statement of results, DHET logbook with supporting documents and experiential letter must accompany the application.

- A minimum of 12 successfully passed subjects (Introductory subjects not inclusive).

- A candidate must produce proof of 18 months applicable experience in a relevant industry that has, as it's main function the practical execution of Financial Management

OR

On completion of 2 000 hours of suitable experience in the industry and a minimum of three years after the candidate entered the tertiary level

A minimum of 2 instructional offerings on the N6 level must be relevant to the candidate's vocation; e.g.

Financial Accounting & Computerised Financial Systems

- The experiential training letter must be on an official original letterhead, signed by the manager and must bear the company stamp.

- Specific dates (day, month, year) of commencement and completion of activities regarding the candidate's practical training must be indicated.

CAREER OPPORTUNITIES IN FINANCIAL MANAGEMENT

- Cost Accountant's Assistant
- Creditor's Clerk
- Debtor's Clerk
- Financial Accountant Assistant
- Internal Audit Clerk
- State Accountant's Assistant
- Bookkeeper
- Asset Manager/Controller

NATIONAL N DIPLOMA ENGINEERING STUDIES

- Electrical Engineering
- Mechanical Engineering
- Civil Engineering
- Chemical Engineering

REQUIREMENTS

Requirements for consideration: National N-Diploma

- Any one who has completed N4-N6 (120 Credits) + minimum of 24 months training at relevant environment (240 credits
- Anyone who has been through the ARPL in the relevant work environment and obtained the relevant QCTO -Trade Test Certificate

TERMINOLOGY

SOE

State Owned Enterprise

QCTO

Quality Council for Trades & Occupations

DHET

Department of Higher Education and Training

ARPL

Artisan Recognition of Prior Learning

TVET College

(Technical and Vocational Education and Training) refers to all forms and levels of education and training which provide knowledge and skills related to occupations in various sectors of economic and social life through formal, non-formal and informal learning methods in both school-based and work-based learning ...

TERMINOLOGY

Workplace Integrated Learning (WIL)

Is the process of learning by doing. By engaging students in hands-on experiences and reflection, they are better able to connect theories and knowledge learned in the classroom to real-world situations.

Log Book

Logbook will hold a detailed list of all the tasks you will be to complete during your 18-months of training. The logbook will serve as proof of your practical experience, when applying for your National Diploma.

National N Diploma

Awarded to candidates who complete three levels of National Accredited Technical Education Diploma (Nated) qualifications: N4, N5,N6 and Workplace experience

College WIL Officer

WIL Officers help students to find work placements with relevant employers. The goal of a placement is to provide students with workplace experience and assist them with their transition into the workforce.

Work Supervisor

A person who is in charge of a group of people or an area of work and who makes sure that the work is done correctly and according to the rules: All managers ...

PURPOSE

- This part qualification is aimed primarily at giving the learner **technical, theoretical knowledge, practical knowledge and workplace knowledge and skills** required in their chosen occupational/vocational area.
- The design of the part qualification is such that if taken sequentially with related N part courses: i.e. N4+N5+N6, it enables learners to progressively obtain the National N Diploma in Engineering studies once the **required practical work component of either 24 months or 2 670 hours**, as required for the specific occupational area, is completed.
- The leaners/employees who were able to acquire or are in possession of a relevant Trade Test Certificate (Red Seal) [*issued only by QCTO*] can automatically be awarded the National N Diploma in Engineering Studies.

- The part qualification as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation.
- The part qualification can be used for updating, upskilling and/or continuing education and training in related occupations

TARGET MARKET

- This programme is ideal for those who want to succeed in ENGINEERING environment, as well as those who are motivated to start **their own business/companies** or are currently running their own business/companies.
- Engineering qualification gives you **skills and knowledge** that are directly applicable in all aspects of your life. Whether it is planning, manufacturing, analyzing, DIY (Do It Yourself), networking or organizing – Engineering qualification will help you to **develop key competencies** that will promote your career and business prospects and will ultimately lead one to success!

