

**NATIONAL EDUCATION POLICY**

**FORMAL TECHNICAL COLLEGE INSTRUCTIONAL  
PROGRAMMES IN THE RSA**

**REPORT 191 (2001/08)**

PART 2: N4 TO N6

ISBN: 0-7970-3939-2

**DEPARTMENT OF EDUCATION  
PRIVATE BAG X895  
PRETORIA 0001**

## **CURRICULUM DOCUMENTS**

The synopses, syllabi/programmes for each instructional offering are available on request from the:

**CHIEF DIRECTOR**

**CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT**

**DEPARTMENT OF EDUCATION**

**PRIVATE BAG X110**

**PRETORIA**

**0001**

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## PREFACE

*Section 3(4)(l) of the National Education Policy Act, 1996 (No. 27 of 1996) makes provision for the determination of national education policy regarding curriculum frameworks, core syllabuses and education programmes, learning standards, examinations and the certification of qualifications, subject to the provisions of any law establishing a national qualifications framework or a certifying or accrediting body.*

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)*.

The policy document, *Norms and standards for instructional programmes and the examination and certification thereof in technical college education, Report 190 (2000/03)* is a separate policy document containing broad, general provisions with regard to technical college education, pertaining to norms and standards for instructional programmes, examinations and certification. More detailed particulars regarding the various instructional programmes offered by technical colleges are contained in the policy document, *Formal technical college instructional programmes in the RSA, Report 2001 (2001/08)*.

The policy document, *Formal technical college instructional programmes in the RSA, Report 191 (2001/08)* has at this stage only a maintenance function and will be gradually replaced by a new Further Education and Training (FET) policy document which will accommodate the national norms and standards for FET, as stipulated in the *Education White Paper 4: A programme for the transformation of Further Education and Training, August 1998* and the *Further Education and Training Act, 1998 (Act No. 98 of 1998)*.

This report replaces all the previous NATED 02-190, NATED 02-191 and 190 and 191 Reports. Technical college students registering for the first time, must register for the instructional programmes and instructional offerings appearing in this document, *Formal technical college instructional programmes in the RSA, Report 191 (2001/08)*.

## **DEFINITIONS**

### **1. AN IMMIGRANT CANDIDATE**

An immigrant candidate is, for the purposes of these measures:

(1) *A child, or a dependent of a diplomatic representative of a foreign government accredited in South Africa; or*

(2) *any person who:*

*first entered a South African school in Grade 7 or a more senior grade;  
or  
having begun his/her schooling at a South African school, has attended school outside South Africa for two or more consecutive years after Grade 6, or its equivalent.*

### **2. LANGUAGES**

#### **2.1 An Approved Language**

An Approved Language, with regard to the language requirements (Group A) instructional offering, as listed in the policy document, *A resumé of instructional programmes in schools, Report 550 (2001/08)*, is a language with a valid syllabus at First, or Second Language level, as approved by the Minister of Education as national policy.

#### **2.2 A Language of Learning and Teaching**

A Language of Learning and Teaching in public schools must be an official language.

#### **2.3 Language levels**

Each of the languages listed in Report 550 (2001/08) falls into one of the following categories:

- (a) A language qualified as a First (main) Language, for example Business English, Sake Afrikaans, English, Sepedi; or
- (b) a language qualified as a Second (additional) Language, at the moment all eleven official languages and Business English and Sake Afrikaans.

### **3. EDUCATION DEPARTMENT**

In this document an education department is a national, or provincial education department.

## CONCESSIONS

- (1) The following concessions regarding the languages may be applied to aurally handicapped, aphasic and dyslectic candidates:
  - (a) In cases where two languages are required, only one language, at First Language level, need be offered, provided that an additional instructional offering is offered in lieu of the second language.
  - (b) In cases of aurally handicapped candidates whose language of instruction is not their mother tongue, the language referred to in (1)(a) above may be offered on Second Language level.
  
- (2) The following concession regarding the languages may be applied to immigrant candidates as defined above:

In the case of the National Intermediate Certificate and the National Senior Certificate where two languages are required, a candidate who has been granted immigrant status and who satisfies the requirements for the National Intermediate Certificate and the National Senior Certificate, need only to present and pass one of the required First or Second Languages, in which case another instructional offering must be offered in lieu of the second language.



## COMPILATION OF THIS REPORT

- (1) The instructional programmes are listed numerically in terms of N-Certificates, Integrated Certificates, N-Diplomas and Non-National Certificates. It should be noted that the instructional programme details for all the National Intermediate Certificate and National Senior Certificate instructional programmes are incorporated in the corresponding National Certificate N2 and National Certificate N3 programmes.
- (2) This Report lists only approved instructional programmes.
- (3) The instructional programme codes consist of 8 digits, which have the following meaning:

First digit: “5” technical college instructional programmes;

second and third digits: type of qualification;

fourth and fifth digits: CESM category of majors/specialisation field (up to two digits); and

sixth to eighth digits: unique instructional programme code.

The instructional programmes are distinguished by the following series of unique instructional programme codes:

000-399: National N Certificates;

400-499: National N Diplomas;

500-699: National Integrated Certificates;

800-998: Non-National Certificates; and

999- : Non-National Enrichment Programmes.

- (4) The instructional offering codes consist of 8 digits, which have the following meaning:

First, second, third and fourth digits: CESM category (up to four digits);  
fifth, sixth and seventh digits: unique instructional offering codes within each CESM category; and  
eighth digit: course level of the instructional offering.

The enrichment instructional offerings are distinguished by unique codes within series 500-699.

- (5) The credit value allocated to each instructional offering is also indicated. In the context of these instructional programmes the total credit value is linked to the duration of the instructional programme, e.g.

- Trimester programmes 0,33;
- semester programmes 0,5; and
- year programmes 1,0.

- (6) All instructional offerings are considered as compulsory unless indicated as optional under the heading “Remarks”.

## LIST OF INSTRUCTIONAL PROGRAMMES

<b>NUMBER</b>	<b>PROGRAMME</b>	<b>PAGE</b>
50508338	National Certificate: Multi-Disciplinary Drawing Office Practice	67
50403001	National Certificate: N4: Art and Design	3
50404013	National Certificate: N4: Business Management	7
50410010	National Certificate: N4: Clothing Production	33
50410002	National Certificate: N4: Educare	27
50408078	National Certificate: N4: Engineering Studies	24
50401000	National Certificate: N4: Farming Management	1
50411001	National Certificate: N4: Fertilizer Manufacturing	37
50404016	National Certificate: N4: Financial Management	13
50411269	National Certificate: N4: Hair Care	38
50410008	National Certificate: N4: Hospitality and Catering Services	30
50404015	National Certificate: N4: Human Resource Management	11
50410000	National Certificate: N4: Interior Decorating	26
50404021	National Certificate: N4: Legal Secretary	22
50404018	National Certificate: N4: Management Assistant	16
5040414	National Certificate: N4: Marketing Management	9
50404019	National Certificate: N4: Medical Secretary	18
50403016	National Certificate: N4: Popular Music: Composition	43
50403010	National Certificate: N4: Popular Music: Performance	40
50403013	National Certificate: N4: Popular Music: Studio Work	42
50404017	National Certificate: N4: Public Management	14
50404020	National Certificate: N4: Public Relations	20
50411000	National Certificate: N4: Textiles	35
50422001	National Certificate: N4: Tourism	39
50503000	National Certificate: N5: Art and Design	45
50504011	National Certificate: N5: Business Management	47
50510007	National Certificate: N5: Clothing Production	72
50510002	National Certificate: N5: Educare	70
50508079	National Certificate: N5: Engineering Studies	65
50501000	National Certificate: N5: Farming Management	44
50511001	National Certificate: N5: Fertilizer Manufacturing	76
50504014	National Certificate: N5: Financial Management	53
50511270	National Certificate: N5: Hair Care	77
50510006	National Certificate: N5: Hospitality and Catering Services	71
50504013	National Certificate: N5: Human Resource Management	51
50510000	National Certificate: N5: Interior Decorating	69
50504019	National Certificate: N5: Legal Secretary	63
50504016	National Certificate: N5: Management Assistant	57
50504012	National Certificate: N5: Marketing Management	49
50504017	National Certificate: N5: Medical Secretary	59
50503017	National Certificate: N5: Popular Music: Composition	82
50503011	National Certificate: N5: Popular Music: Performance	79

LIST OF INSTRUCTIONAL PROGRAMMES

<b>NUMBER</b>	<b>PROGRAMME</b>	<b>PAGE</b>
50503014	National Certificate: N5: Popular Music: Studio Work	81
50504015	National Certificate: N5: Public Management	55
50504018	National Certificate: N5: Public Relations	61
50511000	National Certificate: N5: Textiles	74
50522001	National Certificate: N5: Tourism	78
50603000	National Certificate: N6: Art and Design	84
50604014	National Certificate: N6: Business Management	86
50610005	National Certificate: N6: Clothing Production	110
50610001	National Certificate: N6: Educare	107
50608080	National Certificate: N6: Engineering Studies	104
50601000	National Certificate: N6: Farming Management	83
50611001	National Certificate: N6: Fertilizer Manufacturing	114
50604017	National Certificate: N6: Financial Management	91
50611271	National Certificate: N6: Hair Care	115
50610004	National Certificate: N6: Hospitality and Catering Services	108
50604016	National Certificate: N6: Human Resource Management	89
50610000	National Certificate: N6: Interior Decorating	106
50604022	National Certificate: N6: Legal Secretary	102
50604019	National Certificate: N6: Management Assistant	94
50604015	National Certificate: N6: Marketing Management	88
50604020	National Certificate: N6: Medical Secretary	97
50603018	National Certificate: N6: Popular Music: Composition	120
50603012	National Certificate: N6: Popular Music: Performance	117
50603015	National Certificate: N6: Popular Music: Studio Work	119
50604018	National Certificate: N6: Public Management	92
50604021	National Certificate: N6: Public Relations	99
50611000	National Certificate: N6: Textiles	112
50622000	National Certificate: N6: Tourism	116
50403000	National Introductory Certificate: N4: Art and Design	2
50404009	National Introductory Certificate: N4: Business Studies	4
50410009	National Introductory Certificate: N4: Clothing Production	32
50410005	National Introductory Certificate: N4: Educare	28
50410006	National Introductory Certificate: N4: Food Services	29
50903403	National N Diploma: Art and Design	122
50904415	National N Diploma: Business Management	127
50910405	National N Diploma: Clothing Production	135
50904407	National N Diploma: Commercial Promotion	123
50921408	National N Diploma: Educare	140
50908401	National N Diploma: Engineering Studies	133
50901421	National N Diploma: Farming Management	121
50904418	National N Diploma: Financial Management	130
50911402	National N Diploma: Hair Care	137

LIST OF INSTRUCTIONAL PROGRAMMES

<b>NUMBER</b>	<b>PROGRAMME</b>	<b>PAGE</b>
50910406	National N Diploma: Hospitality and Catering Services	136
50904417	National N Diploma: Human Resource Management	129
50910404	National N Diploma: Interior Decorating	134
50904414	National N Diploma: Legal Secretary	126
50904410	National N Diploma: Management Assistant	124
50904416	National N Diploma: Marketing Management	128
50904413	National N Diploma: Medical Secretary	125
50903424	National N Diploma: Popular Music: Composition	144
50903422	National N Diploma: Popular Music: Performance	142
50903423	National N Diploma: Popular Music: Studio Work	143
50904419	National N Diploma: Public Management	131
50905412	National N Diploma: Public Relations	132
50911420	National N Diploma: Textiles	138
50922411	National N Diploma: Tourism	141





<b>50401000 NATIONAL CERTIFICATE: N4 FARMING MANAGEMENT</b>
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Date of implementation: January 1996

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04090454	Data Management: Farming N4	0,125	1
04090484	Financial Management: Farming N4	0,125	1
04090524	Maintenance Management: Farming N4	0,125	1
04090544	Management: Farming N4	0,125	1

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

A Senior Certificate, or a National Certificate: N3, or a National Senior Certificate, or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

##### **3.1 Compulsory instructional offerings:**

All the instructional offerings are compulsory.



<b>50403000 NATIONAL INTRODUCTORY CERTIFICATE: N4 ART AND DESIGN</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
03050484	Introductory Drawing N4	0,125	2
03050494	Introductory Graphic Interpretation N4	0,125	2
03050504	Introductory Form and Colour Studies N4	0,125	2
03050514	Introductory Space and Volume Studies N4	0,125	2

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

A Senior Certificate, or a National Certificate: N3, or a National Senior Certificate without:

- an Art instructional offering; and
- a portfolio.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

##### **3.1 Compulsory instructional offerings:**

All the instructional offerings are compulsory.

## 50403001 NATIONAL CERTIFICATE: N4: ART AND DESIGN

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

CODE	INSTRUCTIONAL OFFERING	CREDITS	FIELD
03050524	Drawing N4	0,125	2
03050574	Three-Dimensional Design N4	0,125	2
03050604	Ceramics N4	0,125	2
03050634	Jewellery Design N4	0,125	2
03050664	Jewellery Manufacturing N4	0,125	2
03050694	Graphic Design N4	0,125	2
03050724	Graphic Processes N4	0,125	2
03050754	Textile Design/Fibre Art N4	0,125	2
03050784	Painting N4	0,125	2
03050304	Entrepreneurship and Business Management N4	0,125	2
03050624	Photography N4	0,125	2

### REMARKS

#### 1. ADMISSION REQUIREMENTS

A Senior Certificate with an Art instructional offering and a portfolio, or a National Certificate: N3: Art, or a National Senior Certificate: Art with a portfolio, or an equivalent qualification.

#### 2. DURATION

One semester.

#### 3. PROGRAMME REQUIREMENTS

##### 3.1 Compulsory instructional offerings:

- Drawing N4; and
- Entrepreneurship and Business Management N4.

##### 3.2 Optional instructional offerings:

Two of the following:

- Three-Dimensional Design N4;
- Painting N4;
- Ceramics N4;
- Graphic Design N4;
- Graphic Processes N4;
- Photography N4;

- Textile Design/Fibre Art N4

or both

- Jewellery Design N4; and
- Jewellery Manufacturing N4.

<b>50404009 NATIONAL INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04010154	Introductory Accounting N4	0,125	3
04030044	Introductory Marketing N4	0,125	3
04090294	Introductory Entrepreneurship N4	0,125	3
04110364	Introductory Personnel Management N4	0,125	3
05140174	Inleidende Kommunikasie N4	0,125	4
05140314	Introductory Communication N4	0,125	4
06030134	Introductory Computer Practice N4	0,125	10
06050014	Introductory Information Processing N4	0,125	3
21010014	Introductory Public Administration N4	0,125	3

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 A National Certificate: N3, or National Senior Certificate; or

1.2 a Senior Certificate of which at least half of the instructional offerings have been passed at the Standard Grade level; or

1.3 four instructional offerings offered for the Senior Certificate with a minimum of 40% per instructional offering, including the First Language, and at least two of the following commercial instructional offerings;

- Economics;
- Business Economics;
- Mercantile Law;
- Accounting; and
- Computyping/Typing.

#### **2. DURATION**

Full-time: One semester.

