

Tshwane North Technical & Vocational Education & Training College



PROSPECTUS



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



TSHWANE NORTH TVET COLLEGE
Technical and Vocational Education and Training College



Prospectus Content

1. About the College -Vision, Mission, Values	3
2. General Information	4
3. Application Cycle	5
4. Documents required for application	5
5. Registration Procedure	6
6. Cancellation of registration.	6
7. NSFAS.	7
8. Matrix	8
9. Programmes	10



CAMPUSES

1. About the College

Tshwane North TVET College is a culmination of a merger of three former Further Education and Training Colleges, namely, Mamelodi, Pretoria and Soshanguve FET Colleges in 2002. The college acquired Temba Campus through the cross-border demarcation and re-categorization of municipal boundaries around 2006 from Orbit TVET College in the North-West Province. The College had two satellite campuses which were offering skills programmes at the time but later converted into fully fledged campuses i.e., Soshanguve North and Rosslyn campuses.

Tshwane North TVET College (TNC) consists of six (6) campuses and a Central Office. The 6 campuses are Pretoria Campus (the biggest and in the urban area), Mamelodi Campus (previously disadvantaged area), Soshanguve South and North Campuses (previously disadvantaged area), Rosslyn Campus (Automotive industrial area) and Temba Campus (semi-rural area).



Vision

To be an innovative centre of excellence in skills development.



Mission

To equip students with skills, knowledge and attributes relevant to lead the modern economy.



Values



Slogan

"Inspiring Individuals"

VALUE	BEHAVIOUR
Accountability	<i>All employees are fully accountable for their areas of responsibility.</i>
Integrity	<i>Our employees and students to behave in an honest and ethical way under all circumstances.</i>
Communication	<i>We conduct our self in a transparent and honest way to our Stakeholders. We are open in all our engagements.</i>
Transparency	<i>We operate in a way that creates openness amongst internal and external stakeholders.</i>
Agile Leadership	<i>We are an inclusive and democratic institution that display innovation and openness/ We are an organized institution which is adaptive to change working in collaboration with other stakeholders to inspire and influence people.</i>

2. General Information

ONLINE APPLICATION

1. Application Procedure

1.1 Online application can be found on the College's Website www.tnc.edu.za and can only be completed electronically, please ensure that you follow system rules.

2. Important Information.

2.1 Applicants must have a valid email address or mobile phone number to apply. All communication regarding your application will be sent via email or SMS.

2.2 Please note that you will be required to complete Learner Profiler prior application. The test informs and educate students on variety of career options underlying all field of study. It is also used to provide career advice and match the applicant to the right programme. Students who did not complete the Learner Profiler will not be considered for admission.

2.3 Incomplete applications will not be considered for admission.

2.4 What constitutes an incomplete application:

- Creating a profile only.
 - Not completing the Learner Profiler.
 - Not attaching all the relevant documents.
- 2.5 Meeting a minimum requirement for a specific programme does not necessarily guarantee admission to the programme applied for, refer to the TNC Admission Policy for requirements

2.6 First preference will be given to applicants whose last school attended falls within Gauteng province.

2.7 Online application related enquiries may be sent via email to enquiries@tnc.edu.za or call 012 401 1600.

3. Application Cycle

3.1 NC(V), First Semester and First Trimester

3.1.1 Applications for the upcoming year opens from September – October

3.2 Second Trimester and Second Semester

3.2.1 Opening from 1 March-30 April

3.3 Third Trimester

3.3.1 Opening from 1 July-31 August

4. Documents required for application.

4.1 The following documents are mandatory when completing the application online:

4.1.1 Certified ID copy;

4.1.2 Latest certified copy of your latest school report/Senior Certificate or certificate of results; and

4.1.3 Proof of residential address contact details of next of kin or responsible person/ parents.

4.2 For foreign applicants the following documents are mandatory: Copy of the original valid passport issued his/her Country of origin (not older than three months); Certified copy of a valid work/study permit for the complete duration of the study at the College; and the South African Qualification Authority's (SAQA) Evaluation Certificate aligned to a South African qualification.