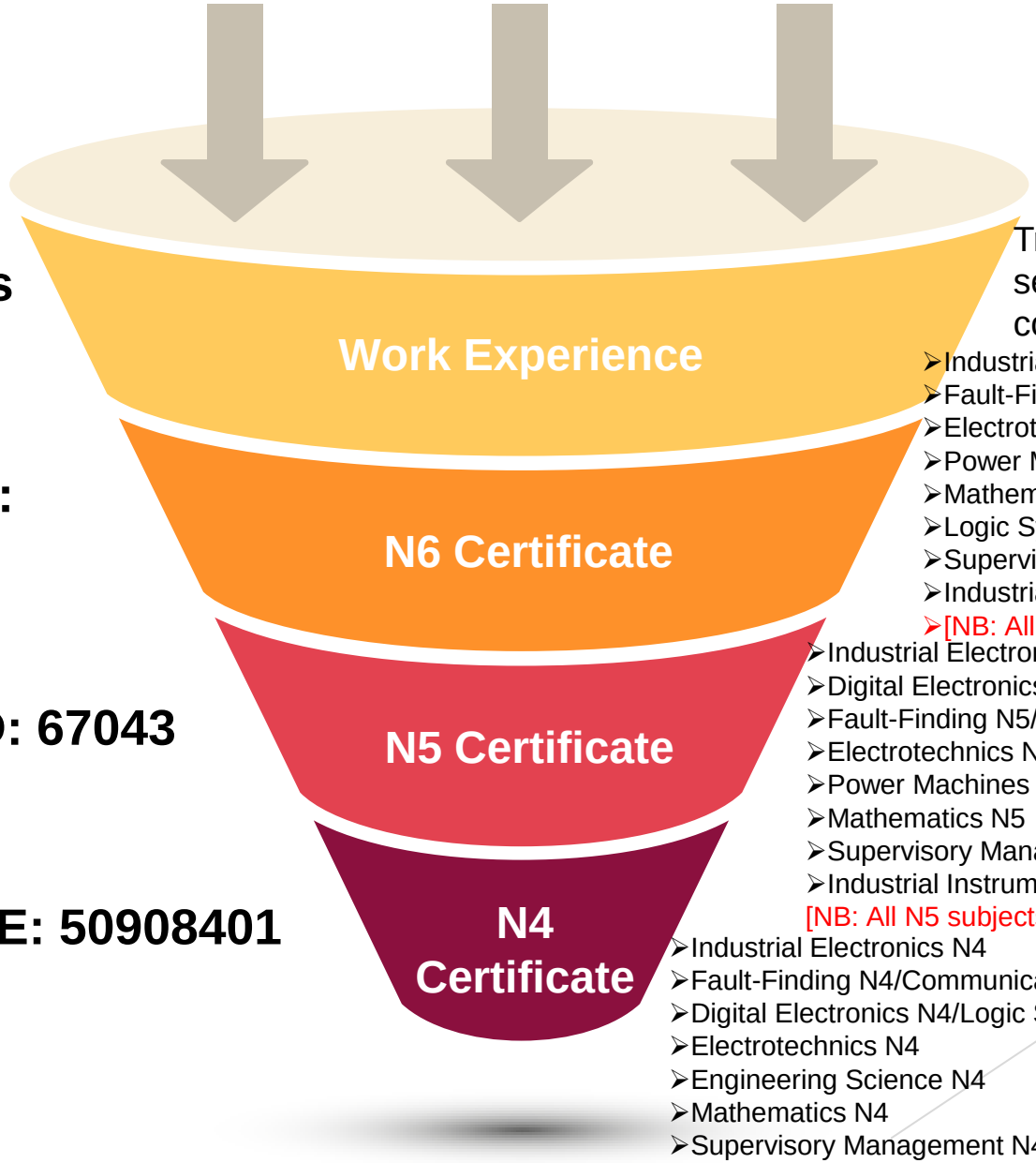
ELECTRICAL ENGINEERING

24 months/2 670 hours

SAQA Qualification ID: 90674

SAQA L programme ID: 67043

INSTRUCTIONAL CODE: 50908401



Training to be provided by sectors relevant to the course.

- Industrial Electronics N6/Digital Electronics N6
- Fault-Finding N6 (Prerequisite N5)
- Electrotechnics N6
- Power Machines N6/Engineering Physics N6
- Mathematics N6
- Logic System N6/Communication Electronics N6
- Supervisory Management N6
- Industrial Instrument N6
- [NB: All N6 subjects are prerequisite of N5 subjects]
- Industrial Electronics N5
- Digital Electronics N5/Logic System N5
- Fault-Finding N5/ N4/Communication Electronics N5
- Electrotechnics N5
- Power Machines N5/Engineering Physics N5
- Mathematics N5
- Supervisory Management N5
- Industrial Instrument N5

[NB: All N5 subjects are prerequisite of N4 subjects]

- Industrial Electronics N4
- Fault-Finding N4/Communication Electronics N4
- Digital Electronics N4/Logic System N4
- Electrotechnics N4
- Engineering Science N4
- Mathematics N4
- Supervisory Management N4
- Industrial Instrument N4