### **3. PROGRAMME REQUIREMENTS**

#### 3.1 Compulsory instructional offerings:

- Inleidende Kommunikasie N4; or
- Introductory Communication N4; and
- Introductory Entrepreneurship N4.

#### 3.2 Optional instructional offerings:

Any two of the following:

- Introductory Computer Practice N4;
- Introductory Marketing N4;
- Introductory Personnel Management N4;
- Introductory Public Administration N4;
- Introductory Accounting N4; and
- Introductory Information Processing N4.

### **4. PROMOTION REQUIREMENTS**

4.1 Introductory Information Processing N4, consists of two components, namely Typing Technique (without any speed, or 25 w.p.m., or 30 w.p.m.) and Word Processing. The highest speed attained (if any) will be indicated on the certificate.

4.2 The two components do not have to be passed separately.

<b>50404013 NATIONAL CERTIFICATE: N4 BUSINESS MANAGEMENT</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4090304	Entrepreneurship and Business Management N4	0,125	3
4010164	Financial Accounting N4	0,125	3
4010154	Introductory Accounting N4	0,125	3
5140364	Management Communication N4	0,125	4
5140254	Bestuurskommunikasie N4	0,125	4
6030204	Computer Practice N4	0,125	10
6030154	Computerised Financial Systems N4	0,125	4
6030134	Introductory Computer Practice N4	0,125	10
13030094	Mercantile Law N4	0,125	8
22020034	Economics N4	0,125	3

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 A Senior Certificate with a National Introductory Certificate: N4 Business Studies; or
- 1.2 an appropriate National Certificate: N3, or National Senior Certificate; or
- 1.3 an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

##### 3.1 Compulsory instructional offering:

- Entrepreneurship and Business Management N4; and
  - ✓ Introductory Accounting N4; or
  - ✓ Financial Accounting N4;

and

- ✓ Bestuurskommunikasie N4; or
- ✓ Management Communication N4.

3.2 Optional instructional offering:

One of the following:

- Computer Practice N4;
- Computerised Financial Systems N4;
- Economics N4;
- Mercantile Law N4;
- Introductory Computer Practice N4.

**4. PROMOTION REQUIREMENTS**

4.1 In order to qualify for a Diploma in Business Management, a candidate must pass at least one of the following instructional offerings:

- Computer Practice N4;
- Introductory Computer Practice N4; or
- Computerised Financial Systems N4.

4.2 When Computerised Financial Systems N4 is chosen, Financial Accounting N4 must be taken simultaneously, or should have been passed beforehand.

<b>50404014 NATIONAL CERTIFICATE: N4 MARKETING MANAGEMENT</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4090304	Entrepreneurship and Business Management N4	0,125	3
4030054	Marketing Management N4	0,125	3
4010164	Financial Accounting N4	0,125	3
4010154	Introductory Accounting N4	0,125	3
5140364	Management Communication N4	0,125	4
5140254	Bestuurskommunikasie N4	0,125	4
6030204	Computer Practice N4	0,125	10
6030134	Introductory Computer Practice N4	0,125	10
13030094	Mercantile Law N4	0,125	8
22020034	Economics N4	0,125	3

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 A Senior Certificate; or
- 1.2 an appropriate National Certificate: N3, or National Senior Certificate; or
- 1.3 an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 Compulsory instructional offerings:
  - Entrepreneurship and Business Management N4;
  - Marketing Management N4; and
  - Bestuurskommunikasie N4; or
  - Management Communication N4.



3.2 Optional instructional offering:

One of the following:

- Computer Practice N4;
- Introductory Computer Practice N4;
- Financial Accounting N4;
- Introductory Accounting N4;
- Economics N4;
- Mercantile Law N4.

**4. PROMOTION REQUIREMENTS**

4.1 In order to qualify for a Diploma in Marketing Management, a candidate must pass at least one of the following instructional offerings:

- Computer Practice N4; or
- Introductory Computer Practice N4.

<b>50404015 NATIONAL CERTIFICATE: N4 HUMAN RESOURCE MANAGEMENT</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4110424	Personnel Management N4	0,125	3
4090304	Entrepreneurship and Business Management N4	0,125	3
4010164	Financial Accounting N4	0,125	3
4010154	Introductory Accounting N4	0,125	3
5140364	Management Communication N4	0,125	4
5140254	Bestuurskommunikasie N4	0,125	4
6030204	Computer Practice N4	0,125	10
6030134	Introductory Computer Practice N4	0,125	10
22020034	Economics N4	0,125	3

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 A Senior Certificate; or
- 1.2 an appropriate National Certificate: N3; or National Senior Certificate; or
- 1.3 an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 Compulsory instructional offerings:
  - Entrepreneurship and Business Management N4; and
  - Personnel Management N4; and
  - Bestuurskommunikasie N4; or
  - Management Communication N4.

3.2 Optional instructional offering:

One of the following:

- Computer Practice N4;
- Introductory Computer Practice N4;
- Financial Accounting N4;
- Introductory Accounting N4;
- Economics N4.

**4. PROMOTION REQUIREMENTS**

4.1 In order to qualify for a Diploma in Human Resource Management, a candidate must pass at least one of the following instructional offerings:

- Computer Practice N4; or
- Introductory Computer Practice N4.

<b>50404016 NATIONAL CERTIFICATE: N4 FINANCIAL MANAGEMENT</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4090304	Entrepreneurship and Business Management N4	0,125	3
4010164	Financial Accounting N4	0,125	3
5140364	Management Communication N4	0,125	4
5140254	Bestuurskommunikasie N4	0,125	4
6030154	Computerised Financial Systems N4	0,125	3

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 A Senior Certificate; or
- 1.2 an appropriate National Certificate: N3; or National Senior Certificate; or
- 1.3 an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 Compulsory instructional offerings:
  - Entrepreneurship and Business Management N4;
  - Financial Accounting N4; and
  - Computerised Financial Systems N4.
- 3.2 Optional instructional offering:

One of the following:

  - Bestuurskommunikasie N4; or
  - Management Communication N4.

<b>50404017 NATIONAL CERTIFICATE: N4 PUBLIC MANAGEMENT</b>
--

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

CODE	INSTRUCTIONAL OFFERING	CREDITS	FIELD
4090304	Entrepreneurship and Business Management N4	0,125	3
4010164	Financial Accounting N4	0,125	3
4010154	Introductory Accounting N4	0,125	3
5140364	Management Communication N4	0,125	4
5140254	Bestuurskommunikasie N4	0,125	4
6030204	Computer Practice N4	0,125	10
6030134	Introductory Computer Practice N4	0,125	10
21010024	Public Administration N4	0,125	3
22020034	Economics N4	0,125	3

### REMARKS

#### 1. ADMISSION REQUIREMENTS

- 1.1 A Senior Certificate; or
- 1.2 an appropriate National Certificate: N3; or National Senior Certificate; or
- 1.3 an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

#### 3. PROGRAMME REQUIREMENTS

- 3.1 Compulsory instructional offerings:
  - Public Administration N4; and
    - ✓ Computer Practice N4; or
    - ✓ Introductory Computer Practice N4;

and

  - ✓ Bestuurskommunikasie N4; or
  - ✓ Management Communication N4.

3.2 Optional instructional offering:

One of the following:

- Entrepreneurship and Business Management N4;
- Financial Accounting N4;
- Introductory Accounting N4.

3.3 Financial Accounting N4 is a prerequisite if Computerised Financial Systems N4 will be offered as an optional instructional offering for the National Certificate N5: Public Management.

<b>50404018 NATIONAL CERTIFICATE: N4 MANAGEMENT ASSISTANT</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4090304	Entrepreneurship and Business Management N4	0,125	3
4021214	Office Practice N4	0,125	3
4010164	Financial Accounting N4	0,125	3
4010154	Introductory Accounting N4	0,125	3
5140344	Communication N4	0,125	4
5140264	Kommunikasie N4	0,125	4
6050014	Introductory Information Processing N4	0,125	10
6030204	Computer Practice N4	0,125	10
6030134	Introductory Computer Practice N4	0,125	10
6020254	Information Processing N4	0,125	10
21010024	Public Administration N4	0,125	3

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 A Senior Certificate; or
- 1.2 an appropriate National Certificate: N3; or National Senior Certificate; or
- 1.3 an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 Compulsory instructional offerings:
  - Office Practice N4; and
    - ✓ Information Processing N4; or
    - ✓ Introductory Information Processing N4;

and

  - ✓ Kommunikasie N4; or
  - ✓ Communication N4.

3.2 Optional instructional offering:

One of the following:

- Entrepreneurship and Business Management N4;
- Financial Accounting N4;
- Introductory Accounting N4;
- Computer Practice N4; or
- Introductory Computer Practice N4;
- Public Administration N4.

3.3 Public Administration N4 is a prerequisite for Municipal Administration N5.

3.4 In order to qualify for a diploma in Management Assistant, a candidate must pass Information Processing N6.

**4. PROMOTION REQUIREMENTS**

4.1 Information Processing N4 consists of two components, namely Typing Technique (without speed, or 35 w.p.m., or 40 w.p.m.) and Word Processing. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.



<b>50404019 NATIONAL CERTIFICATE: N4 MEDICAL SECRETARY</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4021214	Office Practice N4	0,125	3
5140344	Communication N4	0,125	4
5140264	Kommunikasie N4	0,125	4
6050014	Introductory Information Processing N4	0,125	10
6020254	Information Processing N4	0,125	10
9090154	Medical Practice N4	0,125	9

### REMARKS

#### 1. ADMISSION REQUIREMENTS

- 1.1 A Senior Certificate; or
- 1.2 an appropriate National Certificate: N3; or National Senior Certificate; or
- 1.3 an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

#### 3. PROGRAMME REQUIREMENTS

##### 3.1 Compulsory instructional offerings:

- Office Practice N4; and
- Medical Practice N4; and
  - ✓ Information Processing N4; or
  - ✓ Introductory Information Processing N4;

and

- ✓ Kommunikasie N4; or
- ✓ Communication N4.

##### 3.2 In order to qualify for a diploma in Medical Secretary a candidate must pass Information Processing N6.

#### **4. PROMOTION REQUIREMENTS**

- 4.1 Information Processing N4 consists of two components, namely Typing Technique (without speed, or 35 w.p.m., or 40 w.p.m.) and Word Processing. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

<b>50404020 NATIONAL CERTIFICATE: N4 PUBLIC RELATIONS</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

CODE	INSTRUCTIONAL OFFERING	CREDITS	FIELD
04010154	Introductory Accounting N4	0,125	3
04010164	Financial Accounting N4	0,125	3
04021214	Office Practice N4	0,125	3
04030054	Marketing Management N4	0,125	3
04090304	Entrepreneurship and Business Management N4	0,125	3
05140264	Kommunikasie N4	0,125	4
05140344	Communication N4	0,125	4
06020254	Information Processing N4	0,125	10
06030134	Introductory Computer Practice N4	0,125	10
06030204	Computer Practice N4	0,125	10
06050014	Introductory Information Processing N4	0,125	10
21010024	Public Administration N4	0,125	3

### REMARKS

#### 1. ADMISSION REQUIREMENTS

- 1.1 A Senior Certificate; or
- 1.2 an appropriate National Certificate: N3; or National Senior Certificate or
- 1.3 an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

#### 3. PROGRAMME REQUIREMENTS

- 3.1 Compulsory instructional offerings:
  - Office Practice N4; and
    - ✓ Information Processing N4; or
    - ✓ Introductory Information Processing N4;
 and
    - ✓ Kommunikasie N4; or
    - ✓ Communication N4.

3.2 Optional instructional offering:

One of the following:

- Entrepreneurship and Business Management N4;
- Financial Accounting N4;
- Introductory Accounting N4;
- Computer Practice N4; or
- Introductory Computer Practice N4;
- Public Administration N4;
- Marketing Management N4.

3.3 Public Administration N4 is a prerequisite for Municipal Administration N5.

3.2 In order to qualify for a diploma in Public Relations a candidate must pass Information Processing N6.

#### **4. PROMOTION REQUIREMENTS**

4.1 Information Processing N4 consists of two components, namely Typing Technique (without speed or, 35 w.p.m., or 40 w.p.m.) and Word Processing. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

<b>50404021 NATIONAL CERTIFICATE: N4 LEGAL SECRETARY</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04010154	Introductory Accounting N4	0,125	3
04010164	Financial Accounting N4	0,125	3
04021214	Office Practice N4	0,125	3
04090304	Entrepreneurship and Business Management N4	0,125	3
05140264	Kommunikasie N4	0,125	4
05140344	Communication N4	0,125	4
06020254	Information Processing N4	0,125	10
06030134	Introductory Computer Practice N4	0,125	10
06030204	Computer Practice N4	0,125	10
06050014	Introductory Information Processing N4	0,125	10
13030094	Mercantile Law N4	0,125	8
21010024	Public Administration N4	0,125	3

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 A Senior Certificate; or
- 1.2 an appropriate National Certificate: N3; or National Senior Certificate or
- 1.3 an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

##### **3.1 Compulsory instructional offerings:**

- Office Practice N4; and
  - ✓ Information Processing N4; or
  - ✓ Introductory Information Processing N4;

and

- ✓ Kommunikasie N4; or
- ✓ Communication N4.

3.2 Optional instructional offering:

One of the following:

- Entrepreneurship and Business Management N4;
- Financial Accounting N4;
- Introductory Accounting N4;
- Computer Practice N4; or
- Introductory Computer Practice N4;
- Public Administration N4;
- Mercantile Law N4.

3.2 In order to qualify for a diploma in Legal Secretary a candidate must pass Information Processing N6.

**4. PROMOTION REQUIREMENTS**

4.1 Information Processing N4 consists of two components, namely Typing Technique (without speed or, 35 w.p.m., or 40 w.p.m.) and Word Processing. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

<b>50408078 NATIONAL CERTIFICATE: N4: ENGINEERING STUDIES</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,33

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
02050004	Quantity Surveying N4	0,083	12
04090034	Building Administration N4	0,083	12
04110504	Supervisory Management N4	0,083	6
05140004	Communication N4	0,083	4
06040034	Computer Principles N4	0,083	10
08010004	Missiles N4	0,083	6
08010034	Radar Systems N4	0,083	6
08010064	Radar Technology N4	0,083	6
08010094	Aircraft Technology N4	0,083	6
08050004	Chemical Plant Operation N4	0,083	6
08060004	Building and Structural Construction N4	0,083	12
08060034	Building and Structural Surveying N4	0,083	12
08080074	Electro-Technics N4	0,083	6
08080104	Fault Finding and Protective Devices N4	0,083	6
08080164	Industrial Electronics N4	0,083	6
08080194	Industrial Instruments N4	0,083	6
08080224	Communication Electronics N4	0,083	6
08080284	Logic Systems N4	0,083	6
08080354	Digital Electronics N4	0,083	6
0808424	Television Techniques N4	0,083	6
08080544	Aviation Electronics N4	0,083	6
08090124	Plating and Structural Steel Drawing N4	0,083	6
08090204	Mechanical Draughting N4	0,083	6
08140004	Industrial Affairs N4	0,083	6
08140034	Production and Quality Control N4	0,083	6
08190004	Refrigeration, Air Conditioning and Ventilation N4	0,083	6
08190054	Machines and Properties of Metals N4	0,083	6
08190194	Mechano-Technics N4	0,083	6
08200004	Introduction to Metallurgy N4	0,083	6
08250004	Photo Technology N4	0,083	6
11022114	Paper Making N4	0,083	6
11022144	Pulp Making N4	0,083	6
15040004	Chemistry N4	0,083	10
15070194	Motor Vehicle Science N4	0,083	6
15070434	Engineering Science N4	0,083	6
16030164	Mathematics N4	0,083	10

## **REMARKS**

### **1. ADMISSION REQUIREMENTS**

- 1.1 An appropriate National Certificate: N3 Engineering Studies; or a Senior Certificate, with at least three instructional offerings which are applicable to the instructional offerings chosen by the candidate for the programme; or an equivalent qualification.