5. Registration Procedure

5.1 Visit the college website www.tnc.edu.za

5.2 Please note: self-funded applicants are required to pay a registration fee

Banking Details

Bank Account Number: 1418410074

Bank Account Name: TNC Tuition Fees

Bank: ABSA

Reference Number: Student Number

5.3 All students must submit the following documents on the date of registration

5.3.1 An original certified copy of your latest school report/Senior Certificate or certificate of results.

5.3.2 An original certified copy of your Identity document

5.3.3 Documents to be signed only by a parent/guardian if you are under 18 years of age.

6. Cancellation of Registration

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

7. National Student Financial Aid (NSFAS)

Who qualifies for NSFAS funding?

- All South African citizens.
- All SASSA grant recipients qualify for funding.
- Applicants whose combined household income is not more than R350 000 per annum.
- Person with disability: Combined household income must not be more than R600 000 per annum.

NSFAS Applications can be submitted online through the NSFAS website.

FOLLOW THESE SIMPLE STEPS TO APPLY:

Step 1: Go to www.nsfas.org.za and click on the 'myNSFAS' tab.

Step 2: Create a myNSFAS account.

Step 3: Click on the 'APPLY' tab and complete the sections on the screen.

Step 4: Upload required supporting documents where applicable.

Step 5: Click on 'Submit'

8. Matrix

BUSINESS STUDIES N4-N6: SEMESTER PROGRAMME							
Course Per Campus	Mamelodi	Pretoria	Rosslyn	Soshanguve North	Soshanguve South	Temba	Open Learning
Business Management		✓					
Management Assistant		✓			✓	✓	✓
Financial Management	✓	✓			✓	✓	✓
Legal Secretary		✓					
Public Management	✓	✓			✓	✓	✓
Public Relations					✓		✓
SOCIAL AND UTILITIES STUDIES: N4-N6: SEMESTER PROGRAMME							
Art and Design		✓					
Clothing Production		✓					
Tourism		✓					
Hospitality		✓					
Hairdressing		✓					
ENGINEERING STUDIES: N4-N6: TRIMESTER PROGRAMME							
Civil Engineering	✓			✓			
Mechanical Engineering			✓			✓	
Electrical Engineering	✓		✓	✓		✓	

NATIONAL CERTIFICATE (VOCATIONAL) NC (V) NQF LEVELS 2-4: YEAR PROGRAMME

Course Per Campus	Mamelodi	Pretoria	Rosslyn	Soshanguve North	Soshanguve South	Temba	Open Learning
Civil Engineering & Building Construction	✓			✓			
Electrical Infrastructure Construction	✓			✓		✓	
Engineering & Related Design (ERD)						✓	
Information Technology & Computer Science	✓						
Mechatronics			✓				
BUSINESS STUDIES NC (V)							
Marketing		✓					
Generic Management		✓					
Finance Economics & Accounting		✓					
Office Administration	✓				✓		
Transport & Logistics					✓		
UTILITY STUDIES NC (V)							
Safety in Society						✓	
Hospitality		✓					
Tourism		✓					
Primary Agriculture						✓	

10. Programmes

Pre-Learning Programme (PLP)

Duration:

One year bridging programme

Admission Requirements:

Passed between Grade 9 and 11 (Not Grade 12)

- Students who have applied for NC(V) Engineering programme where they DO NOT meet the requirements.
- Students who show potential of passing an NC(V) Engineering programme

National Certificate (Vocational): Engineering Studies.