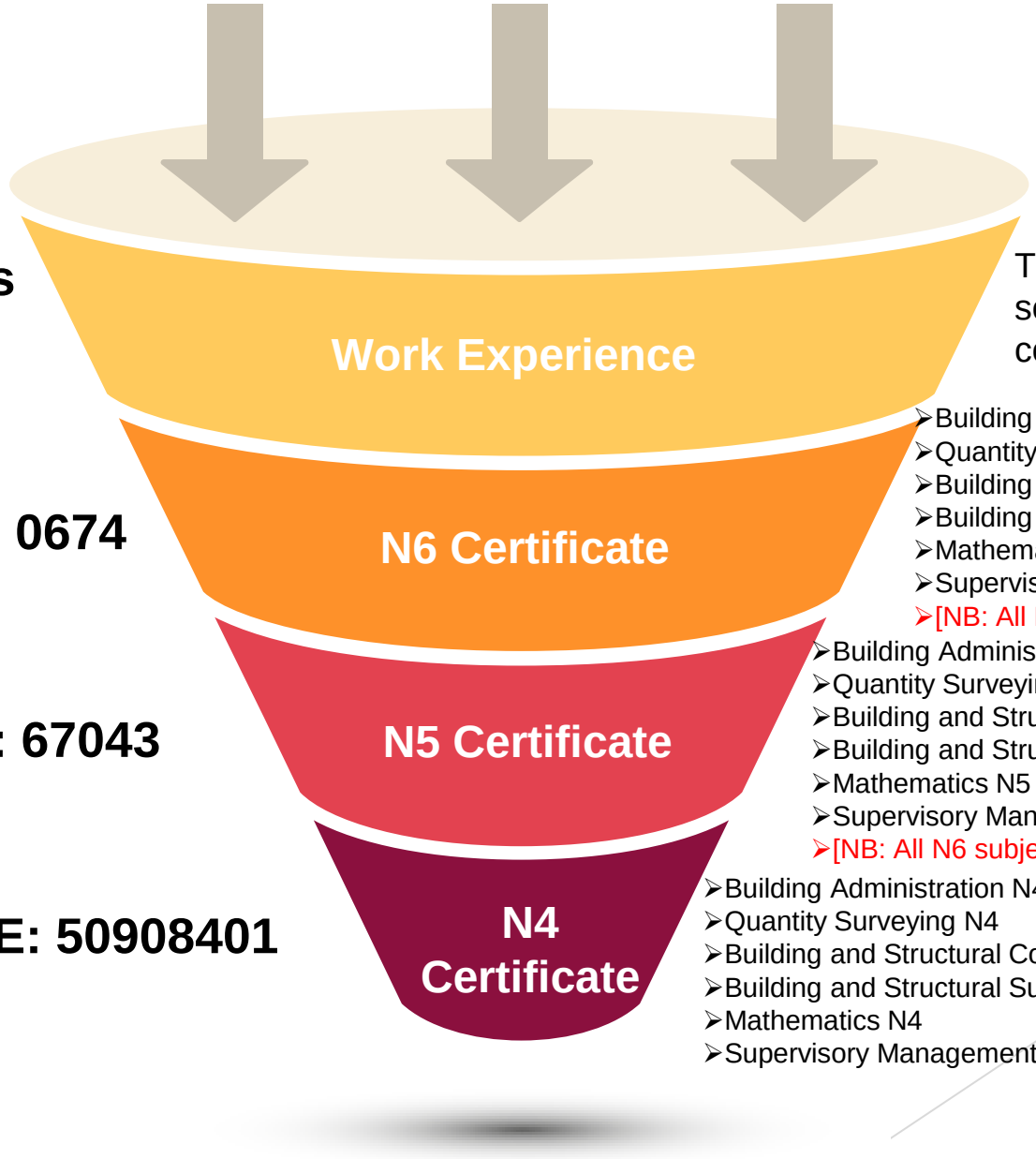
CIVIL ENGINEERING

24 months/2 670 hours

SAQA Qualification ID: 0674

SAQA L programme ID: 67043

INSTRUCTIONAL CODE: 50908401



Training to be provided by sectors relevant to the course.

- Building Administration N6
- Quantity Surveying N6
- Building and Structural Construction N6
- Building and Structural Surveying N6
- Mathematics N6
- Supervisory Management N6
- [NB: All N6 subjects are prerequisite of N5 subjects]

- Building Administration N5
- Quantity Surveying N5
- Building and Structural Construction N5
- Building and Structural Surveying N5
- Mathematics N5
- Supervisory Management N5
- [NB: All N6 subjects are prerequisite of N5 subjects]

- Building Administration N4
- Quantity Surveying N4
- Building and Structural Construction N4
- Building and Structural Surveying N4
- Mathematics N4
- Supervisory Management N4