### **2. DURATION**

Full-time: One trimester.

### **3. PROGRAMME REQUIREMENTS**

At least three instructional offerings are required for the issuing of the certificate, provided that the following instructional offerings may not be taken together:

#### 3.1

- Radar Systems N4; and
- Radar Technology N4;

#### 3.2

- Digital Electronics N4; and
- Logic Systems N4;

#### 3.3

- Building and Structural Construction N4; and
- Mechanical Draughting N4; and
- Plating and Structural Steel Drawing N4.



<b>50410000 NATIONAL CERTIFICATE: N4 INTERIOR DECORATING</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
10050334	Interior Styles and Studies N4	0,125	11
10050324	Interior Principles Theory and Practical N4	0,125	11
10050314	Surface Elements Theory and Practical N4	0,125	11
10050304	Spatial Planning Theory and Practical N4	0,125	11

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 A Senior Certificate, or a National Certificate N3 or National Senior Certificate: Interior Decorating; or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

All the instructional offerings are compulsory.

#### **4. PROMOTION REQUIREMENTS**

4.1 To determine the promotion mark, the semester mark to the examination mark is in a ratio of 60:40 for the following instructional offerings:

- Interior Principles Theory and Practical N4;
- Surface Elements Theory and Practical N4; and
- Spatial Planning Theory and Practical N4.

4.2 For Interior Styles and Studies N4, the semester mark to the examination mark is in the ratio 40:60 to determine the promotion mark.

<b>50410002 NATIONAL CERTIFICATE: N4 EDUCARE</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4110384	Day Care Personnel Development N4	0,125	5
7080104	Educare Didactics: Theory and Practical N4	0,125	5
7080094	Education N4	0,125	5
9070244	Child Health N4	0,125	9

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 A Senior Certificate and the National Introductory Certificate: N4 Educare; or
- 1.2 a National Certificate: N3 Educare, or
- 1.3 a National Senior Certificate: Educare; or
- 1.4 an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 Compulsory instructional offerings

All the instructional offerings are compulsory.

#### **4. PROMOTION REQUIREMENTS**

- 4.1 For the instructional offering, Educare Didactics: Theory and Practical N4, the semester mark will be added to the examination mark in a ratio of 60:40, to determine the promotion mark.

<b>50410005 NATIONAL INTRODUCTORY CERTIFICATE: N4 EDUCARE</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
5140314	Introductory Communication N4	0,125	4
5140174	Inleidende Kommunikasie N4	0,125	4
7080164	Introductory Education N4	0,125	5
9070384	Introductory Educare Practical N4	0,125	5
9070374	Introductory Educare Theory N4	0,125	5

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 A Senior Certificate, or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

- Introductory Education N4;
- Introductory Educare Practical N4; and
- Introductory Educare Theory N4.

3.2 Optional instructional offering:

One of the following:

- Inleidende Kommunikasie N4; or
- Introductory Communication N4.

#### **4. PROMOTION REQUIREMENTS**

4.1 For the instructional offering, Introductory Educare Practical N4, the semester mark will be added to the examination mark in a ratio of 60:40, to determine the promotion mark.

<b>50410006 NATIONAL INTRODUCTORY CERTIFICATE: N4 FOOD SERVICES</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

CODE	INSTRUCTIONAL OFFERING	CREDITS	FIELD
5140314	Introductory Communication N4	0,125	4
5140174	Inleidende Kommunikasie N4	0,125	4
10070334	Introductory Servicing Techniques Practical N4	0,125	9
10070324	Introductory Catering Theory and Practical N4	0,125	9
19050104	Introductory Hygiene and Safety N4	0,125	9

### REMARKS

#### 1. ADMISSION REQUIREMENTS

1.1 A Senior Certificate, or an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

#### 3. PROGRAMME REQUIREMENTS

3.1 Compulsory instructional offerings:

- Introductory Servicing Techniques Practical N4;
- Introductory Catering Theory and Practical N4; and
- Introductory Hygiene and Safety N4.

3.2 Optional instructional offering:

One of the following:

- Inleidende Kommunikasie N4; or
- Introductory Communication N4.

#### 4. PROMOTION REQUIREMENTS

4.1 Ratio for the calculation of promotion marks:

- Introductory Servicing Techniques Practical N4; and
  - Introductory Catering Theory and Practical N4:
- ✓ Semester Mark: 60 per cent;  
 ✓ Examination Mark: 40 per cent.

<b>50410008 NATIONAL CERTIFICATE: N4 HOSPITALITY AND CATERING SERVICES</b>
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Date of implementation: January 1997

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4090594	Applied Management N4	0,125	9
8060104	Sanitation and Housekeeping N4	0,125	9
8060094	Sanitation and Safety N4	0,125	9
10070274	Nutrition and Menu Planning N4	0,125	9
10070254	Catering: Theory and Practical N4	0,125	9
15030134	Applied Physiology N4	0,125	9

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 A National Certificate N3: Food Services; or
  - 1.2 a National Senior Certificate: Food Services; or
  - 1.3 a Senior Certificate and the National Introductory Certificate: N4 Food Services, or
  - 1.4 a Senior Certificate with at least one of the following:
    - Cookery and Nutrition SG;
    - Hotel-keeping and Catering SG;
    - Housecraft SG;
    - Home Economics HG/SG.
- 1.4 an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 Compulsory instructional offerings:
  - Applied Management N4;
  - Catering Theory and Practical N4; and
  - Nutrition and Menu Planning N4.

3.2 Optional instructional offering:

One of the following:

- Sanitation and Safety N4; or
- Sanitation and Housekeeping N4.

Applied Physiology N4 is only for prospective technikon students.

**4. PROMOTION REQUIREMENTS**

4.1 Ratio for the calculation of promotion marks:

- Catering Theory and Practical N4:
  - ✓ Semester Mark: 60 per cent;
  - ✓ Examination Mark: 40 per cent.

<b>50410009 NATIONAL INTRODUCTORY CERTIFICATE: N4 CLOTHING PRODUCTION</b>
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Date of implementation: January 1997

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4090584	Introductory Factory Organisation N4	0,125	6
10010464	Introductory Fashion Drawing N4	0,125	6
10010454	Introductory Pattern Construction N4	0,125	6
10010444	Introductory Clothing Construction N4	0,125	6

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 a Senior Certificate, or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings

All the instructional offerings are compulsory.

#### **4. PROMOTION REQUIREMENTS**

4.1 Ratio for the calculation of promotion marks:

- Introductory Fashion Drawing;
- Introductory Clothing Construction; and
- Introductory Pattern Construction.

Semester mark: 70 per cent

Examination mark: 30 per cent.

4.2 Ratio for the calculation of promotion mark:

- Factory Organisation.

Semester mark: 40 per cent

Examination mark: 60 per cent.

<b>50410010 NATIONAL CERTIFICATE: N4 CLOTHING PRODUCTION</b>
--

Date of implementation: January 1997

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4090304	Entrepreneurship and Business Management N4	0,125	3
4090294	Introductory Entrepreneurship N4	0,125	3
5030134	Introductory Computer Practice N4	0,125	10
10010494	Fashion Drawing N4	0,125	2
10010484	Pattern Construction N4	0,125	6
10010474	Clothing Construction N4	0,125	6

### REMARKS

#### 1. ADMISSION REQUIREMENTS

- 1.1 a National Certificate N3: Clothing Production; or
- 1.2 a National Senior Certificate: Clothing Production; or
- 1.3 a Senior Certificate and a National Introductory Certificate: Clothing Production; or
- 1.4 a Senior Certificate with Needlework and Clothing HG/SG; or
- 1.5 an equivalent qualification.

#### 2. DURATION

- 2.1 Full-time: One semester;
- 2.2 Part-time: One year.



### **3. PROGRAMME REQUIREMENTS**

#### 3.1 Compulsory instructional offerings:

- Clothing Construction N4;
- Pattern Construction N4; and
- Fashion Drawing N4.

#### 3.2 Optional instructional offering:

One of the following:

- Introductory Entrepreneurship N4; or
- Entrepreneurship and Business Management N4; or
- Introductory Computer Practice N4.

### **4. PROMOTION REQUIREMENTS**

#### 4.1 Ratio for the calculation of promotion marks:

- Fashion Drawing N4;
- Clothing Construction N4; and
- Pattern Construction N4.

Semester mark: 70 per cent

Examination mark: 30 per cent.

**50411000 NATIONAL CERTIFICATE: N4 TEXTILES**

Date of implementation: August 1997

Phasing out date:

Minimum formal time in years: 0,33

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4110504	Supervisory Management N4	0,083	6
8140034	Production and Quality Control N4	0,083	6
11022304	Textile Testing N4	0,083	6
11021944	Short Staple Spinning N4	0,083	6
11021934	Printing and Fibre Technology N4	0,083	6
11021924	Dyeing and Fibre Technology N4	0,083	6
11020334	Worsted Spinning N4	0,083	6
11020324	Woollen and Semi-Worsted Spinning N4	0,083	6
11020284	Weaving N4	0,083	6
11020274	Warp and Weft Knitting N4	0,083	6
11020064	General Textiles N4	0,083	6

**REMARKS****1. ADMISSION REQUIREMENTS**

1.1 An appropriate National Certificate: N3; or

1.2 a Senior Certificate, or an equivalent qualification.

**2. DURATION**

2.1 Full-time: One trimester.

### **3. PROGRAMME REQUIREMENTS**

#### 3.1 Compulsory instructional offerings:

- General Textiles N4;
- Production and Quality Control N4; and
- Supervisory Management N4.

#### 3.2 Optional instructional offering:

One of the following:

- Dyeing and Fibre Technology N4;
- Printing and Fibre Technology N4;
- Short Staple Spinning N4;
- Textile Testing N4;
- Warp and Weft Knitting N4;
- Weaving N4;
- Woollen and Semi-Worsted Spinning N4; and
- Worsted Spinning N4.

### **4. PROMOTION REQUIREMENTS**

- 4.1 A candidate will be issued with a certificate, if a pass is obtained in two instructional offerings out of 3.1, and one out of 3.2 above.

<b>50411001 NATIONAL CERTIFICATE: N4 FERTILIZER MANUFACTURING</b>
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Date of implementation: August 1999

Phasing out date:

Minimum formal time in years: 0,33

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4110504	Supervisory Management N4	0,083	6
8140034	Production and Quality Control N4	0,083	6
8050004	Chemical Plant Operation N4	0,083	6
11022224	Fertilizer Manufacturing N4	0,083	6
15040004	Chemistry N4	0,083	6

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 A National Certificate: N3: Fertilizer Manufacturing, or a Senior Certificate; or an equivalent qualification.

#### **2. DURATION**

2.1 Full-time: One trimester;

#### **3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

- Fertilizer Manufacture N4;
- Production and Quality Control N4; and
- Supervisory Management N4.

3.2 Optional instructional offering:

One of the following:

- Chemical Plant Operation N4; or
- Chemistry N4.

**50411269 NATIONAL CERTIFICATE: N4 HAIR CARE**

Date of implementation: Pre 1994

Phasing out date:

Minimum formal time in years: 0,50

CODE	INSTRUCTIONAL OFFERING	CREDITS	FIELD
4110244	Human Relations N4	0,125	8
4090124	Management N4	0,125	3
11070144	Aesthetics: Theory and Practical N4	0,125	9
11070114	Clinical Hair Study N4	0,125	9

**REMARKS****1. ADMISSION REQUIREMENTS**

1.1 an appropriate National Certificate: N3; or a National Senior Certificate in Hair Care; or

1.2 an equivalent qualification

**2. DURATION**

2.1 Full-time: One semester; or

2.2 Part-time: One year.

**3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

All the instructional offerings are compulsory.

**4. PROMOTION REQUIREMENTS**

4.1 The theoretical and practical components of the following instructional offerings do not have to be passed separately. The theoretical and practical marks are calculated together to derive the promotion mark:

- Aesthetics: Theory and Practical N4.

4.2 The marks obtained for the theoretical and practical examinations for Aesthetics. Theory and Practical N4, count as 100 and 200 marks of the total marks respectively.

**50422001 NATIONAL CERTIFICATE: N4 TOURISM**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4020014	Travel Office Procedures N4	0,125	11
5140184	Tourism Communication N4	0,125	11
22030134	Travel Services N4	0,125	11
22030044	Tourist Destinations N4	0,125	11

**REMARKS**

**1. ADMISSION REQUIREMENTS**

- 1.1 A Senior Certificate; or
- 1.2 an appropriate National Certificate: N3 or National Senior Certificate; or
- 1.3 an equivalent qualification.

**2. DURATION**

- 2.1 Full-time: One semester; or
- 2.2 Part-time: One year.

**3. PROGRAMME REQUIREMENTS**

- 3.1 Compulsory instructional offerings:  
  
All the instructional offerings are compulsory.

**4. PROMOTION REQUIREMENTS**

- Travel Services: 60 per cent;
- Tourism Communication: 50 per cent;
- Tourist Destinations: 50 per cent; and
- Travel Office Procedures: 50 per cent.

<b>50403010 NATIONAL CERTIFICATE: N4 POPULAR MUSIC: PERFORMANCE</b>
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Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
03030504	Music Business and Styles N4	0,125	2
03030514	Aural and Ensemble N4	0,125	2
03030524	Improvisation N4	0,125	2
03030534	Practical: Vocal N4	0,125	2
03030544	Practical: Guitar N4	0,125	2
03030554	Practical: Piano/Keyboard N4	0,125	2
03030564	Practical: Bass Guitar N4	0,125	2
03030574	Practical: Drums/Percussion N4	0,125	2
03030584	Practical: Woodwind N4	0,125	2
03030594	Practical: Brass N4	0,125	2

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 A Senior Certificate with Music; or

1.2 a National Certificate: N3; or a National Senior Certificate: Popular Music or Music; or

1.3 an equivalent qualification.

#### **2. DURATION**

2.1 Full-time: One semester; or

2.2 Part-time: One year.

### **3. PROGRAMME REQUIREMENTS**

#### 3.1 Compulsory instructional offerings:

- Music Business and Styles N4;
- Aural and Ensemble N4; and
- Improvisation N4.

#### 3.2 Optional instructional offering:

One of the following:

- Practical: Vocal N4;
- Practical: Guitar N4;
- Practical: Piano/Keyboard N4;
- Practical: Bass Guitar N4;
- Practical: Drums/Percussion N4;
- Practical: Woodwind N4; or
- Practical: Brass N4.