Duration: One year per NQF Level for all programmes

Admission Requirements: **NQF Level 2:** Passed Grade 9 or higher/ NQF Level 1 with a pass in Mathematics and English
NQF Levels 3 & 4: Competency in learning outcomes at NQF Level 3/4 of the same subfield/ programme

To obtain a National Certificate: A total of 7 subjects: 3 fundamental and 4 vocational subjects

Electrical Infrastructure Construction

Level 2	Level 3	Level 4
Compulsory Subjects: English 1st Additional Language Mathematics Life Skills & Computer Literacy	Compulsory Subjects: English 1st Additional Language Mathematics Life Skills & Computer Literacy	Compulsory Subjects: English 1st Additional Language Mathematics Life Skills & Computer Literacy
Vocational Subjects: Electrical Principles and Practice Workshop Practice Electronic Control & Digital Electronics Electrical Systems and Construction (Specialization)	Vocational Subjects: Electrical Principles and Practice Electrical Workmanship Electronic Control & Digital Electronics Electrical Systems and Construction (Specialization)	Vocational Subjects: Electrical Principles and Practice Electrical Workmanship Electronic Control & Digital Electronics Electrical Systems and Construction (Specialization)

Career opportunities: It gives access to the following career sectors: Electrical construction engineering; industrial engineering; sound technology; theatre technology; process level control; digital electronics; instrumentation.

Civil Engineering and Building Construction

Level 2	Level 3	Level 4
Compulsory Subjects: English 1st Additional Language Mathematics Life Skills & Computer Literacy	Compulsory Subjects: English 1st Additional Language Mathematics Life Skills & Computer Literacy	Compulsory Subjects: English 1st Additional Language Mathematics Life Skills & Computer Literacy
Vocational Subjects: Plant and Equipment Construction Planning Materials Carpentry and Roof Work (specification) Plumbing (Specification) Concrete Structures (Specialization) Masonry (Specialization)	Vocational Subjects: Plant and Equipment Construction Planning Materials Carpentry and Roof Work (specification) Plumbing (Specification) Concrete Structures (Specialization) Masonry (Specialization)	Vocational Subjects: Construction Planning Construction Supervision Materials Carpentry and Roof work (specification) Plumbing (Specification) Concrete Structures (Specialization) Masonry (Specialization)

Career Opportunities: It gives access to the following career sector: architectural technology, drainage inspection, industrial designing; quantity surveying, town and regional planning; sanitation and reticulation; building construction.

The Certificate holder will be able to: Participate in the operation and maintenance of construction equipment and machinery. Participate in the construction of roads, bridges, dams, houses etc.



Engineering and Related Design

Level 2	Level 3	Level 4
Compulsory Subjects: English 1st Additional Language Mathematics Life Orientation	Compulsory Subjects: English 1st Additional Language Mathematics Life Orientation	Compulsory Subjects: English 1st Additional Language Mathematics Life Orientation
Vocational Subjects: Engineering Fundamentals Engineering Technology Engineering Systems Fitting and Turning (optional) Or Engineering Fabrication (Optional) Or Automotive Repair and Maintenance (Optional)	Vocational Subjects: Engineering Practice and Maintenance Material Technology Engineering Graphics and Design Fitting and Turning (optional) Or Engineering Fabrication Boiler making (Optional) Or Automotive Repair and Maintenance (Optional)	Vocational Subjects: Engineering Processes Professional Engineering Practice Applied Engineering Technology Fitting and Turning (optional) Or Engineering Fabrication Boiler making (Optional) Or Automotive Repair and Maintenance (Optional)



Career opportunities: Depending on specific career field chosen:

Fabrication: The certificate holder will be able to design shafts and ventilation systems; plan and design mines and mining facilities; fabricate plate work and manufacturing of steel structures; interpret technical drawings.

Fitting and Turning: The certificate holder will be able to manufacture tools, machines and engines; operate and maintain machines; manufacture machines and other related components; interpret technical drawings.

Automotive Repair and Maintenance: The certificate holder will have access to the following sectors: car manufacturing; automotive repair and maintenance; motor mechanics.