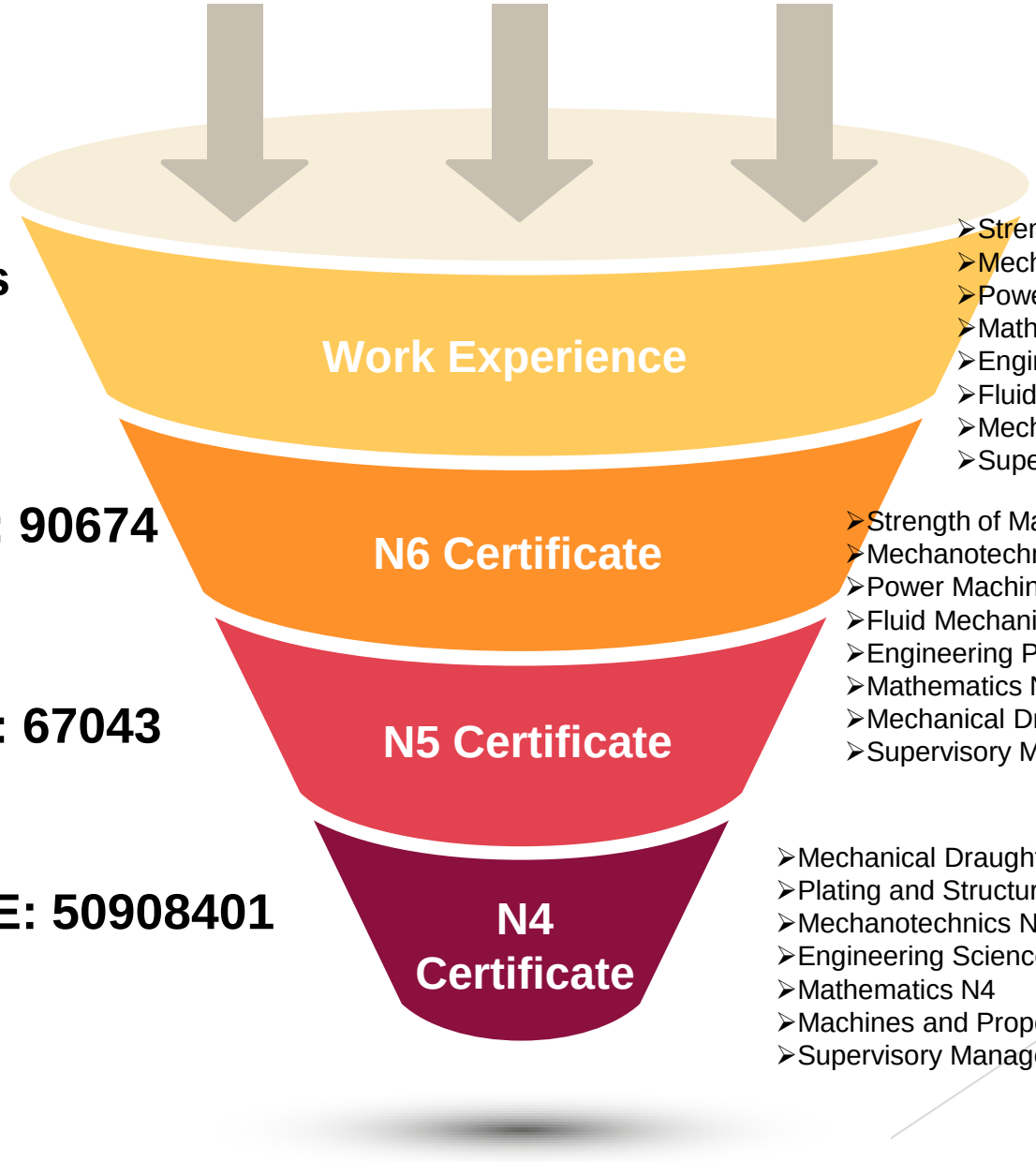
MECHANICAL ENGINEERING

24 months/2 670 hours

SAQA Qualification ID: 90674

SAQA L programme ID: 67043

INSTRUCTIONAL CODE: 50908401



Training to be provided by sectors relevant to the course.

- Strength of Materials and Structures N6
- Mechanotechnics N6
- Power Machines N6
- Mathematics N6
- Engineering Physics N6
- Fluid Mechanics N6
- Mechanical Drawing and Design N6
- Supervisory Management N6

- Strength of Materials and Structures N5
- Mechanotechnics N5
- Power Machines N5
- Fluid Mechanics N5
- Engineering Physics N5
- Mathematics N5
- Mechanical Drawing and Design N5
- Supervisory Management N5

- Mechanical Draughting N4
- Plating and Structural Steel Drawing N4
- Mechanotechnics N4
- Engineering Science N4
- Mathematics N4
- Machines and Properties of Metals N4
- Supervisory Management N4

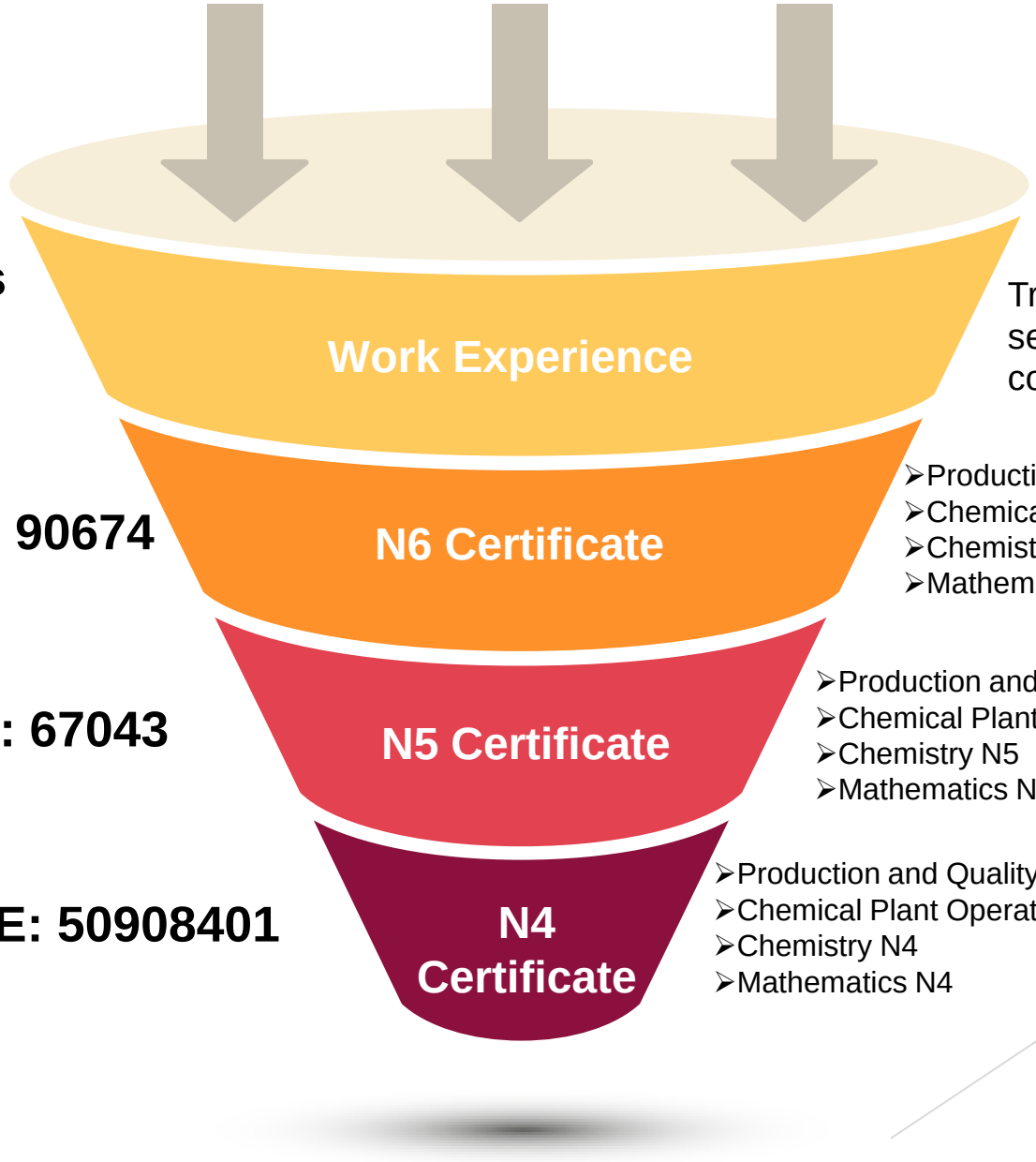
CHEMICAL ENGINEERING

24 months/2 670 hours

SAQA Qualification ID: 90674

SAQA L programme ID: 67043

INSTRUCTIONAL CODE: 50908401



Training to be provided by sectors relevant to the course.