<b>50403013 NATIONAL CERTIFICATE: N4 POPULAR MUSIC: STUDIO WORK</b>
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Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
03030504	Music Business and Styles N4	0,125	2
03030814	Arranging and Production N4	0,125	2
03030824	Electronic Music and Keyboard Technique N4	0,125	2
03030834	Sound Engineering N4	0,125	2

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 A Senior Certificate with Music; or

1.2 a National Certificate: N3 or National Senior Certificate: Popular Music or Music

1.3 an equivalent qualification.

#### **2. DURATION**

2.1 Full-time: One semester; or

2.2 Part-time: One year.

#### **3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:  
All the instructional offerings are compulsory.

<b>50403016 NATIONAL CERTIFICATE: N4 POPULAR MUSIC: COMPOSITION</b>
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Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
03030504	Music Business and Styles N4	0,125	2
03030814	Arranging and Production N4	0,125	2
03030824	Electronic Music and Keyboard Technique N4	0,125	2
03030954	Harmony and Composition N4	0,125	2

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 A Senior Certificate with Music; or
- 1.2 a National Certificate: N3 or National Senior Certificate: Popular Music or Music; or
- 1.3 an equivalent qualification.

#### **2. DURATION**

- 2.1 Full-time: One semester; or
- 2.2 Part-time: One year.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 Compulsory instructional offerings:  
All the instructional offerings are compulsory.

<b>50501000 NATIONAL CERTIFICATE: N5 FARMING MANAGEMENT</b>
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Date of implementation: January 1996

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4090465	Data Management: Farming N5	0,125	1
4090495	Financial Management: Farming N5	0,125	1
4090535	Maintenance Management: Farming N5	0,125	1
4090555	Management: Farming N5	0,125	1

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

A National Certificate: N4: Farming Management, or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

##### **3.1 Compulsory instructional offerings:**

All the instructional offerings are compulsory.

**50503000 NATIONAL CERTIFICATE: N5: ART AND DESIGN**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
3050535	Drawing N5	0,125	2
3050585	Three-Dimensional Design N5	0,125	2
3050615	Ceramics N5	0,125	2
3050645	Jewellery Design N5	0,125	2
3050675	Jewellery Manufacturing N5	0,125	2
3050705	Graphic Design N5	0,125	2
3050735	Graphic Processes N5	0,125	2
3050765	Textile Design/Fibre Art N5	0,125	2
3050795	Painting N5	0,125	2
3050555	History of Art N5	0,125	2
11050635	Photography N5	0,125	2

**REMARKS****1. ADMISSION REQUIREMENTS**

A National Certificate: N4: Art and Design with a portfolio, or an equivalent qualification.

**2. DURATION**

Full-time: One semester.

### **3. PROGRAMME REQUIREMENTS**

#### 3.1 Compulsory instructional offerings:

- Drawing N5; and
- History of Art N5.

#### 3.2 Optional instructional offerings:

Two of the following:

- Three-Dimensional Design N5;
- Ceramics N5;
- Graphic Design N5;
- Graphic Processes N5;
- Photography N5;
- Textile Design/Fibre Art N5
- Painting N5;

or both

- Jewellery Design N5; and
- Jewellery Manufacturing N5.

<b>50504011 NATIONAL CERTIFICATE: N5 BUSINESS MANAGEMENT</b>
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Date of implementation: June 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4010164	Financial Accounting N4	0,125	3
4110455	Labour Relations N5	0,125	8
4090325	Sales Management N5	0,125	3
4090315	Entrepreneurship and Business Management N5	0,125	3
4010185	Cost and Management Accounting N5	0,125	3
4010175	Financial Accounting N5	0,125	3
5070035	Public Relations N5	0,125	8
6030204	Computer Practice N4	0,125	10
6030154	Computerised Financial Systems N4	0,125	10
6030175	Computerised Financial Systems N5	0,125	10
6030165	Computer Practice N5	0,125	10
13030094	Mercantile Law N4	0,125	8
13030105	Mercantile Law N5	0,125	8
22020034	Economics N4	0,125	3
22020095	Economics N5	0,125	3

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

A National Certificate: N4: Business Management, or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

##### **3.1 Compulsory instructional offerings:**

- Entrepreneurship and Business Management N5;
- Sales Management N5 (Exception paragraph 3.6).

3.2 Optional instructional offerings:

Two of the following:

- Computer Practice N4;
- Computer Practice N5;
- Financial Accounting N4;
- Financial Accounting N5;
- Computerised Financial Systems N4;
- Computerised Financial Systems N5;
- Economics N4;
- Economics N5;
- Mercantile Law N4;
- Mercantile Law N5;
- Cost and Management Accounting N5;
- Public Relations N5; or
- Labour Relations N5.

3.3 In order to qualify for a Diploma in Business Management, a candidate must pass at least one of the following:

- Computer Practice N4;
- Introductory Computer Practice N4; or
- Computerised Financial Systems N4.

3.4 When Computerised Financial Systems N4/N5 is chosen, Financial Accounting N4/N5 must be taken simultaneously, or should have been passed beforehand.

3.5 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

3.6 When a candidate intends to choose Computerised Financial Systems N6 for the N6 level, Cost and Management Accounting N6 must be taken simultaneously, or should have been passed beforehand. For those candidates Cost and Management Accounting N5 will replace Sales Management N5 as a compulsory instructional offering on the N5 level.

<b>50504012 NATIONAL CERTIFICATE: N5 MARKETING MANAGEMENT</b>
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Date of implementation: June 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4010164	Financial Accounting N4	0,125	3
4010154	Introductory Accounting N4	0,125	3
4110455	Labour Relations N5	0,125	8
4030065	Marketing Management N5	0,125	3
4090325	Sales Management N5	0,125	3
4090315	Entrepreneurship and Business Management N5	0,125	3
4010175	Financial Accounting N5	0,125	3
5070035	Public Relations N5	0,125	8
6030204	Computer Practice N4	0,125	10
6030154	Computerised Financial Systems N4	0,125	10
6030175	Computerised Financial Systems N5	0,125	10
6030165	Computer Practice N5	0,125	10
13030094	Mercantile Law N4	0,125	8
13030105	Mercantile Law N5	0,125	8
22020034	Economics N4	0,125	3
22020095	Economics N5	0,125	3

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

A National Certificate: N4: Marketing Management, or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

##### **3.1 Compulsory instructional offerings:**

- Marketing Management N5;
- Sales Management N5.



3.2 Optional instructional offerings:

Two of the following:

- Entrepreneurship and Business Management N5;
- Computer Practice N4;
- Computer Practice N5;
- Financial Accounting N4;
- Financial Accounting N5;
- Introductory Accounting N4;
- Computerised Financial Systems N4;
- Computerised Financial Systems N5;
- Economics N4;
- Economics N5;
- Mercantile Law N4;
- Mercantile Law N5;
- Public Relations N5; or
- Labour Relations N5.

3.3 In order to qualify for a Diploma in Marketing Management, a candidate must pass at least one of the following:

- Computer Practice N4;
- Introductory Computer Practice N4; or
- Computerised Financial Systems N4.

3.4 When Computerised Financial Systems N4/N5 is chosen, Financial Accounting N4/N5 must be taken simultaneously, or should have been passed beforehand.

3.5 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

<b>50504013 NATIONAL CERTIFICATE: N5 HUMAN RESOURCE MANAGEMENT</b>
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Date of implementation: June 1995

Phasing out date:

Minimum formal time in years: 0,50

CODE	INSTRUCTIONAL OFFERING	CREDITS	FIELD
4010164	Financial Accounting N4	0,125	3
4010154	Introductory Accounting N4	0,125	3
4110455	Labour Relations N5	0,125	8
4110445	Personnel Training N5	0,125	3
4110435	Personnel Management N5	0,125	3
4090315	Entrepreneurship and Business Management N5	0,125	3
4010175	Financial Accounting N5	0,125	3
5070035	Public Relations N5	0,125	8
6030204	Computer Practice N4	0,125	10
6030154	Computerised Financial Systems N4	0,125	10
6030165	Computer Practice N5	0,125	10
13030094	Mercantile Law N4	0,125	8
22020034	Economics N4	0,125	3
22020095	Economics N5	0,125	3

### REMARKS

#### 1. ADMISSION REQUIREMENTS

A National Certificate: N4: Human Resource Management, or an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

#### 3. PROGRAMME REQUIREMENTS

##### 3.1 Compulsory instructional offerings:

- Personnel Management N5;
- Personnel Training N5;
- Labour Relations N5.

3.2 Optional instructional offering:

One of the following:

- Entrepreneurship and Business Management N5;
- Computer Practice N4;
- Computer Practice N5;
- Financial Accounting N4;
- Financial Accounting N5;
- Introductory Accounting N4;
- Computerised Financial Systems N4;
- Economics N4;
- Economics N5;
- Mercantile Law N4; or
- Public Relations N5.

3.3 In order to qualify for a Diploma in Human Resource Management, a candidate must pass at least one of the following:

- Computer Practice N4;
- Introductory Computer Practice N4; or
- Computerised Financial Systems N4.

3.4 When Computerised Financial Systems N4 is chosen, Financial Accounting N4 must be taken simultaneously, or should have been passed beforehand.

3.5 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

<b>50504014 NATIONAL CERTIFICATE: N5 FINANCIAL MANAGEMENT</b>
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Date of implementation: June 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4010175	Financial Accounting N5	0,125	3
04010185	Cost and Management Accounting N5	0,125	3
4090315	Entrepreneurship and Business Management N5	0,125	3
06030175	Computerised Financial Systems N5	0,125	10
13030094	Mercantile Law N4	0,125	8
13030105	Mercantile law N5	0,125	8
22020034	Economics N4	0,125	3
22020095	Economics N5	0,125	3

### REMARKS

#### 1. ADMISSION REQUIREMENTS

A National Certificate: N4: Financial Management, or an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

### **3. PROGRAMME REQUIREMENTS**

#### 3.1 Compulsory instructional offerings:

- Financial Accounting N5;
- Computerised Financial Systems N5;
- Cost and Management Accounting N5.

#### 3.2 Optional instructional offerings:

One of the following:

- Entrepreneurship and Business Management N5;
- Economics N4;
- Economics N5;
- Mercantile Law N4; or
- Mercantile Law N5.

#### 3.3 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

<b>50504015 NATIONAL CERTIFICATE: N5 PUBLIC MANAGEMENT</b>
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Date of implementation: June 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4090304	Entrepreneurship and Business Management N4	0,125	3
4090315	Entrepreneurship and Business Management N5	0,125	3
5070035	Public Relations N5	0,125	8
6030204	Computer Practice N4	0,125	10
6030154	Computerised Financial Systems N4	0,125	10
6030165	Computer Practice N5	0,125	10
13030094	Mercantile Law N4	0,125	8
21010055	Municipal Administration N5	0,125	8
21010045	Public Finance N5	0,125	3
21010035	Public Administration N5	0,125	8
22020034	Economics N4	0,125	3
22020095	Economics N5	0,125	3

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

A National Certificate: N4: Public Management, or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

##### **3.1 Compulsory instructional offerings:**

- Public Administration N5;
- Public Finance N5;
- Municipal Administration N5.

3.2 Optional instructional offering:

One of the following:

- Computerised Financial Systems N4;
- Entrepreneurship and Business Management N4;
- Entrepreneurship and Business Management N5;
- Computer Practice N4;
- Computer Practice N5;
- Economics N4;
- Economics N5;
- Mercantile Law N4; or
- Public Relations N5.

3.3 In order to qualify for a Diploma in Public Management, a candidate must pass at least one of the following:

- Computer Practice N4;
- Introductory Computer Practice N4; or
- Computerised Financial Systems N4.

3.4 When Computerised Financial Systems N4 is chosen, Financial Accounting N4 must be taken simultaneously, or should have been passed beforehand.

3.5 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

<b>50504016 NATIONAL CERTIFICATE: N5 MANAGEMENT ASSISTANT</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4090304	Entrepreneurship and Business Management N4	0,125	3
4090315	Entrepreneurship and Business Management N5	0,125	3
4010164	Financial Accounting N4	0,125	3
4010154	Introductory Accounting N4	0,125	3
4021225	Office Practice N5	0,125	3
4010175	Financial Accounting N5	0,125	3
5140395	Communication N5	0,125	4
5140275	Kommunikasie N5	0,125	4
6030204	Computer Practice N4	0,125	10
6020254	Information Processing N4	0,125	10
6030165	Computer Practice N5	0,125	10
6020275	Information Processing N5	0,125	10
21010024	Public Administration N4	0,125	8
21010055	Municipal Administration N5	0,125	8
21010035	Public Administration N5	0,125	8

### REMARKS

#### 1. ADMISSION REQUIREMENTS

A National Certificate: N4: Management Assistant, or an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

#### 3. PROGRAMME REQUIREMENTS

##### 3.1 Compulsory instructional offerings:

- Information Processing N4; or
- Information Processing N5;
- Office Practice N5;
- Kommunikasie N5; or
- Communication N5.



3.2 Optional instructional offering:

One of the following:

- Entrepreneurship and Business Management N4;
- Entrepreneurship and Business Management N5;
- Introductory Accounting N4;
- Financial Accounting N4;
- Financial Accounting N5;
- Computer Practice N4;
- Computer Practice N5;
- Public Administration N4;
- Public Administration N5;
- Municipal Administration N5.

3.3 Public Administration N4 is a prerequisite for Municipal Administration N5.

3.4 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

3.5 In order to qualify for a diploma in Management Assistant, a candidate must pass Information Processing N6.

#### **4. PROMOTION REQUIREMENTS**

4.1 Information Processing N4 consists of two components, namely Typing Technique (without speed, or 35 w.p.m. or 40 w.p.m.) and Word Processing. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

4.2 Information Processing N5 consists of two components, namely Typing Technique (without speed, or 45 w.p.m., or 50 w.p.m.) and Word Audio Transcription. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

<b>50504017 NATIONAL CERTIFICATE: N5 MEDICAL SECRETARY</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4021225	Office Practice N5	0,125	3
5140395	Communication N5	0,125	4
5140275	Kommunikasie N5	0,125	4
6020254	Information Processing N4	0,125	10
6020275	Information Processing N5	0,125	10
9090165	Medical Practice N5	0,125	9

### REMARKS

#### 1. ADMISSION REQUIREMENTS

1.1 A National Certificate: N4: Medical Secretary, or an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

#### 3. PROGRAMME REQUIREMENTS

3.1 Compulsory instructional offerings:

- Information Processing N4; or
- Information Processing N5;
- Office Practice N5;
- Medical Practice N5;
- Kommunikasie N5; or
- Communication N5.

3.2 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

3.3 In order to qualify for a diploma in Medical Secretary, a candidate must pass Information processing N6.

#### **4. PROMOTION REQUIREMENTS**

- 4.1 Information Processing N4 consists of two components, namely Typing Technique (without speed, or 35 w.p.m., or 40 w.p.m.) and Word Processing. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.
- 4.2 Information Processing N5 consists of two components, namely Typing Technique (without speed, or 45 w.p.m., or 50 w.p.m.) and Word Audio Transcription. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

**50504018 NATIONAL CERTIFICATE: N5 PUBLIC RELATIONS**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04021225	Office Practice N5	0,125	3
05140275	Kommunikasie N5	0,125	4
05140395	Communication N5	0,125	4
5070035	Public Relations N5	0,125	8
06020254	Information Processing N4	0,125	10
06020275	Information Processing N5	0,125	10

**REMARKS**

**1. ADMISSION REQUIREMENTS**

1.1 A National Certificate: N4: Public Relations, or an equivalent qualification.

**2. DURATION**

Full-time: One semester.

