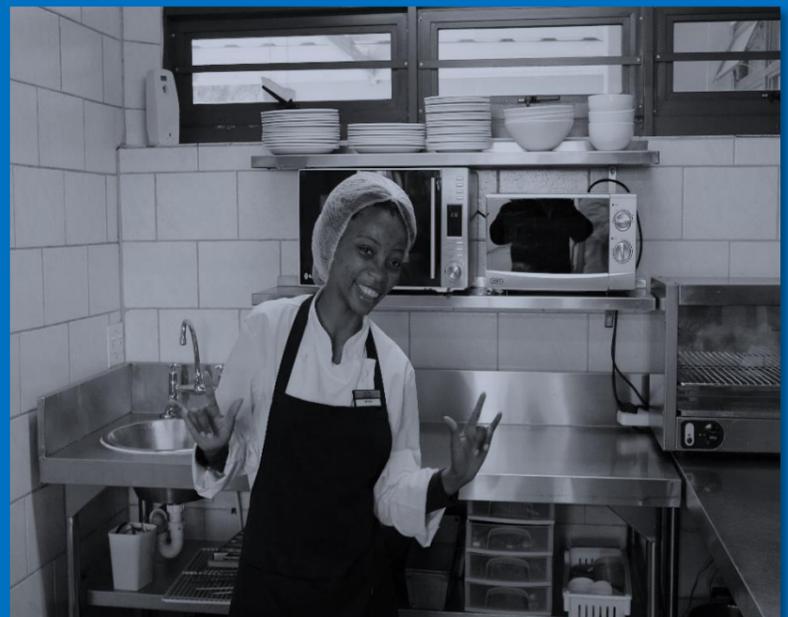


NID TRAINING

2018 PROSPECTUS



Foundational Learning Certificate	3
Occupational Training	4
Agriculture	5
Beauty and Nail Technology	9
Care Practitioner	10
Construction	11
Early Childhood Development	12
Educators program	13
Hospitality	14
Laundry Assistant	16
End User Computing	17
Jewellery Manufacturing	18
Upholstery	20
Welding	21
Spray Painting	22
Business Administration	23

WHAT IS THIS PROGRAMME ALL ABOUT?

Programme	QCTO	Level	Credits	OFO Code
Certificate – Foundation Learning Competence	88895 As per L/S program	3	40	-

Purpose and delivery

The foundational Learning refers to the competence needed in two key areas of Communication and Mathematical Literacy in order to deal successfully with occupational learning at NQF Levels 2-4. Its key purpose is to remove barriers to learning and progress in occupational pathways and skills development.

The part qualification component ‘Foundational Communication’ describes the language skills, processes, knowledge and practices in the language of instruction for occupational training and in the language of formal usage in the workplace. The purpose of this component is to enable individuals to deal confidently with the Language of Learning and Teaching (LOLT) of formal occupational training, in relation to oral skills, print-based learning and the language of external assessments such as trade tests.

The part qualification component ‘Foundational Mathematical Literacy’ describes the minimum, generic mathematical literacy that will provide learners with the necessary foundation to cope with mathematical demands of occupational training and to engage meaningfully in real-life situations involving mathematics. Foundational Mathematical Literacy will also serve as the foundation for further development of an individual in mathematical literacy context and mathematical concepts that may be specific to an occupation or trade.

Occupational/Target Group:

Any person who want to speak, listen, read and write meaningfully and effectively in the language of instruction.

Any person who want to communicate in mathematical ideas around number and quantity, space and shape, patterns and relationships, data and chance and measurement.

Program entry requirements

Learner that are competent in:

- Communication and Adult Based Education and Training (ABET) Level 3 or equivalent.
- Mathematical Literacy at ABET Level 3 or equivalent

Job opportunities

This is not a skills related program; all learners will be equipped with the basic knowledge of communication and mathematical literacy:

- The minimum mathematical skills that will provide learners with the necessary foundation to access learning for occupations and trades at NQF Levels 2, 3 and 4
- The meaningful engagement in real life situations

Bridging (FLC) Programme includes:

- Communications (SASL, Speech Reading, English language competency)
- Numeracy (To prepare students for further study)
- ICT (Information and Communications Technology)
- Personal Development (Life Skills)
- Workplace Experience

Where Offered	Program Weighting	How Offered
Main campus	Communication 65% 17% 18%	Theory Practical scales Workplace
Main campus	Math 40% 30% 30%	Theory Practical scales Workplace



OCCUPATIONAL TRAINING PROGRAMS



Programme	SAQA ID	Level	Credits	OFO Code
National certificate: Plant production	48975	2	120	841601

Purpose and delivery

This qualification has been developed to allow Junior Personnel and elected candidates to progress towards a position of farm labourers (operators) with specific reference to Plant Production. The contextualized purpose and usage of the qualification is as follows:

- Students assessed against this qualification will have the necessary competence to participate as part of a working team, perform the agricultural processes as applicable to plant production under general supervision.
- Students will also be able to perform directed activities and take responsibility for the guiding of others at lower level within a Plant Production context.