- Production and Quality Control N6
- Chemical Plant Operation N6
- Chemistry N6
- Mathematics N6

- Production and Quality Control N5
- Chemical Plant Operation N5
- Chemistry N5
- Mathematics N5

- Production and Quality Control N4
- Chemical Plant Operation N4
- Chemistry N4
- Mathematics N4

PROCEDURE TO FOLLOW WHEN APPLYING FOR NATIONAL N-DIPLOMA

- Once you have successfully achieved all 12 subjects (N4-N6 certificates) and have worked or trained for a minimum of 24 months/2 670 hours in any relevant engineering environment/workshop/applicable training facility, your logbook, your practical letter and all other supporting evidence will be submitted to the TVET College where you completed your studies and they will submit to the DHET for evaluation.
- NB: ***[ALL Applications should be accompanied by a completed logbook]***
- DHET will give the final feedback on your application within 3 months to the TVET College you applied at, and they (the College) will in turn inform you of the outcome.

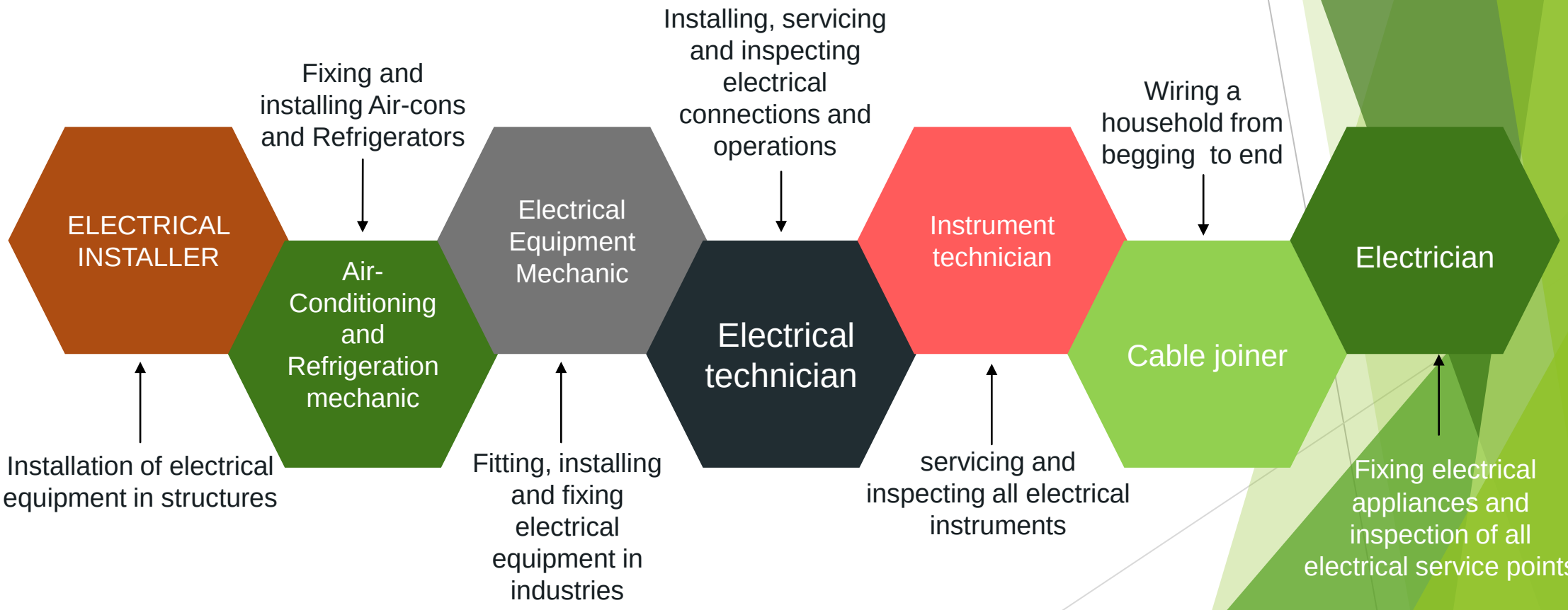
NB: *COMMON REASONS FOR "DECLINE PENDING CORRECTION"*

- ✓ Applications without logbooks attached
- ✓ Applications with Trade Test Report (Only QCTO Red Seal Trade certificates are accepted)
- ✓ Less than 24 months of training completed
- ✓ N4-N6 Certificates not attached to the application
- ✓ Activities in the letter outlined in point form and not clearly elaborated