**3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

- Information Processing N4; or
- Information Processing N5;
- Office Practice N5;
- Public Relations N5;
- Kommunikasie N5; or
- Communication N5.

3.2 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

3.3 In order to qualify for a diploma in Public Relations, a candidate must pass Information processing N6.

#### **4. PROMOTION REQUIREMENTS**

- 4.1 Information Processing N4 consists of two components, namely Typing Technique (without speed, or 35 w.p.m., or 40 w.p.m.) and Word Processing. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.
- 4.2 Information Processing N5 consists of two components, namely Typing Technique (without speed, or 45 w.p.m., or 50 w.p.m.) and Word Audio Transcription. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

**50504019 NATIONAL CERTIFICATE: N5 LEGAL SECRETARY**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04021225	Office Practice N5	0,125	3
05140275	Kommunikasie N5	0,125	4
05140395	Communication N5	0,125	4
06020254	Information Processing N4	0,125	10
06020275	Information Processing N5	0,125	10
13030115	Legal Practice N5	0,125	8

**REMARKS**

**1. ADMISSION REQUIREMENTS**

1.1 A National Certificate: N4: Legal Secretary, or an equivalent qualification.

**2. DURATION**

Full-time: One semester.

**3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

- Information Processing N4; or
- Information Processing N5;
- Office Practice N5;
- Legal Practice N5;
- Kommunikasie N5; or
- Communication N5.

- 3.2 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.
- 3.3 In order to qualify for a diploma in Legal Secretary, a candidate must pass Information processing N6.

#### **4. PROMOTION REQUIREMENTS**

- 4.1 Information Processing N4 consists of two components, namely Typing Technique (without speed, or 35 w.p.m., or 40 w.p.m.) and Word Processing. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.
- 4.2 Information Processing N5 consists of two components, namely Typing Technique (without speed, or 45 w.p.m., or 50 w.p.m.) and Word Audio Transcription. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

<b>50508079 NATIONAL CERTIFICATE: N5: ENGINEERING STUDIES</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,33

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
02050015	Quantity Surveying N5	0,083	12
04090045	Building Administration N5	0,083	12
04110515	Supervisory Management N5	0,083	6
06040045	Computer Principles N5	0,083	10
08010015	Missiles N5	0,083	6
08010045	Radar Systems N5	0,083	6
08010075	Radar Technology N5	0,083	6
08030005	Internal Combustion Engines N5	0,083	6
08050015	Chemical Plant Operation N5	0,083	6
08060015	Building and Structural Construction N5	0,083	12
08060045	Building and Structural Surveying N4	0,083	12
08060065	Strength of Materials and Structures N5	0,083	6
08080085	Electro-Technics N5	0,083	6
08080115	Fault Finding and Protective Devices N5	0,083	6
08080175	Industrial Electronics N5	0,083	6
08080205	Industrial Instruments N5	0,083	6
08080235	Communication Electronics N5	0,083	6
08080295	Logic Systems N5	0,083	6
08080365	Digital Electronics N5	0,083	6
08080435	Television Techniques N5	0,083	6
08080555	Aviation Electronics N5	0,083	6
08090075	Mechanical Drawing and Design N5	0,083	6
08140015	Industrial Affairs N5	0,083	6
08140055	Production and Quality Control N5	0,083	6
08190015	Refrigeration, Air Conditioning and Ventilation N5	0,083	6
08190035	Power Machines N5	0,083	6
08190205	Fluid Mechanics N5	0,083	6
08190225	Mechano-Technics N5	0,083	6
08250015	Photo Technology N5	0,083	6
110022125	Paper Making N5	0,083	6
11022155	Pulp Making N5	0,083	6
15040015	Chemistry N5	0,083	10
15070115	Engineering Physics N5	0,083	6
16030175	Mathematics N5	0,083	10



## **REMARKS**

### **1. ADMISSION REQUIREMENTS**

- 1.1 An appropriate National Certificate: N4 Engineering Studies; or an equivalent qualification, taking into account pre-requisites for instructional offerings where applicable.

### **2. DURATION**

Full-time: One trimester.

### **3. PROGRAMME REQUIREMENTS**

- 3.1 At least three instructional offerings are required for the issuing of the certificate, provided that:

3.1.1 The following instructional offerings may not be taken together, except if they are chosen as additional instructional offerings:

3.1.1.1

- Radar Systems N5; and
- Radar Technology N5;

3.1.1.2

- Internal Combustion Engines N5; and
- Power Machines N5;

3.1.1.3

- Digital Electronics N5; and
- Logic Systems N5.

3.1.2 Pre-requisites:

Engineering Science N4 for Engineering Physics N5.

<b>50508338 NATIONAL CERTIFICATE: MULTI-DISCIPLINARY DRAWING OFFICE PRACTICE</b>
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Date of implementation: Pre 1994

Phasing out date:

Minimum formal time in years: 0,66

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
02050035	Building Draughting	0,083	12
06010035	Computer-Aided Draughting	0,083	12
08080625	Electrical Draughting	0,083	6
08090184	Mechanical and Drawing-Office Orientation	0,083	10
08090194	General Draughting	0,083	6
08090214	Pictorial Draughting	0,083	6
08090225	Structural Steel Detailing	0,083	6
08090235	Technical Illustration	0,083	6
08090244	Mechanical Draughting	0,083	6

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 An appropriate National Certificate: N3; or a senior Certificate with Technical Drawing; or an equivalent qualification.

#### **2. DURATION**

Full-time: Two trimesters.

#### **3. PROGRAMME REQUIREMENTS**

3.1 First Trimester:

- Mechanical and Drawing-Office Orientation;
- General Draughting;
- Mechanical Draughting; and
- Pictorial Draughting.

### 3.2 Second Trimester:

Four of the following:

- Building Draughting;
- Structural Steel Detailing;
- Electrical Draughting;
- Technical Illustration; and
- Computer-Aided Draughting.

## 4. PROMOTION REQUIREMENTS

- 4.1 Candidate must obtain at least 50% to pass an instructional offering.
- 4.2 Condonation will be granted to a candidate who passed three of the instructional offerings taken during the first trimester, and obtained at least 48% in the remaining instructional offering during the same examination session.
- 4.3 Condonation will be granted to a candidate who passed three of the instructional offerings taken during the second trimester, and obtained at least 48% in the remaining instructional offering during the same examination session.

<b>50510000 NATIONAL CERTIFICATE: N5: INTERIOR DECORATING</b>
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Date of implementation: July 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04090304	Entrepreneurship and Business Management N4	0,125	3
06030134	Introductory Computer Practice N4	0,125	10
06030204	Computer Practice N4	0,125	10
10050345	Spatial Planning Theory and Practical N5	0,125	11
10050355	Interior Styles and Studies N5	0,125	11

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 A National Certificate: N4: Interior Decorating, or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

- Spatial Planning Theory and Practical N5;
- Entrepreneurship and Business Management N4; and
- Interior Styles and Studies N5.

3.2 Optional instructional offering:

One of the following:

- Introductory Computer Practice N4; or
- Computer Practice N4.

#### **4. PROMOTION REQUIREMENTS**

4.1 For Spatial Planning Theory and Practical N5, the ratio of the semester mark to examination mark is 60:40.

**50510002 NATIONAL CERTIFICATE: N5: EDUCARE**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04090304	Entrepreneurship and Business Management N4	0,125	3
051440225	Day Care Communication N5	0,125	11
07080115	Educare Didactics: Theory and Practical N5	0,125	5
20060105	Educational Psychology N5	0,125	5

**REMARKS****1. ADMISSION REQUIREMENTS**

1.1 A National Certificate: N4: Educare, or an equivalent qualification.

**2. DURATION**

Full-time: One semester.

**3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

All the instructional offerings are compulsory.

**4. PROMOTION REQUIREMENTS**

4.1 For Educare Didactics: Theory and Practical N5, the ratio of the semester mark to examination mark is 60:40.

<b>50510006 NATIONAL CERTIFICATE: N5: HOSPITALITY AND CATERING SERVICES</b>
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Date of implementation: January 1997

Phasing out date:

Minimum formal time in years: 0,50

CODE	INSTRUCTIONAL OFFERING	CREDITS	FIELD
04090304	Entrepreneurship and Business Management N4	0,125	3
04090605	Applied Management N5	0,125	10
10070265	Catering Theory and Practical N5	0,125	11
10070284	Table Services N4	0,125	11
10070355	Food and Beverages Services N5	0,125	11
15030434	Applied General Science N4	0,125	10

### REMARKS

#### 1. ADMISSION REQUIREMENTS

- 1.1 A National Certificate: N4: Hospitality and Catering Services, or an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

#### 3. PROGRAMME REQUIREMENTS

- 3.1 Compulsory instructional offerings:

- Catering Theory and Practical N5;
- Entrepreneurship and Business Management N4; and
- Applied Management N5.

- 3.2 Optional instructional offering:

One of the following:

- Food and Beverage Services N5; or
- Table Services N4.

- 3.3 Applied General Science N4 must only be offered by prospective technikon students.

#### 4. PROMOTION REQUIREMENTS

- 4.1 For Catering Theory and Practical N5, the ratio of the semester mark to the examination mark is 60:40.

<b>50510007 NATIONAL CERTIFICATE: N5: CLOTHING PRODUCTION</b>
---

Date of implementation: June 1997

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04090304	Entrepreneurship and Business Management N4	0,125	3
04090315	Entrepreneurship and Business Management N5	0,125	3
10010505	Clothing Construction N5	0,125	6
10010515	Pattern Construction N5	0,125	6
10010525	Fashion Drawing N5	0,125	2
06030204	Computer Practice N4	0,125	10

### REMARKS

#### 1. ADMISSION REQUIREMENTS

1.1 A National Certificate: N4: Clothing Production, or an equivalent qualification.

#### 2. DURATION

2.1 Full-time: One semester.

2.2 Part-Time: One year.

### **3. PROGRAMME REQUIREMENTS**

#### 3.1 Compulsory instructional offering:

- Clothing Construction N5;
- Pattern Construction N5; and
- Fashion Drawing N5.

#### 3.2 Optional instructional offering:

One of the following:

- Entrepreneurship and Business Management N4; or
- Entrepreneurship and Business Management N5; or
- Computer Practice N4.

### **4. PROMOTION REQUIREMENTS**

#### 4.1 Ratio for the calculation of promotion marks:

- Fashion Drawing N5;
- Clothing Construction N5; and
- Pattern Construction N5.

Semester mark: 70 per cent;

Examination mark: 30 per cent.



**50511000 NATIONAL CERTIFICATE: N5: TEXTILES**

Date of implementation: August 1998

Phasing out date:

Minimum formal time in years: 0,33

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04110515	Supervisory Management N5	0,083	6
08140055	Production and Quality Control N5	0,083	6
11020455	Short Staple Spinning N5	0,083	6
11020515	Warp and Weft Knitting N5	0,083	6
11020525	Weaving N5	0,083	6
11020585	Woollen and Semi-Worsted Spinning N5	0,083	6
11021955	General Textiles N5	0,083	6
11021965	Dyeing and Fibre Technology N5	0,083	6
11021975	Printing and Fibre Technology N5	0,083	6
11022025	Worsted Spinning N5	0,083	6
11022315	Textile Testing N5	0,083	6

**REMARKS****1. ADMISSION REQUIREMENTS**

1.1 A National Certificate: N4: Textiles, or an equivalent qualification.

**2. DURATION**

Full-time: One trimester.

**3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

- General Textiles N5;
- Production and Quality Control N5; and
- Supervisory Management N5.

3.2 Optional instructional offering:

One of the following:

- Dyeing and Fibre Technology N5;
- Printing and Fibre Technology N5;
- Short Staple Spinning N5;
- Textile Testing N5;
- Warp and Weft Knitting N5;
- Weaving N5;
- Woollen and Semi-Worsted Spinning N5; or
- Worsted Spinning N5.

**4. PROMOTION REQUIREMENTS**

- 4.1 A candidate will be issued with a certificate, if a pass is obtained in two instructional offerings from paragraph 3.1, and one from paragraph 3.2 above.

<b>50511001 NATIONAL CERTIFICATE: N5: FERTILIZER MANUFACTURING</b>
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Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 0,33

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04110515	Supervisory Management N5	0,083	6
08050015	Chemical and Plant Operation N5	0,083	6
08140055	Production and Quality Control N5	0,083	6
11022235	Fertilizer Manufacturing N5	0,083	6
15040015	Chemistry N5	0,083	10

### REMARKS

#### 1. ADMISSION REQUIREMENTS

1.1 A National Certificate: N4: Fertilizer Manufacturing, or an equivalent qualification.

#### 2. DURATION

Full-time: One trimester.

#### 3. PROGRAMME REQUIREMENTS

3.1 Compulsory instructional offerings:

- Fertilizer Manufacturing N5;
- Production and Quality Control N5; and
- Supervisory Management N5.

3.2 Optional instructional offering:

One of the following:

- Chemical and Plant Operation N5;
- Chemistry N5.

**50511270 NATIONAL CERTIFICATE: N5 HAIR CARE**

Date of implementation: Pre 1994

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04110255	Human Relations N5	0,125	8
04090135	Management N5	0,125	3
11070155	Aesthetics: Theory and Practical N5	0,125	9
11070125	Clinical Hair Study N5	0,125	9

**REMARKS****1. ADMISSION REQUIREMENTS**

- 1.1 A National Certificate: N4: Hair Care; or
- 1.2 an equivalent qualification.

**2. DURATION**

- 2.1 Full-time: One semester; or
- 2.2 Part-time: One year.

**3. PROGRAMME REQUIREMENTS**

- 3.1 Compulsory instructional offerings:  
All the instructional offerings are compulsory.

**4. PROMOTION REQUIREMENTS**

- 4.1 The theoretical and practical components of the following instructional offerings do not have to be passed separately. The theoretical and practical marks are calculated together to derive the promotion mark:
  - Aesthetics: Theory and Practical N5.
- 4.2 The marks obtained for the theoretical and practical examinations for Aesthetics: Theory and Practical count as 100 and 200 marks of the total marks respectively.

**50522001 NATIONAL CERTIFICATE: N5: TOURISM**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4020025	Travel Office Procedures N5	0,125	11
5140195	Tourism Communication N5	0,125	11
22030145	Travel Services N5	0,125	11
22030115	Tourist Destinations N5	0,125	11

**REMARKS****1. ADMISSION REQUIREMENTS**

1.1 A National Certificate: N4: Tourism, or an equivalent qualification.

**2. DURATION**

2.1 Full-time: One semester.

2.2 Part-time: One year.

**3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

All the instructional offerings are compulsory.

**4. PROMOTION REQUIREMENTS**

- Travel Services N5: 60 per cent;
- Tourism Communication N5: 50 per cent;
- Tourist Destinations N5: 50 per cent; and
- Travel Office Procedures N5: 50 per cent.