Competency will be gained in any of the specialised sub-fields (vegetables, fruit production, hydroponics, etc). Students will be able to take responsible decisions within a familiar range based on a sound understanding of the basic principles of agri-business and good cultural practices, in meeting the set objectives and targets within the broader farm plan which includes the economical application of general resources, agricultural production and technical knowledge and skills, all in a Plant Production context. Learners will be able to adhere to relevant safety, quality, hygiene and technical standards as applicable within the industry.

In addition to the above, the learner will be well positioned to extend learning and practice into other sub-fields such as Plant Production and Mixed Farming, since such efforts will only require additional learning within the elective scope of other qualifications at this level.

Students will be well positioned to progress towards higher levels of Management and Technical production practices as defined by qualifications at the next level. They will be enabled to actively participate in the Primary Agricultural Sector through the production of quality agricultural products, enhancing the overall agricultural process and gain opportunities to access local, national and international agricultural markets. It will allow qualifying learners to become economically active in farming practices that will have an impact on Local Economic Development through the production of food, the improvement of household food security and the access to mainstream agriculture.

Occupational/Target Group:

Any person employed in the Agricultural industry will be able to participate, undertake and plan farming practices with knowledge of their environment. It will allow learners to become economically active in farming practices. Development through the production of food, improvement of household food security.

Program entry requirements

Students entering the programme must have achieved numeracy, literacy and communication equivalent to NQF level 1 and technical skills pertaining to agricultural activities to NQF level 1.

This qualification may be achieved in part or in whole through the recognition of prior learning. Credit will be given to learning, which has already been acquired, through the appropriate process of assessment.

Program content consist of the following exit levels competencies:

- Agricultural Practices / Environment and Sustainability
- Basic Financial concepts
- Agricultural Business / Good business practices – Exit level outcome
- Plant Production / Plant Development – Exit level outcome
- Communication

Job opportunities

- A Learner will be able to progress horizontally to the following qualifications: National certificate in Mixed Farming Systems, NQF 2
- This qualification allows access to the agricultural sector and gives access to the relevant agricultural qualification at NQF 3, namely: National Certificate in Plant Production
- In terms of competencies, the student will progress from farming operation skills to basic managerial skills to managerial skills. The scope of practice will also increase.
- The student will be able to articulate with other occupations within the agricultural pharmaceutical products and fertilisers.
- The student will also be able to move to the secondary agricultural field.

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	30%	Practical scales
	40%	Workplace
Training Units	30%	Theory
	30%	Practical scales
	40%	Workplace

Programme	SAQA ID	Level	Credits	OFO Code
National certificate: Plant production	49052	3	120	841601

Purpose and delivery

A learner assessed as competent against this qualification will have the necessary competence to supervise and lead a working team performing the agricultural processes as applicable to plant husbandry. Furthermore, the learner will be able to take responsible decisions based on a sound understanding of the basic principles of agri-business and good agricultural practices, in meeting the set objectives and targets within the broader farm plan which includes the economical application of general resources, agricultural production and technical knowledge and skills. The learner will also be able to adhere to and implement according to the level of supervision as well as the relevant quality, safety and hygiene standards as applicable within the industry.

In addition, they will be well positioned to extend their learning and practice into other areas of agricultural commodities within a context of either agronomy, or horticulture as applicable to the agricultural commodity, or to strive towards agricultural management standards and practice at higher levels.

Competent qualifying learners in this qualification will oversee the production of quality agricultural products whereby enhancing the overall agricultural process and gain opportunities to access local, national and international agricultural markets.

The learner will engage in supervision and operational activities relevant to Plant Production.

Requests and expressions of need for this qualification, coming from the broad, but also specific farming communities (Plant Production) forms the basis for the development of this qualification.

Occupational/Target Group:

This qualification will form the basis for learners to extend their learning into more specialised areas of plant production and provides the basis of the establishment of sustainable farming operations through the inclusion of a wide spectrum of competencies required by farmers in South Africa. Whilst technical production orientated competencies are ensured, other aspects such as agri-business and good agricultural practices are included in the range of competencies required by farmers in order to enable them to strive towards agricultural management standards and practices at higher levels.

Competent qualifying learners in this qualification will oversee quality agricultural products in Plant Production whereby enhancing the overall agricultural process and gain opportunities to access local, national and international agricultural markets.

Program entry requirements

He/she will be able to do this without re-doing the whole qualification, but by only completing the necessary elective unit standards.

The student must be in possession of a relevant qualification on NQF 2 (refer to the SGB's brief and matrix) and gives access to the relevant qualification at NQF 4. In terms of competencies, the learner will progress from farming operation skills to basic managerial skills to managerial skills. The scope of practice will also increase.