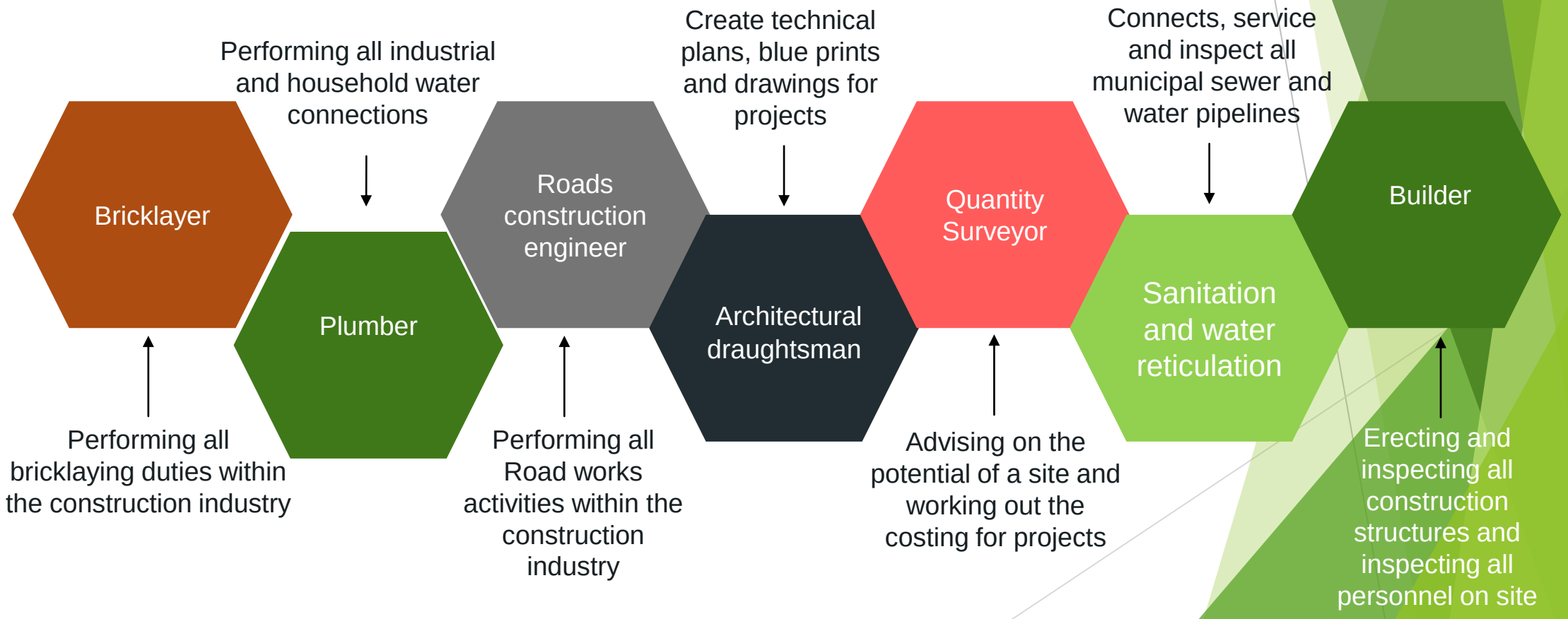
RELEVANT COMPANIES/TRAINING FACILITIES TO CONDUCT ENGINEERING WORKPLACE EXPERIENCE

❑ ELECTRICAL ENGINEERING	▪ Local and District Municipalities – Electrical sections ▪ Electrical Private companies ▪ SOE ▪ Electrical Public company(municipality) ▪ Electrical components manufacturing industries
❑ CIVIL ENGINEERING	▪ Local and District Municipalities – Civil works sections ▪ Construction Private/local companies ▪ Construction components manufacturing industries
❑ MECHANICAL ENGINEERING	▪ Local and Municipalities – Mechanical sections ▪ Mechanical Private/local companies ▪ Steel, Machinery, components manufacturing and producing companies ▪ Motor servicing companies/Industries

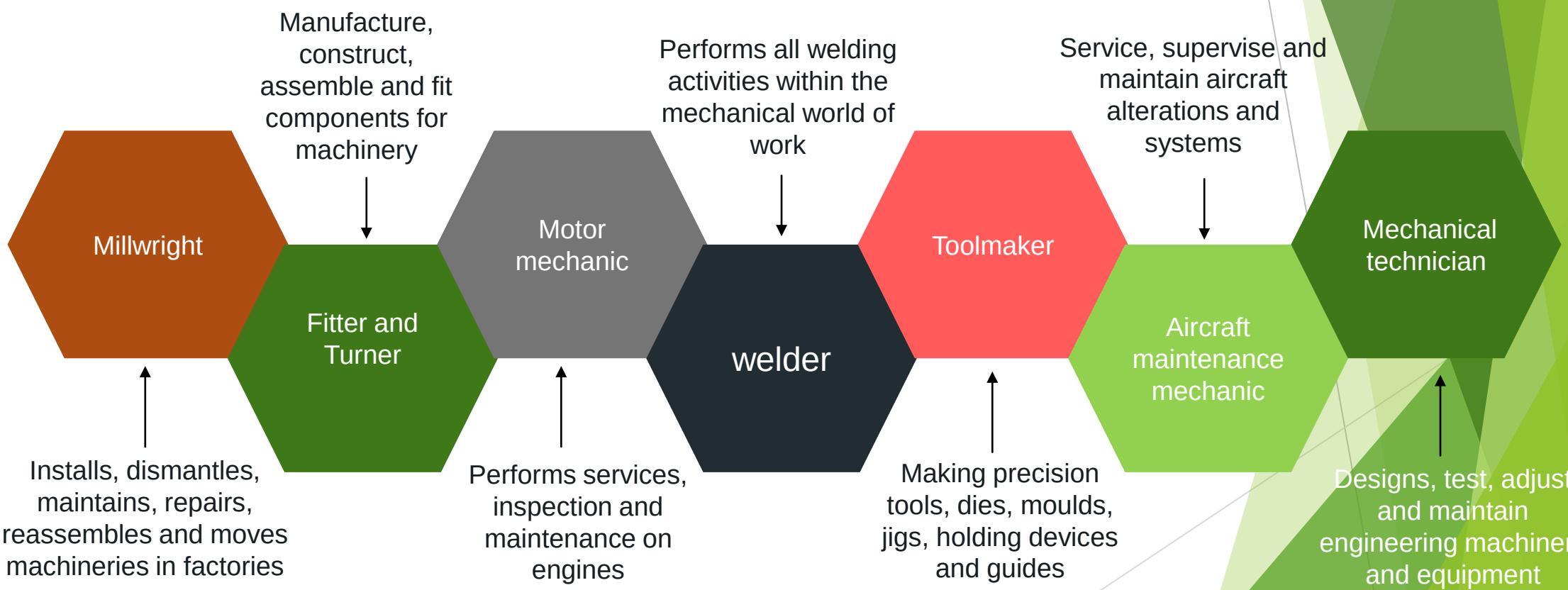
CAREER OPPORTUNITIES – ELECTRICAL ENGINEERING