<b>50503011 NATIONAL CERTIFICATE: N5 POPULAR MUSIC: PERFORMANCE</b>
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Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
03030605	Music Business and Styles N5	0,125	2
03030615	Aural and Ensemble N5	0,125	2
03030625	Improvisation N5	0,125	2
03030635	Practical: Vocal N5	0,125	2
03030645	Practical: Guitar N5	0,125	2
03030655	Practical: Piano/Keyboard N5	0,125	2
03030665	Practical: Bass Guitar N5	0,125	2
03030675	Practical: Drums/Percussion N5	0,125	2
03030685	Practical: Woodwind N5	0,125	2
03030695	Practical: Brass N5	0,125	2

### REMARKS

#### 1. ADMISSION REQUIREMENTS

- 1.1 A National Certificate: N4 Popular Music: Performance; or
- 1.2 an equivalent qualification.

#### 2. DURATION

- 2.1 Full-time: One semester; or
- 2.2 Part-time: One year.

### **3. PROGRAMME REQUIREMENTS**

#### **3.1 Compulsory instructional offerings:**

- Music Business and Styles N5;
- Aural and Ensemble N5; and
- Improvisation N5.

#### **3.2 Optional instructional offering:**

One of the following:

- Practical: Vocal N5;
- Practical: Guitar N5;
- Practical: Piano/Keyboard N5;
- Practical: Bass Guitar N5;
- Practical: Drums/Percussion N5;
- Practical: Woodwind N5; or
- Practical: Brass N5.

<b>50503014 NATIONAL CERTIFICATE: N5 POPULAR MUSIC: STUDIO WORK</b>
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Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
03030605	Music Business and Styles N5	0,125	2
03030855	Arranging and Production N5	0,125	2
03030865	Electronic Music and Keyboard Technique N5	0,125	2
03030875	Sound Engineering N5	0,125	2

### REMARKS

#### 1. ADMISSION REQUIREMENTS

- 1.1 A National Certificate: N4 Popular Music: Studio Work; or
- 1.2 an equivalent qualification.

#### 2. DURATION

- 2.1 Full-time: One semester; or
- 2.2 Part-time: One year.

#### 3. PROGRAMME REQUIREMENTS

- 3.1 Compulsory instructional offerings:  
  
All the instructional offerings are compulsory.



<b>50503017 NATIONAL CERTIFICATE: N5 POPULAR MUSIC: COMPOSITION</b>
---

Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
03030605	Music Business and Styles N5	0,125	2
03030855	Arranging and Production N5	0,125	2
03030865	Electronic Music and Keyboard Technique N5	0,125	2
03030995	Harmony and Composition N5	0,125	2

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 A National Certificate: N4 Popular Music: Composition; or
- 1.2 an equivalent qualification.

#### **2. DURATION**

- 2.1 Full-time: One semester; or
- 2.2 Part-time: One year.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 Compulsory instructional offerings:  
  
All the instructional offerings are compulsory.

<b>50601000 NATIONAL CERTIFICATE: N6 FARMING MANAGEMENT</b>
---

Date of implementation: January 1996

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4090476	Data Management: Farming N6	0,125	1
4090506	Financial Management: Farming N6	0,125	1
4090516	Human Resource Management: Farming N6	0,125	1
4090566	Management: Farming N6	0,125	1

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

A National Certificate: N5: Farming Management, or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

##### **3.1 Compulsory instructional offerings:**

All the instructional offerings are compulsory.

<b>50603000 NATIONAL CERTIFICATE: N6: ART AND DESIGN</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
3050546	Drawing N6	0,125	2
3050596	Three-Dimensional Studies N6	0,125	2
3050626	Ceramics N6	0,125	2
3050656	Jewellery Design N6	0,125	2
3050686	Jewellery Manufacturing N6	0,125	2
3050716	Graphic Design N6	0,125	2
3050746	Graphic Processes N6	0,125	2
3050776	Textile Design/Fibre Art N6	0,125	2
3050806	Painting N6	0,125	2
3050566	History of Art N6	0,125	2
11050646	Photography N6	0,125	2

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

A National Certificate: N5: Art and Design, or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

##### **3.1 Compulsory instructional offerings:**

- Drawing N6; and
- History of Art N6.

### 3.2 Optional instructional offerings:

Two of the following:

- Three-Dimensional Studies N6;
- Ceramics N6;
- Graphic Design N6;
- Graphic Processes N6;
- Photography N6;
- Textile Design/Fibre Art N6;
- Painting N6;

or both:

- Jewellery Design N6; and
- Jewellery Manufacturing N6.

**50604014 NATIONAL CERTIFICATE: N6 BUSINESS MANAGEMENT**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

CODE	INSTRUCTIONAL OFFERING	CREDITS	FIELD
4030054	Marketing Management N4	0,125	3
4110424	Personnel Management N4	0,125	3
4010185	Cost and Management Accounting N5	0,125	3
4010175	Financial Accounting N5	0,125	3
4110455	Labour Relations N5	0,125	8
4110486	Labour Relations N6	0,125	8
4010196	Cost and Management Accounting N6	0,125	3
4010216	Financial Accounting N6	0,125	3
4090336	Entrepreneurship and Business Management N6	0,125	3
4090346	Sales Management N6	0,125	3
5070035	Public Relations N5	0,125	8
5140296	Marketing Communication N6	0,125	3
5070046	Public Relations N6	0,125	3
6030204	Computer Practice N4	0,125	10
6030154	Computerised Financial Systems N4	0,125	10
6030175	Computerised Financial Systems N5	0,125	10
6030186	Computerised Financial Systems N6	0,125	10
6030165	Computer Practice N5	0,125	10
6030196	Computer Practice N6	0,125	10
13030105	Mercantile Law N5	0,125	8
22020095	Economics N5	0,125	3

**REMARKS**

**1. ADMISSION REQUIREMENTS**

A National Certificate: N5: Business Management, or an equivalent qualification.

**2. DURATION**

Full-time: One semester.

**3. PROGRAMME REQUIREMENTS**

**3.1 Compulsory instructional offering:**

- Entrepreneurship and Business Management N6.

### 3.2 Optional instructional offerings:

Three of the following of which one must be on N6 level:

- Computer Practice N4;
- Computer Practice N5;
- Computer Practice N6;
- Financial Accounting N5;
- Financial Accounting N6;
- Computerised Financial Systems N4;
- Computerised Financial Systems N5;
- Computerised Financial Systems N6;
- Economics N5;
- Mercantile Law N5;
- Cost and Management Accounting N5;
- Cost and Management Accounting N6;
- Public Relations N5;
- Public Relations N6;
- Labour Relations N5;
- Labour Relations N6;
- Sales Management N6;
- Marketing Communication N6;
- Marketing Management N4; or
- Personnel Management N4.

### 3.3 In order to qualify for a Diploma in Business Management, a candidate must pass at least one of the following:

- Computer Practice N4;
- Introductory Computer Practice N4; or
- Computerised Financial Systems N4.

### 3.4 When Computerised Financial Systems N5/N6 is chosen, Financial Accounting N5/N6 must be taken simultaneously, or should have been passed beforehand.

### 3.5 When Computerised Financial Systems N6 is chosen, Cost and Management Accounting N6 must be taken simultaneously, or should have been passed beforehand.

### 3.6 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

### 3.7 A maximum of one N4 instructional offering will be allowed.

<b>50604015 NATIONAL CERTIFICATE: N6 MARKETING MANAGEMENT</b>
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Date of implementation: January 1996

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4030086	Marketing Research N6	0,125	3
4090346	Sales Management N6	0,125	3
4030076	Marketing Management N6	0,125	3
540296	Marketing Communication N6	0,125	3

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

A National Certificate: N5: Marketing Management, or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

##### **3.1 Compulsory instructional offerings:**

- Marketing Management N6;
- Sales Management N6;
- Marketing Communication N6;
- Marketing Research N6.

##### **3.2 In order to qualify for a Diploma in Marketing Management, a candidate must pass at least one of the following:**

- Computer Practice N4; or
- Introductory Computer Practice N4.

<b>50604016 NATIONAL CERTIFICATE: N6 HUMAN RESOURCE MANAGEMENT</b>
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Date of implementation: January 1996

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4010164	Financial Accounting N4	0,125	3
4010175	Financial Accounting N5	0,125	3
4090315	Entrepreneurship and Business Management N5	0,125	3
4110486	Labour Relations N6	0,125	8
4010216	Financial Accounting N6	0,125	3
4090336	Entrepreneurship and Business Management N6	0,125	3
4110466	Personnel Management N6	0,125	3
4110476	Personnel Training N6	0,125	3
6030154	Computerised Financial Systems N4	0,125	10
6030204	Computer Practice N4	0,125	10
6030175	Computerised Financial Systems N5	0,125	10
6030165	Computer Practice N5	0,125	10
6030196	Computer Practice N6	0,125	10
13030094	Mercantile Law N4	0,125	8
13030105	Mercantile Law N5	0,125	8
22020034	Economics N4	0,125	3
22020095	Economics N5	0,125	3

### REMARKS

#### 1. ADMISSION REQUIREMENTS

A National Certificate: N5: Human Resource Management, or an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

#### 3. PROGRAMME REQUIREMENTS

##### 3.1 Compulsory instructional offerings:

- Personnel Management N6;
- Personnel Training N6; and
- Labour Relations N6.



3.2 Optional instructional offering:

One of the following:

- 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;
- Computerised Financial Systems N4;
- Computerised Financial Systems N5;
- Economics N4;
- Economics N5;
- Mercantile Law N4; or
- Public Relations N5.

3.3 In order to qualify for a Diploma in Human Resource Management, a candidate must pass at least one of the following:

- Computer Practice N4; or
- Introductory Computer Practice N4; or
- Computerised Financial Systems N4.

3.4 When Computerised Financial Systems N4/N5 is chosen, Financial Accounting N4/N5 must be taken simultaneously, or should have been passed beforehand.

3.5 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

<b>50604017 NATIONAL CERTIFICATE: N6 FINANCIAL MANAGEMENT</b>
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Date of implementation: January 1996

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
4010216	Financial Accounting N6	0,125	3
04010196	Cost and Management Accounting N6	0,125	3
4090315	Entrepreneurship and Business Management N5	0,125	3
4090336	Entrepreneurship and Business Management N6	0,125	3
4010206	Income Tax N6	0,125	3
06030186	Computerised Financial Systems N6	0,125	10
13030105	Mercantile Law N5	0,125	8
22020095	Economics N5	0,125	3

### REMARKS

#### 1. ADMISSION REQUIREMENTS

A National Certificate: N5: Financial Management, or an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

#### 3. PROGRAMME REQUIREMENTS

##### 3.1 Compulsory instructional offerings:

- Financial Accounting N6;
- Computerised Financial Systems N6; and
- Cost and Management Accounting N6.

##### 3.2 Optional instructional offering:

One of the following:

- Entrepreneurship and Business Management N6;
- Entrepreneurship and Business Management N5;
- Economics N5;
- Mercantile Law N5; or
- Income Tax N6.

##### 3.3 Mercantile Law N4 is not a prerequisite for Mercantile Law N5.

**50604018 NATIONAL CERTIFICATE: N6 PUBLIC  
MANAGEMENT**

Date of implementation: July 1996

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
06030165	Computer Practice N5	0,125	10
06030196	Computer Practice N6	0,125	10
06030204	Computer Practice N4	0,125	10
13030094	Mercantile Law N4	0,125	8
13030105	Mercantile Law N5	0,125	8
13030136	Public Law N6	0,125	8
21010066	Public Administration N6	0,125	8
21010076	Public Finance N6	0,125	3
21010086	Municipal Administration N6	0,125	8

**REMARKS**

**1. ADMISSION REQUIREMENTS**

A National Certificate: N5: Public Management, or an equivalent qualification.

**2. DURATION**

Full-time: One semester.

**3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

- Public Administration N6;
- Public Law N6; and
- Municipal Administration N6.

3.2 Optional instructional offering:

One of the following:

- Public Finance N6;
- Mercantile Law N4;
- Mercantile Law N5;
- Computer Practice N4;
- Computer Practice N5; or
- Computer Practice N6.

3.3 In order to qualify for a Diploma in Public Management, a candidate must pass at least one of the following:

- Computer Practice N4; or
- Introductory Computer Practice N4; or
- Computerised Financial Systems N4.

3.4 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

<b>50604019 NATIONAL CERTIFICATE: N6 MANAGEMENT ASSISTANT</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04010164	Financial Accounting N4	0,125	3
04010175	Financial Accounting N5	0,125	3
04010216	Financial Accounting N6	0,125	3
04021236	Office Practice N6	0,125	3
04090304	Entrepreneurship and Business Management N4	0,125	3
04090315	Entrepreneurship and Business Management N5	0,125	3
04090336	Entrepreneurship and Business Management N6	0,125	3
05070035	Public Relations N5	0,125	3
05140286	Kommunikasie N6	0,125	4
05140406	Communication N6	0,125	4
06020275	Information Processing N5	0,125	10
06020286	Information Processing N6	0,125	10
06030204	Computer Practice N4	0,125	10
06030165	Computer Practice N5	0,125	10
06030196	Computer Practice N6	0,125	10
13030115	Legal Practice N5	0,125	8
21010024	Public Administration N4	0,125	8
21010035	Public Administration N5	0,125	8
21010066	Public Administration N6	0,125	8
21010055	Municipal Administration N5	0,125	8
21010086	Municipal Administration N6	0,125	8

### REMARKS

#### 1. ADMISSION REQUIREMENTS

A National Certificate: N5: Management Assistant, or an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

### **3. PROGRAMME REQUIREMENTS**

#### 3.1 Compulsory instructional offerings:

- Office Practice N6;  
and
- Information Processing N5; or
- Information Processing N6.

#### 3.2 Optional instructional offerings:

Two of the following:

- Entrepreneurship and Business Management N4;
- Entrepreneurship and Business Management N5;
- Entrepreneurship and Business Management N6;
- Financial Accounting N4;
- Financial Accounting N5;
- Financial Accounting N6;
- Computer Practice N4;
- Computer Practice N5;
- Computer Practice N6;
- Public Administration N4;
- Public Administration N5;
- Public Administration N6;
- Municipal Administration N5;
- Municipal Administration N6;
- Legal Practice N5;
- Public Relations N5;
- Kommunikasie N6; or
- Communication N6.

#### 3.3 In order to qualify for a Diploma in Management Assistant, a candidate must pass the following instructional offering:

- Information Processing N6.

#### 3.4 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

#### 3.5 An N6-Certificate must comprise at least two N6-instructional offerings. A maximum of one N4-instructional offering will be allowed for an N6-Certificate.