Information Technology and Computer Science

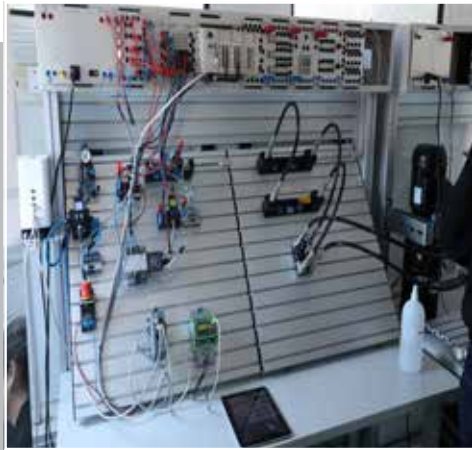
Level 2	Level 3	Level 4
Fundamental Subjects: English 1st Additional Language Mathematics Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematics Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematics Life Orientation
Vocational Subjects: Introduction to Information Systems Introduction to Systems Development Electronics Contact Centre Operations	Vocational Subjects: Computer Hardware and Software Principles of Computer Programming System Analysis and Design Contact Centre Operations	Vocational Subjects: Computer Programming Data Communication and Networking System Analysis and Design Contact Centre Operations

Career opportunities: The certificate holder will have access to the following career

Sectors: Computer programming; information technology management; computer system engineering and data processing.

Mechatronics

Level 2	Level 3	Level 4
Vocational Subjects: Electrotechnology Introduction to Computers Manual Manufacturing Mechatronic	Vocational Subjects: Electrotechnology Machine Manufacturing Stored Programme Systems Mechatronic	Vocational Subjects: Computer-Integrated Manufacturing Electrotechnology Stored Programme Systems Mechatronic
Electives: Systems	Electives: Systems	Electives: Systems



Career opportunities: Assist in the design of robotic and intelligent equipment.

Develop products and build prototypes,

Assist engineering staff with the design and development of projects ranging from ATM's to large manufacturing plants.

Manages electrical and mechanical systems.

Tests and install new equipment.

National Certificate (Vocational): Business Studies

Duration:

One year per NQF Level for all programmes

Admission Requirements:

NQF Level 2: Passed Grade 9 or higher/ NQF Level 1/ AET Level 4 with a pass in Social Sciences subjects and English (Specific College Requirements apply)

NQF Levels 3 & 4: Competency in learning outcomes at NQF Level 3/4 of the same subfield/ programme

To obtain a National Certificate:

A total of 7 subjects: 3 fundamental and 4 vocational subjects

Generic Management

Level 2	Level 3	Level 4
Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation
Vocational Subjects: Management Practice Operations Management Financial Management Entrepreneurship	Vocational Subjects: Management Practice Operations Management Financial Management Project Management	Vocational Subjects: Management Practice Operations Management Financial Management Project Management

Career opportunities: Human resource; marketing; finance management; public relations, office administration.



Marketing

Level 2	Level 3	Level 4
Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation
Vocational Subjects: Marketing Advertising and Promotions Marketing Communication Consumer Behavior	Vocational Subjects: Marketing Advertising and Promotions Marketing Communications Consumer Behavior	Vocational Subjects: Marketing Advertising and Promotions Marketing Communications Consumer Behavior

Career opportunities: Marketing new products; research needs and development; sales assistants; sales representatives.

Office Administration

Level 2	Level 3	Level 4
Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation
Vocational Subjects: Business Practice New Venture Creation OR Applied Accounting Office Data Processing Office Practice	Vocational Subjects: Business Practice New Venture Creation OR Applied Accounting Office Data Processing Office Practice	Vocational Subjects: Business Practice Office Data Processing Office Practice New Venture Creation or Applied Accounting

Career opportunities: private and public accounting; financial service; insurance services; investment services and bookkeeping.

Vocational activities: Perform bookkeeping duties, keeping record of wages, salaries, petty cash, etc.
 Prepare financial statements.