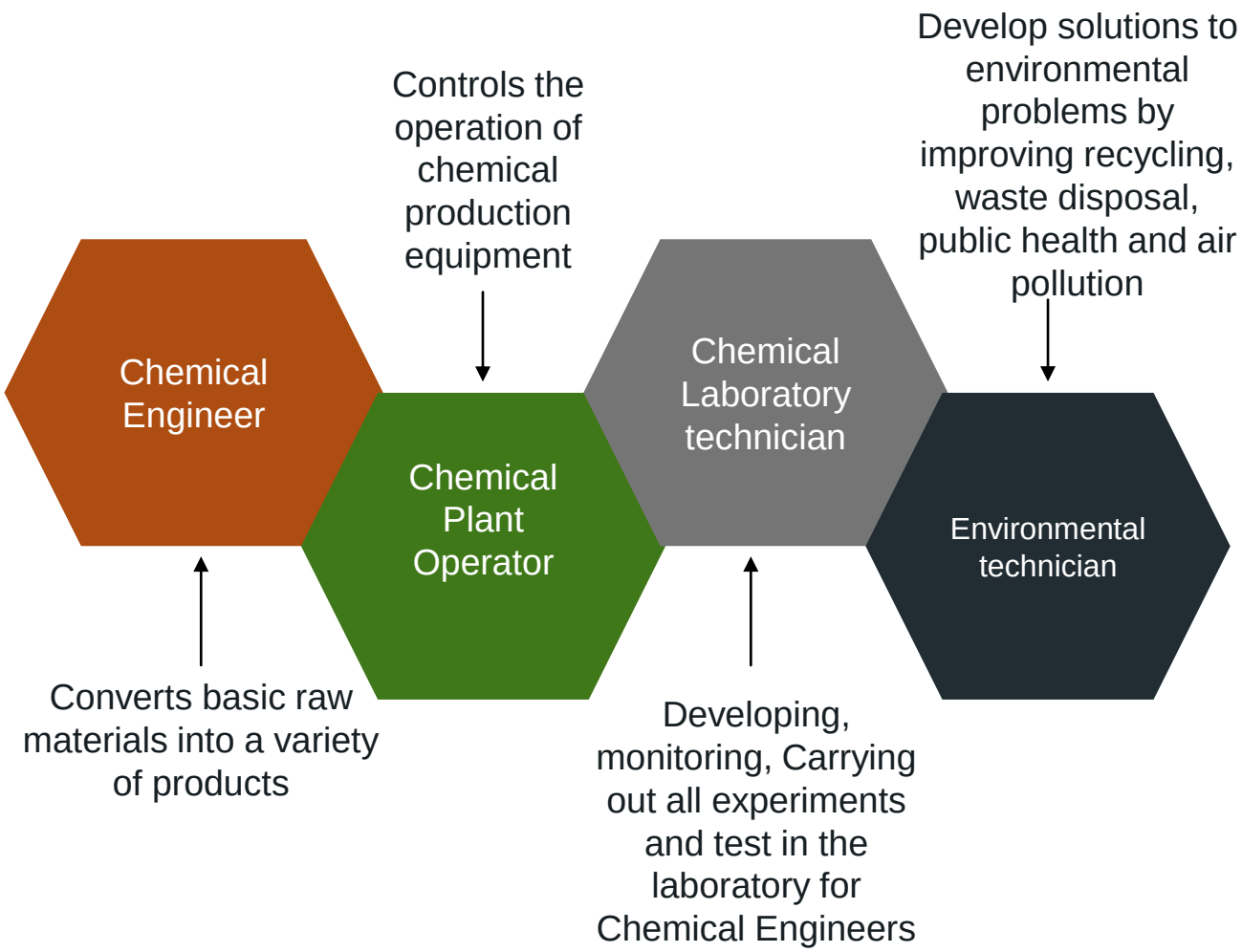
CAREER OPPORTUNITIES – CIVIL ENGINEERING



CAREER OPPORTUNITIES – MECHANICAL ENGINEERING



CAREER OPPORTUNITIES – CHEMICAL ENGINEERING




thank you

higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: FET EXAMINATIONS AND ASSESSMENT
Private Bag X118, Pretoria, 0001, South Africa, 222 Struben Street, PRETORIA, 0002.
Tel: +27 12 312 5911, Fax: 012 328 6878, http://www.education.gov.za