#### 3.6 Public Administration N4 is a prerequisite for Municipal Administration N5.

#### **4. PROMOTION REQUIREMENTS**

- 4.1 Information Processing N5 consists of two components, namely Typing Technique (without speed, or 45 w.p.m., or 50 w.p.m.) and Word Audio Transcription. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.
- 4.2 Information Processing N6 consists of two components, namely Typing Technique (without speed, or 50 w.p.m, or 55 w.p.m) and Word Processing. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

<b>50604020 NATIONAL CERTIFICATE: N6 MEDICAL SECRETARY</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04010164	Financial Accounting N4	0,125	3
04021236	Office Practice N6	0,125	3
04090304	Entrepreneurship and Business Management N4	0,125	3
05070035	Public Relations N5	0,125	3
5140406	Communication N6	0,125	4
5140286	Kommunikasie N6	0,125	4
6020275	Information Processing N5	0,125	10
6020286	Information Processing N6	0,125	10
06030204	Computer Practice N4	0,125	10
06030165	Computer Practice N5	0,125	10
09090176	Medical Practice N6	0,125	9

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 A National Certificate: N5: Medical Secretary, or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

- Medical Practice N6;  
and
- Information Processing N5; or
- Information Processing N6.



### 3.2 Optional instructional offerings:

Two of the following:

- Office Practice N6;
- Entrepreneurship and Business Management N4;
- Financial Accounting N4;
- Computer Practice N4;
- Computer Practice N5;
- Public Relations N5;
- Kommunikasie N6; or
- Communication N6.

3.3 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

3.4 An N6-Certificate must comprise at least two N6-instructional offerings. A maximum of one N4-instructional offering will be allowed for an N6-Certificate.

3.5 In order to qualify for a diploma in Medical Secretary, a candidate must pass Information Processing N6.

## **4. PROMOTION REQUIREMENTS**

4.1 Information Processing N5 consists of two components, namely Typing Technique (without speed, or 45 w.p.m., or 50 w.p.m.) and Word Audio Transcription. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

4.2 Information Processing N6 consists of two components, namely Typing Technique (without speed, or 50 w.p.m., or 55 w.p.m) and Word Processing. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

**50604021 NATIONAL CERTIFICATE: N6 PUBLIC RELATIONS**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

CODE	INSTRUCTIONAL OFFERING	CREDITS	FIELD
04010164	Financial Accounting N4	0,125	3
04010175	Financial Accounting N5	0,125	3
04021236	Office Practice N6	0,125	3
04030054	Marketing Management N4	0,125	3
04030065	Marketing Management N5	0,125	3
04090304	Entrepreneurship and Business Management N4	0,125	3
04090315	Entrepreneurship and Business Management N5	0,125	3
05070046	Public Relations N6	0,125	3
05140286	Kommunikasie N6	0,125	4
05140406	Communication N6	0,125	4
06020275	Information Processing N5	0,125	10
06020286	Information Processing N6	0,125	10
06030204	Computer Practice N4	0,125	10
06030165	Computer Practice N5	0,125	10
13030115	Legal Practice N5	0,125	8
21010024	Public Administration N4	0,125	8
21010035	Public Administration N5	0,125	8
21010055	Municipal Administration N5	0,125	8

**REMARKS**

**1. ADMISSION REQUIREMENTS**

A National Certificate: N5: Public Relations, or equivalent qualification.

**2. DURATION**

Full-time: One semester.

**3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

- Public Relations N6;  
and
- Information Processing N5; or
- Information Processing N6.

3.2 Optional instructional offerings:

Two of the following:

- Office Practice N6;
- Labour Relations N5;
- Municipal Administration N5;
- Legal Practice N5;
- Entrepreneurship and Business Management N4;
- Entrepreneurship and Business Management N5;
- Financial Accounting N4;
- Financial Accounting N5;
- Computer Practice N4;
- Computer Practice N5;
- Public Administration N4;
- Public Administration N5;
- Marketing Management N4;
- Marketing Management N5;
- Mercantile Law N4;
- Kommunikasie N6; or
- Communication N6.

3.3 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

3.4 A N6-Certificate must comprise at least two N6-instructional offerings. A maximum of one N4-instructional offering will be allowed for a N6-Certificate.

3.5 Public Administration N4 is a prerequisite for Municipal Administration N5.

3.6 In order to qualify for a diploma in Public Relations, a candidate must pass Information Processing N6.

#### **4. PROMOTION REQUIREMENTS**

- 4.1 Information Processing N5 consists of two components, namely Typing Technique (without speed, or 45 w.p.m., or 50 w.p.m.) and Word Audio Transcription. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.
- 4.2 Information Processing N6 consists of two components, namely Typing Technique (without speed, or 50 w.p.m, or 55 w.p.m) and Word Processing. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

**50604022 NATIONAL CERTIFICATE: N6 LEGAL  
SECRETARY**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

CODE	INSTRUCTIONAL OFFERING	CREDITS	FIELD
04010164	Financial Accounting N4	0,125	3
04010175	Financial Accounting N5	0,125	3
04021236	Office Practice N6	0,125	3
04090304	Entrepreneurship and Business Management N4	0,125	3
04090315	Entrepreneurship and Business Management N5	0,125	3
04110455	Labour Relations N5	0,125	
05070035	Public Relations N5	0,125	3
05140286	Kommunikasie N6	0,125	4
05140406	Communication N6	0,125	4
06020275	Information Processing N5	0,125	10
06020286	Information Processing N6	0,125	10
06030204	Computer Practice N4	0,125	10
06030165	Computer Practice N5	0,125	10
13030094	Mercantile Law N4	0,125	8
13030105	Mercantile Law N5	0,125	8
13030126	Legal Practice N6	0,125	8
21010024	Public Administration N4	0,125	8
21010035	Public Administration N5	0,125	8

**REMARKS**

**1. ADMISSION REQUIREMENTS**

A National Certificate: N5: Legal Secretary, or an equivalent qualification.

**2. DURATION**

Full-time: One semester.

**3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

- Legal Practice N6;  
and
- Information Processing N5; or
- Information Processing N6.

### 3.2 Optional instructional offerings:

Two of the following:

- Office Practice N6;
- Labour Relations N5;
- Public Relations N5;
- Entrepreneurship and Business Management N4;
- Entrepreneurship and Business Management N5;
- Financial Accounting N4;
- Financial Accounting N5;
- Computer Practice N4;
- Computer Practice N5;
- Public Administration N4;
- Public Administration N5;
- Mercantile Law N4;
- Mercantile Law N5;
- Kommunikasie N6; or
- Communication N6.

3.3 Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

3.4 An N6-Certificate must comprise at least two N6-instructional offerings. A maximum of one N4-instructional offering will be allowed for an N6-Certificate.

3.5 In order to qualify for a diploma in Legal Secretary, a candidate must pass Information Processing N6.

## **4. PROMOTION REQUIREMENTS**

4.1 Information Processing N5 consists of two components, namely Typing Technique (without speed, or 45 w.p.m., or 50 w.p.m.) and Word Audio Transcription. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

4.2 Information Processing N6 consists of two components, namely Typing Technique (without speed, or 50 w.p.m, or 55 w.p.m) and Word Processing. The highest speed attained (if any) will be indicated on the certificate. The two components do not have to be passed separately.

<b>50608080 NATIONAL CERTIFICATE: N6: ENGINEERING STUDIES</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,33

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
02050026	Quantity Surveying N6	0,083	12
04090056	Building Administration N6	0,083	12
04110526	Supervisory Management N6	0,083	6
06040026	Computer Principles N6	0,083	10
08010026	Missiles N6	0,083	6
08010056	Radar Systems N6	0,083	6
08010086	Radar Technology N5	0,083	6
08010106	Aerodynamics N6	0,083	6
08030016	Internal Combustion Engines N6	0,083	6
08050026	Chemical Plant Operation N6	0,083	6
08060026	Building and Structural Construction N6	0,083	12
08060056	Building and Structural Surveying N6	0,083	12
08060076	Strength of Materials and Structures N6	0,083	6
08080016	Control Systems N6	0,083	6
08080096	Electro-Technics N6	0,083	6
08080126	Fault Finding and Protective Devices N6	0,083	6
08080186	Industrial Electronics N6	0,083	6
08080216	Industrial Instruments N6	0,083	6
08080246	Communication Electronics N6	0,083	6
08080306	Logic Systems N6	0,083	6
08080376	Digital Electronics N6	0,083	6
08080446	Television Techniques N6	0,083	6
08080566	Aviation Electronics N6	0,083	6
08090086	Mechanical Drawing and Design N6	0,083	6
08140026	Industrial Affairs N6	0,083	6
08140066	Production and Quality Control N6	0,083	6
08190026	Refrigeration, Air Conditioning and Ventilation N6	0,083	6
08190046	Power Machines N6	0,083	6
08190216	Fluid Mechanics N6	0,083	6
08190236	Mechano-Technics N6	0,083	6
08200076	Aluminium Smelter Techniques N6	0,083	6
08250026	Photo Technology N6	0,083	6
11022136	Paper Making N6	0,083	6
11022166	Pulp Making N6	0,083	6
11041196	Loss Control N6	0,083	6
15040106	Chemical Technology N6	0,083	10
15070126	Engineering Physics N6	0,083	6
16030186	Mathematics N6	0,083	10

## **REMARKS**

### **1. ADMISSION REQUIREMENTS**

- 1.1 An appropriate National Certificate: N5 Engineering; or an equivalent qualification, taking into account prerequisites for instructional offerings where applicable.

### **2. DURATION**

Full-time: One trimester.

### **3. PROGRAMME REQUIREMENTS**

- 3.1 At least three instructional offerings are required for the issuing of the certificate, provided that:

3.1.1 The following instructional offerings may not be taken together, except if they are chosen as additional instructional offerings:

3.1.1.1

- Radar Systems N6; and
- Radar Technology N6;

3.1.1.2

- Internal Combustion Engines N6; and
- Power Machines N6;

3.1.1.3

- Digital Electronics N6; and
- Logic Systems N6.

3.1.2 Two instructional offerings at N6 level must be relevant to the candidate's vocation.



<b>50610000 NATIONAL CERTIFICATE: N6 INTERIOR DECORATING</b>
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Date of implementation: January 1996

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
06030204	Computer Practice N4	0,125	10
06030165	Computer Practice N5	0,125	10
10050366	Spatial Planning: Theory and Practical N6	0,125	11
10050386	Interior Styles and Studies N6	0,125	11
10050465	Accessories N5	0,125	11

### REMARKS

#### 1. ADMISSION REQUIREMENTS

A National Certificate: N5: Interior Decorating, or an equivalent qualification.

#### 2. DURATION

Full-time: One semester.

#### 3. PROGRAMME REQUIREMENTS

##### 3.1 Compulsory instructional offerings:

- Spatial Planning: Theory and Practical N6;
- Accessories N5;
- Interior Styles and Studies N6.

##### 3.2 Optional instructional offering:

One of the following:

- Computer Practice N4; or
- Computer Practice N5.

#### 4. PROMOTION REQUIREMENTS

##### 4.1 For Spatial Planning: Theory and Practical N6, the ratio of semester mark to examination mark, is 60:40.

**50610001 NATIONAL CERTIFICATE: N6 EDUCARE**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04110396	Day Care Management N6	0,125	9
05140236	Day Care Communication N6	0,125	9
07080126	Educare Didactics: Theory and Practical N6	0,125	5
20060116	Educational Psychology N6	0,125	5

**REMARKS****1. ADMISSION REQUIREMENTS**

A National Certificate: N5: Educare, or an equivalent qualification.

**2. DURATION**

Full-time: One semester.

**3. PROGRAMME REQUIREMENTS****3.1 Compulsory instructional offerings:**

All the instructional offerings are compulsory.

**4. PROMOTION REQUIREMENTS****4.1 For Educare Didactics: Theory and Practical N6, the ratio of semester mark to examination mark, is 60:40.**

<b>50610004 NATIONAL CERTIFICATE: N6: HOSPITALITY AND CATERING SERVICES</b>
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Date of implementation: January 1997

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04090576	Applied Management N6	0,125	3
05140306	Communication and Human Relations N6	0,125	11
06030134	Introductory Computer Practice N4	0,125	10
06030204	Computer Practice N4	0,125	10
10070295	Caterer Client Relations N5	0,125	11
10070346	Catering: Theory and Practical N6	0,125	11

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

A National Certificate: N5: Hospitality and Catering Services; or an equivalent qualification.

#### **2. DURATION**

Full-time: One semester.

#### **3. PROGRAMME REQUIREMENTS**

##### **3.1 Compulsory instructional offerings:**

- Applied Management N6; and
- Catering: Theory and Practical N6.

3.2 Optional instructional offerings:

Two of the following:

- Introductory Computer Practice N4; or
- Computer Practice N4;

and

- Caterer Client Relations N5; or
- Communication and Human Relations N6.

**4. PROMOTION REQUIREMENTS**

- 4.1 For Catering Theory and Practical N6, the ratio semester mark to examination mark is 60:40.

<b>50610005 NATIONAL CERTIFICATE: N6: CLOTHING PRODUCTION</b>
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Date of implementation: January 1998

Phasing out date:

Minimum formal time in years: 0,50

CODE	INSTRUCTIONAL OFFERING	CREDITS	FIELD
04090315	Entrepreneurship and Business Management N5	0,125	3
04090336	Entrepreneurship and Business Management N6	0,125	3
06030204	Computer Practice N4	0,125	10
06030165	Computer Practice N5	0,125	10
10010536	Clothing Construction N6	0,125	6
10010546	Pattern Construction N6	0,125	6
10010556	Fashion Drawing N6	0,125	2

### REMARKS

#### 1. ADMISSION REQUIREMENTS

1.1 A National Certificate: N5: Clothing Production, or an equivalent qualification.

#### 2. DURATION

2.1 Full-time: One semester.

2.2 Part-Time: One year.

#### 3. PROGRAMME REQUIREMENTS

3.1 Compulsory instructional offerings:

- Clothing Construction N6;
- Pattern Construction N6; and
- Fashion Drawing N6.

### 3.2 Optional instructional offering

One of the following:

- Entrepreneurship and Business Management N5; or
- Entrepreneurship and Business Management N6; or
- Computer Practice N4; or
- Computer Practice N5.

## 4. **PROMOTION REQUIREMENTS**

### 4.1 Ratio for the calculation of promotion marks:

- Fashion Drawing N6;
- Clothing Construction N6; and
- Pattern Construction N6.

Semester mark: 70 per cent;

Examination mark: 30 per cent.

**50611000 NATIONAL CERTIFICATE: N6: TEXTILES**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,33

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04110526	Supervisory Management N6	0,083	6
08140066	Production and Quality Control N6	0,083	6
11020836	Dyeing and Fibre Technology N6	0,083	6
11020846	Printing and Fibre Technology N6	0,083	6
11020856	Short Staple Spinning N6	0,083	6
11020916	Worsted Spinning N6	0,083	6
11021986	General Textiles N6	0,083	6
11021996	Warp and Weft Knitting N6	0,083	6
11022006	Weaving N6	0,083	6
11022016	Woollen and Semi-Worsted Spinning N6	0,083	6
11022326	Textile Testing N5	0,083	6

**REMARKS****1. ADMISSION REQUIREMENTS**

1.1 A National Certificate: N5: Textiles, or an equivalent qualification.

**2. DURATION**

Full-time: One trimester.

**3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

- General Textiles N6;
- Production and Quality Control N6; and
- Supervisory Management N6.