Finance, Economics and Accounting

Level 2	Level 3	Level 4
Fundamental Subjects: English 1st Additional Language Mathematics Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematics Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematics Life Orientation
Vocational Subjects: Applied Accounting Economic Environment Financial Management New Venture Creation	Vocational Subjects: Applied Accounting Economic Environment Financial Management New Venture Creation	Vocational Subjects: Applied Accounting Economic Environment Financial Management New Venture Creation

Career opportunities: Private and public accounting; financial services; insurance services; investment services and bookkeeping.

Vocational activities: Perform bookkeeping duties, keeping record of wages, salaries, petty cash, etc. Prepare financial statements.

Transport and Logistics

Level 2	Level 3	Level 4
Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation
Vocational Subjects: Freight Logistics Transport Economics Transport Operations New Venture Creation	Vocational Subjects: Freight Logistics Transport Economics Transport Operations New Venture Creation	Vocational Subjects: Freight Logistics Transport Economics Transport Operations New Venture Creation

Career Opportunities: Marketing and Sales through to ware housing logistics and freight transport, Air Cabin Crew, Freight Forwarder, Air Traffic Controller, Logistic and Distribution Manager, Passenger Transport Manager, Transport Planner.

National Certificate (Vocational): General/Utility Studies

Duration:

One year per NQF Level for all programmes

Admission Requirements:

NQF Level 2: Passed Grade 9 or higher/ NQF Level 1/ AET Level 4 with a pass in Social Sciences subjects and English (Specific College Requirements apply)

NQF Levels 3 & 4: Competency in learning outcomes at NQF Level 3/4 of the same subfield/ programme

To obtain a National Certificate:

A total of 7 subjects: 3 fundamental and 4 vocational subjects

Tourism

Level 2	Level 3	Level 4
Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation
Vocational Subjects: Science of Tourism Client Services and Human Relations Sustainable Tourism in South Africa Tourism Operations	Vocational Subjects: Science of Tourism Client Services and Human Relations Sustainable Tourism in South Africa and Regional Travel Tourism Operations	Vocational Subjects: Science of Tourism Client Services and Human Relations Sustainable Tourism in South Africa and International Travel Tourism Operations



Career opportunities: Accommodation management, conference and events planning, restaurants and food services, travel counselling and arrangements, game range and safari work.

Safety in Society

Level 2	Level 3	Level 4
Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation
Vocational Subjects: Introduction to Governance Introduction to Law Principles of Criminal Justice Introduction to Policing Practices OR Criminology	Vocational Subjects: Governance Criminal Law Criminal Justice Structures and Mandates Theory of Policing Practices OR Criminology	Vocational Subjects: Governance Law of Procedures and Evidence Criminal Justice Process Applied Policing OR Criminology

Career opportunities: It gives access to the following career sectors:
 Correctional services; immigration and customs; security service;
 policing; trafficking and metro policing.



Hospitality

Level 2	Level 3	Level 4
Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation
Vocational Subjects: Hospitality Generics Food Preparation Client Services and Human Relations Hospitality Services	Vocational Subjects: Hospitality Generics Food Preparation Client Services and Human Relations Hospitality Services	Vocational Subjects: Hospitality Generics Food Preparation Client Services and Human Relations Hospitality Services



Career opportunities: It gives access to the following career sectors: housekeeping; food and beverage management; hotel management; accommodation services; events management; catering services. Vocational Activities: managing a guest house; deal with clients; services in an accommodation facility; work as waiter/waitress; work as a housekeeper in a hotel/inn and guesthouse; entrepreneur, caterer.

Primary Agriculture

Level 2	Level 3	Level 4
Fundamental Subjects: Animal Production Plant Production Soil Science Agri-business (O)*	Fundamental Subjects: Animal Production Plant Production Soil Science Agri-business (O)*	Fundamental Subjects: Animal Production Advanced Plant Production Farm Planning and Mechanisation Agri-business (O)*

Career opportunities: Animal production, crops and livestock production, soil production and maintenance, how to run a farm as a business, – involvement in food security, student employability – internships and apprenticeships



National (N) Diploma:

Duration: Theory:

Admission Requirements:

To obtain a National (N) Certificate:

Social/Utility Studies

6 (Six) months per N level for all programmes = 18 months PLUS

Practical (Work Integrated Learning) 18 months = 36 months or 3 years

N4: Passed Grade 12 or NQF Level 4 with a pass in Utility Studies subjects and English. Introductory programme for Art and Design & Clothing Production *(Specific College Requirements apply)

N5: Passed N4 subjects & N6: Passed N4 and N5 Subjects of the same subfield or programme
A total of 4 subjects per level for N4, N5 & N6

Art and Design

Intro N4	N4	N5	N6
Space and Volume Form and Colour Graphics Interpretation Introductory Drawing	Painting N4 Drawing N4 Graphic Design N4 Entrepreneurship and Business Management N4	Painting N5 Drawing N5 Graphic Design N5 History of Art N5	Painting N6 Drawing N6 Graphic Design N6 History of Art N6



Career opportunities: Graphic designer; art curator; a cartoonist; (animation) art director; museum instructor; art teacher/lecturer; illustrator artist, contemporary artist, visual artist, history of art specialist; an art examiner/moderator.

Clothing Production

Intro N4	N4	N5	N6
Intro Clothing Construction N4 Intro Factory Organisation N4 Intro Fashion Drawing N4 Intro Pattern Construction N4	Clothing Construction N4 Fashion Drawing N4 Pattern Construction N4 Intro Entrepreneurship N4	Clothing Construction N5 Fashion Drawing N5 Pattern Construction N5 Entrepreneurship and Business Management N4	Clothing Construction N6 Fashion Drawing N6 Pattern Construction N6 Computer Practice N4

Career opportunities: Entrepreneur, factory seamstress, fashion designer, garment maker.



Hospitality and Catering Services.

N4	N5	N6
Catering: Theory and Practical N4 Applied Management N4 Sanitation and Safety N4 Nutrition and Menu Planning N4	Catering: Theory and Practical N5 Applied Management N5 Food and Beverages Services N5 Entrepreneurship and Business Management N4	Catering: Theory and Practical N6 Applied Management N6 Communication and Human Relations N6 Computer Practice N4

Career opportunities: Housekeeping; food and beverage management; events management; accommodation service; caterer; entrepreneurship.

Tourism

N4	N5	N6
Travel Services N4 Travel Office Procedures N4 Tourist Destinations N4 Tourism Communication N4	Travel Services N5 Travel Office Procedures N5 Tourist Destinations N5 Tourism Communication N5	Travel Services N6 Travel Office Procedures N6 Tourist Destinations N6 Hotel Reception N6

Career opportunities: Accommodation management; conference and events planning; restaurant and food services; travel counselling and arrangement; game range and safari work



Hair Dressing

Duration:

3 years

Admission Requirements:

Passed between Grade 9 or Equivalent, 16yrs or Older

Subjects

Introductory Studies for Hairdressers
 Shampoo Conditioning and treatment
 Hair and Skin
 Hair Styling
 Communication and Sales
 Style Hair

Cut Hair/ Barber
 Hair Cutting
 Chemical hair services
 Colour hair
 Hair Chemical treatment

Career opportunities: Entrepreneur (Salon Owner), Barber, Hair Specialist



National (N) Diploma:

Business Studies

Duration:

Theory: 6 (Six) months per N level for all programmes = 18 months PLUS
 Practical (Work Integrated Learning) 18 months = 36 months or 3 years

Admission Requirements:

N4: Passed Grade 12 or NQF Level 4 with a pass in Business Studies subjects and English
 *(Specific College Requirements apply)

N5: Passed N4 subjects & N6:

Passed N4 and N5 Subjects of the same subfield or programme

To obtain a National (N) Certificate:

A total of 4 subjects per level for N4, N5 & N6

* Business Management

N4	N5	N6
Management Communication N4	Sales Management N5	Sales Management N6
Entrepreneurship and Business Management N4	Entrepreneurship and Business Management N5	Entrepreneurship and Business Management N6
Computer Practice N4	Computer Practice N5	Computer Practice N6
Financial Accounting N4	Financial Accounting N5	Financial Accounting N6

Career opportunities: Asset controllers; debtor's clerk; creditor's clerk and entry level financial management careers.