NATIONAL N DIPLOMA APPLICATION FORM

NAME OF APPLICANT	
SURNAME	
ID NUMBER OF APPLICANT	
NAME OF TVET COLLEGE / INSTITUTION	
EXAMINATION CENTRE NUMBER	
QUALIFICATION TITLE	NATIONAL N DIPLOMA:
MINIMUM CREDITS	360 – NQF LEVEL 6

OFFICE USE: BY COLLEGE OFFICIALS			
RECOMMENDED		NOT RECOMMENDED	
		COMMENTS	
SIGNED BY ACADEMIC DEPUTY PRINCIPAL			
DATE			

College Stamp

DHET Stamp

Examination Centre Number	Name Instructional Offering	% Obtained	Level	Date passed / acknowledge
			N4	
			N4	
			N4	
			N4	

Instructional offerings passed, exempted, acknowledge on a N5 level for the National N Diploma

Examination Centre Number	Name Instructional Offering	% Obtained	Level	Date passed / acknowledge
			N5	
			N5	
			N5	
			N5	

Instructional offerings passed, exempted, acknowledge on a N6 level for the National N Diploma

Examination Centre Number	Name Instructional Offering	% Obtained	Level	Date passed / acknowledge
			N6	
			N6	
			N6	
			N6	

Examination Centre Number	Name Instructional Offering	% Obtained	Level	Date passed / acknowledge

Name of Instructional Offering	% Obtained	Level	Date passed/ acknowledged
		N5	
		N5	

Trade ID	Trade Code	Trade Name	Industry

NAME:	
ID NO:	
QUALIFICATION:	
YEAR COMPLETED:	

I hereby declare that:

	ITEM	YES	NO
1	I have passed all the 12 subjects in N4, N5 and N6 required for this NND program.		
2	I have successfully passed the computer subject required for this NND (only relevant to Business Studies programmes)		
3	I was in the employ of the company/ies for the required period stipulated		
4	The company/ies at which I undertook my experiential workplace learning is an authentic, registered business and does indeed exist.		
5	I participated in all the workplace activities provided in the employer's letter(s)		
6	The details of the activities provided in the employer's letter(s) are accurate and provide a true and honest reflection of the activities I undertook while engaged in experiential workplace learning at the company		
7	I participated in the practical workplace activities on a regular basis as part of my daily routine and have included all relevant evidence for the TWO compulsory subjects as required.		
8	I have completed the period of workplace experience required for this NND (Business – 18 months; Engineering – 24 months)		
9	I have attached a certified copy of my ID to the application		
10	I have attached an original copy of the employer's letter on a company letterhead containing the original signature of the employer / workplace mentor to the application		
12	I have duly completed all sections of the application form and signed accordingly		
13	I understand that the awarding of a National N Diploma is governed by national policy and that a National N Diploma will only be issued to me on condition that I meet all of the prescribed requirements thereof		
14	I understand that a National N Diploma can be withdrawn after it has been issued if it is found that any information provided in the application was incorrect / untrue.		

Signed by Student: ..... Date: .....

Commissioner of Oaths Stamp & Signature

DECLARATION BY COLLEGE ADMINISTRATION CLERK

NAME:	
CONTACT TEL:	

I hereby declare that

	ITEM	YES	NO
1	The applicant has passed all 12 subjects pertaining to the N4, N5 and N6 programs required for this NND		
2	The applicant has passed the computer subject required for this NND (only relevant to Business Studies programmes)		
3	The applicant has completed the required period of RELEVANT workplace experience required for this NND		
4	The applicant has included all evidence of the relevant practical tasks/ experience at the workplace (signed & stamped by the Workplace official) as required in the curriculum		
5	The applicant has attached a certified copy of the ID to the application		
6	The applicant has attached an original copy of the employer's letter on a company letterhead containing the original signature of the employer / workplace mentor to the application		
7	The applicant has duly completed all FIVE sections of the application form and signed accordingly		
8	The verification of all documentation was duly completed by the HOD and Academic Deputy Principal.		

Signed by Admin Officer: .....

Date: .....

College Stamp

HOD FOR WHICH UNIT:		CONTACT TEL:
ACADEMIC DEPUTY PRINCIPAL		CONTACT TEL:

I hereby declare that:

	ITEM	YES	NO
1	The student has passed all 12 subjects: N4, N5 and N6 required for this NND		
2	The student has passed the computer subject required for this NND (only relevant to Business Studies programmes)		
3	I, the HOD am a qualified subject specialist in the subjects required for this NND		
4	The workplace environment in which the student participated in the workplace experiential learning took place is relevant and authentic for this NND		
5	The activities provided in the employer's letter(s) link directly to the core knowledge and skills of the two compulsory N6 subjects for this NND		
6	The activities undertaken by the applicant during the workplace experiential learning were not limited to administrative activities alone and all evidence meets with the requirements set out in the curriculum.		
7	The activities undertaken by the applicant during the workplace experiential learning involved the practical execution of the core knowledge and skills related to the two compulsory N6 subjects for this NND		
8	I have investigated and confirmed that the company/ies at which the workplace learning took place does indeed exist and is a legitimately registered company.		
9	I understand that the awarding of a National N Diploma is governed by the national policy and that a National N Diploma will only be issued to the applicant on condition that he/she meets all of the prescribed requirements thereof		

Signed by HOD: ..... Date: .....

INFORMATION VERIFIED BY ACADEMIC DEPUTY PRINCIPAL:

I, hereby declare that I have checked the application and accompanying documents and recommend that this application be (indicate with an X):

RECOMMENDATION	REASON
Declined and returned to the applicant	
Submitted to the DHET for consideration	

Signature Date: .....