3.2 Optional instructional offering:

One of the following:

- Dyeing and Fibre Technology N6;
- Printing and Fibre Technology N6;
- Short Staple Spinning N6;
- Textile Testing N6;
- Warp and Weft Knitting N6;
- Weaving N6;
- Woollen and Semi-Worsted Spinning N6; or
- Worsted Spinning N6.

**4. PROMOTION REQUIREMENTS**

- 4.1 A candidate will be issued with a certificate, if a pass is obtained in two instructional offerings from paragraph 3.1, and one from paragraph 3.2 above.



<b>50611001 NATIONAL CERTIFICATE: N6: FERTILIZER MANUFACTURING</b>
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Date of implementation: January 2001

Phasing out date:

Minimum formal time in years: 0,33

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04110526	Supervisory Management N6	0,083	6
08050026	Chemical and Plant Operation N6	0,083	6
08140066	Production and Quality Control N6	0,083	6
11022246	Fertilizer Manufacturing N6	0,083	6
15040106	Chemical Technology N6	0,083	10

### REMARKS

#### 1. ADMISSION REQUIREMENTS

1.1 A National Certificate: N5: Fertilizer Manufacturing, or an equivalent qualification.

#### 2. DURATION

Full-time: One trimester.

#### 3. PROGRAMME REQUIREMENTS

3.1 Compulsory instructional offerings:

- Fertilizer Manufacturing N6;
- Production and Quality Control N6; and
- Supervisory Management N6.

3.2 Optional instructional offering:

One of the following:

- Chemical and Plant Operation N6;
- Chemical Technology N6.

**50611271 NATIONAL CERTIFICATE: N6 HAIR CARE**

Date of implementation: Pre 1994

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04110266	Human Relations N6	0,125	8
05010006	Advertising Management N6	0,125	3
11070166	Aesthetics: Theory and Practical N6	0,125	9
11070136	Clinical Hair Study N6	0,125	9

**REMARKS****1. ADMISSION REQUIREMENTS**

- 1.1 A National Certificate: N5: Hair Care; or
- 1.2 an equivalent qualification.

**2. DURATION**

- 2.1 Full-time: One semester; or
- 2.2 Part-time: One year.

**3. PROGRAMME REQUIREMENTS**

- 3.1 Compulsory instructional offerings:  
All the instructional offerings are compulsory.

**4. PROMOTION REQUIREMENTS**

- 4.1 The theoretical and practical components of the following instructional offerings do not have to be passed separately. The theoretical and practical marks are calculated together to derive the promotion mark:
  - Aesthetics: Theory and Practical N6.
- 4.2 The marks obtained for the theoretical and practical examinations for Aesthetics: Theory and Practical N6 count as 100 and 200 marks of the total marks respectively.

**50622000 NATIONAL CERTIFICATE: N6: TOURISM**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
04021176	Travel Office Procedures N6	0,125	11
04061066	Hotel Reception N6	0,125	11
22030086	Travel Services N6	0,125	11
22030126	Tourist Destinations N6	0,125	11

**REMARKS****1. ADMISSION REQUIREMENTS**

1.1 A National Certificate: N5: Tourism, or an equivalent qualification.

**2. DURATION**

2.1 Full-time: One semester.

2.2 Part-time: One year.

**3. PROGRAMME REQUIREMENTS**

3.1 Compulsory instructional offerings:

All the instructional offerings are compulsory.

**4. PROMOTION REQUIREMENTS**

- Travel Services N6: 70 per cent;
- Tourism Communication N6: 50 per cent;
- Tourist Destinations N6: 50 per cent; and
- Travel Office Procedures N6: 50 per cent.

<b>50603012 NATIONAL CERTIFICATE: N6 POPULAR MUSIC: PERFORMANCE</b>
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Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
03030706	Music Business and Styles N6	0,125	2
03030716	Aural and Ensemble N6	0,125	2
03030726	Improvisation N6	0,125	2
03030736	Practical: Vocal N6	0,125	2
03030746	Practical: Guitar N6	0,125	2
03030756	Practical: Piano/Keyboard N6	0,125	2
03030766	Practical: Bass Guitar N6	0,125	2
03030776	Practical: Drums/Percussion N6	0,125	2
03030786	Practical: Woodwind N6	0,125	2
03030796	Practical: Brass N6	0,125	2

### REMARKS

#### 1. ADMISSION REQUIREMENTS

- 1.1 A National Certificate: N5: Popular Music: Performance; or
- 1.2 an equivalent qualification.

#### 2. DURATION

- 2.1 Full-time: One semester; or
- 2.2 Part-time: One year.

### **3. PROGRAMME REQUIREMENTS**

#### **3.1 Compulsory instructional offerings:**

- Music Business and Styles N6;
- Aural and Ensemble N6; and
- Improvisation N6.

#### **3.2 Optional instructional offering:**

One of the following:

- Practical: Vocal N6;
- Practical: Guitar N6;
- Practical: Piano/Keyboard N6;
- Practical: Bass Guitar N6;
- Practical: Drums/Percussion N6;
- Practical: Woodwind N6; or
- Practical: Brass N6.

<b>50603015 NATIONAL CERTIFICATE: N6 POPULAR MUSIC: STUDIO WORK</b>
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Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
03030706	Music Business and Styles N6	0,125	2
03030896	Arranging and Production N6	0,125	2
03030906	Electronic Music and Keyboard Technique N6	0,125	2
03030916	Sound Engineering N6	0,125	2

### REMARKS

#### 1. ADMISSION REQUIREMENTS

- 1.1 A National Certificate: N5: Popular Music: Studio Work; or
- 1.2 an equivalent qualification.

#### 2. DURATION

- 2.1 Full-time: One semester; or
- 2.2 Part-time: One year.

#### 3. PROGRAMME REQUIREMENTS

- 3.1 Compulsory instructional offerings:  
  
All the instructional offerings are compulsory.

<b>50603018 NATIONAL CERTIFICATE: N6 POPULAR MUSIC: COMPOSITION</b>
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Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 0,50

<b>CODE</b>	<b>INSTRUCTIONAL OFFERING</b>	<b>CREDITS</b>	<b>FIELD</b>
03030706	Music Business and Styles N6	0,125	2
03030896	Arranging and Production N6	0,125	2
03030906	Electronic Music and Keyboard Technique N6	0,125	2
03031036	Harmony and Composition N6	0,125	2

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 A National Certificate: N5: Popular Music: Composition; or
- 1.2 an equivalent qualification.

#### **2. DURATION**

- 2.1 Full-time: One semester; or
- 2.2 Part-time: One year.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 Compulsory instructional offerings:  
  
All the instructional offerings are compulsory.

**50901421 NATIONAL N DIPLOMA: FARMING  
MANAGEMENT**

Date of implementation: January 1997

Phasing out date:

Minimum formal time in years: 3,00

**REMARKS**

**1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

**2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

**3. PROGRAMME REQUIREMENTS**

3.1 To qualify for the issuing of this diploma a candidate must:

3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.

3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.



## **50903403 NATIONAL N DIPLOMA: ART AND DESIGN**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

- 2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 To qualify for the issuing of this diploma a candidate must:
- 3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.
  - 3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

<b>50904407 NATIONAL N DIPLOMA: COMMERCIAL PROMOTION</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

3.1 To qualify for the issuing of this diploma a candidate must:

3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.

3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

<b>50904410 NATIONAL N DIPLOMA: MANAGEMENT ASSISTANT</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

3.1 To qualify for the issuing of this diploma a candidate must:

3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.

3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

<b>50904413 NATIONAL N DIPLOMA: MEDICAL SECRETARY</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

- 2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 To qualify for the issuing of this diploma a candidate must:
- 3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.
  - 3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

**50904414 NATIONAL N DIPLOMA: LEGAL SECRETARY**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

**REMARKS**

**1. ADMISSION REQUIREMENTS**

- 1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

**2. DURATION**

- 2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

**3. PROGRAMME REQUIREMENTS**

- 3.1 To qualify for the issuing of this diploma a candidate must:
- 3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.
- 3.1.2 Produce documentary proof of at least eighteen (18) months 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.3.1.

<b>50904415 NATIONAL N DIPLOMA: BUSINESS MANAGEMENT</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

3.1 To qualify for the issuing of this diploma a candidate must:

3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.

3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.3.1.

3.2 A candidate who has entered the tertiary level before January 1995, must have passed at least one computer component, e.g.:

- Introductory Computer Practice N4;
- Computer Practice N4;
- Computerised Financial Systems N4;
- Introductory Information Processing N4; or
- Information Processing N4, on any of the levels N4, N5 or N6.

<b>50904416 NATIONAL N DIPLOMA: MARKETING MANAGEMENT</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

3.1 To qualify for the issuing of this diploma a candidate must:

3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.

3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

3.2 A candidate who has entered the tertiary level before January 1995, must have passed at least one computer component, e.g.:

- Introductory Computer Practice N4;
- Computer Practice N4;
- Computerised Financial Systems N4;
- Introductory Information Processing N4; or
- Information Processing N4, on any of the levels N4, N5 or N6.

<b>50904417 NATIONAL N DIPLOMA: HUMAN RESOURCE MANAGEMENT</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

3.1 To qualify for the issuing of this diploma a candidate must:

3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.

3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

3.2 A candidate who has entered the tertiary level before January 1995, must have passed at least one computer component, e.g.:

- Introductory Computer Practice N4;
- Computer Practice N4;
- Computerised Financial Systems N4;
- Introductory Information Processing N4; or
- Information Processing N4, on any of the levels N4, N5 or N6.



<b>50904418 NATIONAL N DIPLOMA: FINANCIAL MANAGEMENT</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

3.1 To qualify for the issuing of this diploma a candidate must:

3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.

3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

3.2 A candidate who has entered the tertiary level before January 1995, must have passed at least one computer component, e.g.:

- Introductory Computer Practice N4;
- Computer Practice N4;
- Computerised Financial Systems N4;
- Introductory Information Processing N4; or
- Information Processing N4, on any of the levels N4, N5 or N6.

## **50904419 NATIONAL N DIPLOMA: PUBLIC MANAGEMENT**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

- 2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 To qualify for the issuing of this diploma a candidate must:

3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.

3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

- 3.2 A candidate who has entered the tertiary level before January 1995, must have passed at least one computer component, e.g.:

- Introductory Computer Practice N4;
- Computer Practice N4;
- Computerised Financial Systems N4;
- Introductory Information Processing N4; or
- Information Processing N4, on any of the levels N4, N5 or N6.

## **50905412 NATIONAL N DIPLOMA: PUBLIC RELATIONS**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

- 2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 To qualify for the issuing of this diploma a candidate must:
- 3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.
  - 3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

## **50908401 NATIONAL N DIPLOMA: ENGINEERING STUDIES**

Date of implementation: Pre 1994

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

3.1 The issuing of this diploma is dependant upon:

3.1.1 A minimum of twelve advanced instructional offerings, with at least a pass in three instructional offerings in each of the following levels, N4, N5 and N6, but with a maximum of five N4 instructional offerings.

3.1.2 Two instructional offerings at N6 level must be relevant to the candidate's vocation.

3.1.3 The candidate must produce documentary proof of two years or 2 670 hours applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.2.

3.1.4 In the case of Fertilizer Technology, the experience must be gained, either at a fertilizer manufacturing plant, or a sulphuric acid plant.

## **50910404 NATIONAL N DIPLOMA: INTERIOR DECORATING**

Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

- 2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 To qualify for the issuing of this diploma a candidate must:
- 3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.
  - 3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

<b>50910405 NATIONAL N DIPLOMA: CLOTHING PRODUCTION</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

3.1 To qualify for the issuing of this diploma a candidate must:

3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.

3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

<b>50910406 NATIONAL N DIPLOMA: HOSPITALITY AND CATERING SERVICES</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

3.1 To qualify for the issuing of this diploma a candidate must:

3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.

3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

<b>50911402 NATIONAL N DIPLOMA: HAIR CARE</b>
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Date of implementation: Pre 1994

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

3.1 The issuing of this diploma is dependant upon:

3.1.1 A minimum of twelve advanced instructional offerings, with at least a pass in four instructional offerings in each of the following levels, N4, N5 and N6 of the National Certificate: Hair Care.

3.1.2 The candidate must produce documentary proof of eighteen months or 2 000 hours appropriate practical training at an institution approved by the Services Sector Education and Training Authority (SETA).



<b>50911420 NATIONAL N DIPLOMA: TEXTILES</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

3.1 To qualify for the issuing of this diploma a candidate must have offered and passed the following:

3.1.1 Compulsory instructional offerings:

A. All the following instructional offerings on the N4, N5 and N6 levels:

- General Textiles;
- Production and Quality Control; and
- Supervisory Management.

3.1.2 Optional instructional offerings:

A. One of the following instructional offerings on the N4, N5 and N6 levels:

- Dyeing and Fibre Technology;
- Printing and Fibre Technology;
- Short Staple Spinning;
- Warp and Weft Knitting;
- Weaving;
- Woollen and Semi-Worsted Spinning; and
- Worsted Spinning.

3.1.3 Produce documentary proof of at least two (2) 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 mentioned in 3.1.1.

<b>50921408 NATIONAL N DIPLOMA: EDUCARE</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

- 2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 To qualify for the issuing of this diploma a candidate must:
- 3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.
  - 3.1.2 Produce documentary proof of at least eighteen (18) months on 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

<b>50922411 NATIONAL N DIPLOMA: TOURISM</b>
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Date of implementation: January 1995

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

3.1 To qualify for the issuing of this diploma a candidate must:

3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.

3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

3.2 A candidate who has entered the tertiary level after January 1996, must have passed at least one computer component, e.g.:

- Introductory Computer Practice N4;
- Computer Practice N4;
- Computerised Financial Systems N4;
- Introductory Information Processing N4; or
- Information Processing N4, on any of the levels N4, N5 or N6.

<b>50903422 NATIONAL N DIPLOMA: POPULAR MUSIC: PERFORMANCE</b>
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Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

- 2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 To qualify for the issuing of this diploma a candidate must:
- 3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.
- 3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

**50903423 NATIONAL N DIPLOMA: POPULAR MUSIC:  
STUDIO WORK**

Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 3,00

**REMARKS**

**1. ADMISSION REQUIREMENTS**

1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

**2. DURATION**

2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

**3. PROGRAMME REQUIREMENTS**

3.1 To qualify for the issuing of this diploma a candidate must:

3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.

3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.

<b>50903424 NATIONAL N DIPLOMA: POPULAR MUSIC: COMPOSITION</b>
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Date of implementation: January 2000

Phasing out date:

Minimum formal time in years: 3,00

### **REMARKS**

#### **1. ADMISSION REQUIREMENTS**

- 1.1 As for the admission to N4 of the applicable instructional programme, or on the basis of recognition granted for admission to the relevant N4 instructional programme.

#### **2. DURATION**

- 2.1 A minimum of three years after the candidate entered the tertiary level. However, exemption or recognition of applicable experience or of prior learning, could be approved by the Department of Education to comply with the required three years duration.

#### **3. PROGRAMME REQUIREMENTS**

- 3.1 To qualify for the issuing of this diploma a candidate must:
- 3.1.1 Comply with the minimum requirements for the issuing of a certificate on each of the following levels, N4, N5 and N6. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.
- 3.1.2 Produce documentary proof of at least eighteen (18) months or 2 000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings mentioned in 3.1.1.