* Public Management

N4N N4 N4	N5	N6
Entrepreneurship and Business Management N4 Management Communication N4 Computer Practice N4 Public Administration N4	Public Finance N5 Municipal Administration N5 Computer Practice N5 Public Administration N5	Public Finance N6 Municipal Administration N6 Public Law N6 Public Administration N6

Career opportunities: Entry levels in the administrative, Human Resources and other divisions of the public sector, National Governments and Local Governments.

*Financial Management

N4	N5	N6
Management Communication N4 Entrepreneurship and Business Management N4 Computerized Financial Systems N4 Financial Accounting N4	Cost and Management Accounting N5 Entrepreneurship and Business Management N5 Computerized Financial Systems N5 Financial Accounting N5	Cost and Management Accounting N6 Computerized Financial Systems N6 Income Tax N6 Financial Accounting N6

Career opportunities: Asset controllers; debtor's clerk; creditor's clerk and entry level financial management careers.

*Management Assistant

N4	N5	N6
Communication N4 Computer Practice N4 Information Processing N4 Office Practice N4	Communication N5 Computer Practice N5 Information Processing N5 Office Practice N5	Communication N6 Computer Practice N6 Information Processing N6 Office Practice N6

Career opportunities: Management assistant; telephonist; receptionist; secretary; personal assistant; general office clerk; typist and audio typist.

*Legal Secretary.

N4	N5	N6
Computer Practice N4	Legal Practice N5	Legal Practice N6
Information Processing N4	Information Processing N5	Information Processing N6
Communication N4	Communication N5	Communication N6
Office Practice N4	Office Practice N5	Office Practice N6

Career opportunities: Legal secretaries may also find interesting career opportunities in courts, with police, or in the barrister's chambers. They can also move into other skilled secretarial work such as working as medical secretary, solicitors and legal executives.

*Public Relations.

N4	N5	N6
Communication N4	Communication N5	Communication N6
Computer Practice N4	Office Practice N5	Computer Practice N5
Information Processing N4	Information Processing N5	Information Processing N6
Office Practice N4	Public Relations N5	Public Relations N6

Career opportunities: Assistant to Public Relations Officer; Assistant to Marketing and Communications Officer; Personal Assistant; telephonist; receptionist; secretary; personal assistant; general office clerk; typist and audio typist.

Pre- Learning Programme (PLP)

- Duration:** 1 year programme
- Admission Requirements:** Passed Grade 9 or higher with a pass in Mathematics and English (Specific College Requirements apply)
- Promotional Requirements:** Passed 4 (Four) Foundational Learning subjects

One (1) Year Bridging Programme

Subjects:

- Foundational English
- Foundational Mathematics
- Foundational Life Skills
- Foundational Science

Opportunities: It gives access to the Report 191/National Certificate (Vocational) Engineering programmes that the student would not have qualified for once successfully completed



National (N) Diploma:

Duration:

Engineering Studies

Eleven (11) weeks/three (3) months per N Level (Trimester) for all programmes

Admission Requirements:

N4: Matric Certificate with a pass in Mathematics (40%) Students with Technical Background

N5: Passed N4 subjects & **N6:** Passed N4 and N5 Subjects of the same subfield or programme

To obtain a National Certificate:

A total of 4 subjects at the same level

Civil Engineering

N4	N5	N6
Building Administration N4	Building Administration N5	Building Administration N6
Building and Structural Surveying N4	Building and Structural Surveying N5	Building and Structural Surveying N6
Building and Structural Construction N4	Building and Structural Construction N5	Building and Structural Construction N6
Quantity Surveying N4	Quantity Surveying N5	Quantity Surveying N6

Career opportunities: Architectural technician; quantity surveyor; drainage inspector; builder.



Electrical Engineering

N4	N5	N6
Mathematics N4 Engineering Science N4 Industrial Electronics N4 Electrotechnics N4	Mathematics N5 Industrial Electronics N5 Electrotechnics N5 Power Machines N5	Mathematics N6 Industrial Electronics N6 Electrotechnics N6 Power Machines N6 Control Systems N6

Career Opportunities: Electrician installation; domestic appliance repairs; house wiring

Mechanical Engineering

N4	N5	N6
Mathematics N4 Mechanotechnics N4 Supervisory Management N4 Engineering Science N4 Mechanical Draughting N4 Plating and Structural Steel Drawing N4	Mathematics N5 Mechanotechnics N5 Supervisory Management N5 Fluid Mechanics N5 Power Machines N5 Strength of Materials and Structures N5 Mechanical Drawing and Design N5	Mathematics N6 Mechanotechnics N6 Supervisory Management N6 Fault Finding and Protective Device N6 Fluid Mechanics N6 Power Machines N6 Strength of Materials and Structures N6 Mechanical Drawing and Design N6

Career Opportunities: Mill Wright; fitter and turner; technically related career opportunities; mechanical technician; power station worker; mechanical draughtsman; welder; tool maker.

Beauty Qualification: ITEC DIPLOMA for Beauty Specialist (Level 2) and Facial Electrical treatments (Level 3)

Duration: 1 Year (Full time)

Admission Requirements: Passed Grade 12 or NQF Level 4 Certificate

Learning Areas to be Covered

Make-up ▪ Manicure and Pedicure . Waxing . Professional Conduct and Business Awareness . Facial Electrical Treatments.

Short Skills Programmes offered at the Pretoria Campus

Skills programme	Duration	Certification
Garment Making <ul style="list-style-type: none"> • How to use a sewing machine • How to use an industrial pattern, layout and cut of garment and ensemble parts of pattern • Make 6 different garments 	12 Saturdays	College Certificate
Make-up <ul style="list-style-type: none"> • Foundation application and corrective make-up • Day make – up • Evening make – up • Bridal make – up 	12 Saturdays	College Certificate
Nail Technology <ul style="list-style-type: none"> • Perform nail services • Apply gel nail enhancement • Apply liquid and powder nail enhancement 	12 Saturdays	College Certificate

Short Skills Programmes offered at the Pretoria Campus

Skills programme	Duration	Certification
Baking Choose from the 3 courses <ul style="list-style-type: none">• Confectionary baking and cake decoration• Craft bread and rolls• Costing of a recipe• Baking a variety of cakes, tarts, bread, buns, rusks and scones	12 Saturdays	College Certificate



Skills programme	Duration	Certification
Body Massage <ul style="list-style-type: none"> • Cavitation • Permanent Make up 	12 Saturdays	College Certificate
Perform facial treatment <ul style="list-style-type: none"> • Provide temporary epilation and bleaching • Treatments • Individual lashes • Skin tag removal 	12 Saturdays	College Certificate
<ul style="list-style-type: none"> • Make-up application • Foundation application and corrective make-up • Day Make up • Evening make up • Bridal make up 	12 Saturdays	College Certificate
<ul style="list-style-type: none"> • Manicure and Pedicure make up • Basic Manicure • Oil manicure • Paraffin manicure 	12 Saturdays	College Certificate



Our Campuses

Central Office

Switchboard: (012) 401 1600
Cnr. Kgosi Mampuru & Pretorius Str.
Pretoria 0001
www.tnc.edu.za
info.tnc.edu.za

Mamelodi Campus

Switchboard: (012) 401 1800

Pretoria Campus

Switchboard: (012) 401 1601

Rosslyn Campus

Switchboard: (012) 401 1705

Soshanguve North Campus

Switchboard: (012) 401 1999

Soshanguve South Campus

Switchboard: (012) 401 1900

Temba Campus

Switchboard: (012) 401 1700



"Inspiring Individuals"