The learner will be able to articulate with other occupations within the agricultural pharmaceutical operations such as laboratory assistant, marketing and selling of agricultural pharmaceutical products and fertilisers. The learner will also be able to move to the secondary agricultural field.

Program content consist of the following exit levels competencies:

Exit Level Outcomes are divided into four categories of competencies, namely:

- Fundamental Competencies
- Agri-business
- Good Agricultural Practices
- Plant Production

Fundamental Competencies

1. Communication.
2. Maths Literacy.
3. Recognise, interpret and report on a range of deviations during the data collection process.
4. Incorporate basic concepts of sustainable farming systems into practical farm activities.

Job opportunities

This qualification provides learners the opportunity to gain a qualification in Plant Production. The range of typical learners that will enter this qualification will vary and includes:

- Farm operators who wish to progress to the level of supervisor within farming operations in Plant Production;

- Farm owners, in possession of an equivalent qualification at NQF 2;
- Learners in possession of different levels of practical experience in farming operations, which will be assessed and RPL'ed;
- Possible candidates for promotion identified by the community as leaders.
- Learners may come from both genders.

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	30%	Practical scales
	40%	Workplace

Programme	SAQA ID	Level	Credits	OFO Code
National certificate: Plant production	49009	4	120	

Purpose and delivery

The purpose of this qualification is to allow Supervisors to progress towards a Junior Farm Manager position with specific reference to Plant Production. The contextualised purpose and usage of the qualification is as follows:

- A learner assessed against this qualification will have the necessary competence to manage Supervisors and working teams, performing the agricultural processes as applicable to Plant production in a range of Plant Production taking responsibility for the quality and quantity of outputs.
- The Learner will be able to take complete responsibility for her/his own actions and also take responsibility for supervising others at lower levels within an Plant Production context under broad guidance and evaluation.
- Competency will be gained in any of the specialized sub-fields of Plant Production as specified under Areas of Specialization (i.e. Vegetables, Fruit Production, Hydroponics, etc.) with a strong focus on management.
- The learner will be able to take responsible decisions within a wide range based on a sound understanding of the basic principles of agri-business and good agricultural practices, in meeting the set objectives and targets within the broader farm plan which includes the economical application of general resources, agricultural production and technical knowledge and skills, all in an Plant Production context.
- The Learner will be able to oversee the implementation of a wide range of procedures and will be able to ensure the relevant safety, quality, hygiene and technical standards as applicable within the industry.
- In addition to the above, the learner will be well positioned to extend learning and practice into other sub-fields such as Plant Production and Mixed Farming, since such efforts will only require additional learning within the elective scope of other qualifications at this level.
- Learners will be enabled to actively participate in the Primary Agricultural Sector through the production of quality agricultural products, enhancing the overall agricultural process and gain opportunities to access local, national and international agricultural markets.
- This qualification will allow qualifying learners to become economically active in farming practices that will have a direct impact on Local Economic Development through the production of food, the improvement of household food security and access to mainstream agriculture.
- Finally, Learners will be able to guide and direct others in terms of the planning, implementation and control of development projects within a Plant Production context.

Occupational/Target Group:

This qualification will form the basis for learners to extend their learning into more specialised areas of plant production and provides the basis of the establishment of sustainable farming operations through the inclusion of a wide spectrum of competencies required by farmers in South Africa. Whilst technical production orientated competencies are ensured, other aspects such as agri-business and good agricultural practices are included in the range of competencies required by farmers in order to enable them to strive towards agricultural management standards and practices at higher levels.

Competent qualifying learners in this qualification will oversee quality agricultural products in Plant Production whereby enhancing the overall agricultural process and gain opportunities to access local, national and international agricultural markets.

Program entry requirements

The learner will be able to progress horizontally to the following qualifications:

- National Certificate in Animal Production, NQF 3.

This qualification allows access to the agricultural sector (refer to the SGB's brief and matrix) and gives access to the relevant agricultural qualification at NQF 5, namely:

- National Certificate in Plant Production, NQF 5.

In terms of competencies, the learner will progress from farming operation skills to basic managerial skills to managerial skills. The scope of practice will also increase. The learner will be able to articulate with other occupations within the agricultural pharmaceutical operations such as laboratory assistant, assistance in the marketing and selling of agricultural pharmaceutical products and fertilisers. The learner will also be able to move to the secondary agricultural field.

Program content consist of the following exit levels competencies:

Exit Level Outcomes are divided into four categories of competencies, namely:

- Fundamental Competencies
- Agri-business
- Good Agricultural Practices
- Plant Production

Fundamental Competencies:

1. Apply communication skills in an agricultural environment.
2. Apply mathematical calculations within the agricultural environment.
3. Implement a data collection plan in the agricultural sector.
4. Plan and maintain environmentally sound agricultural processes by identifying knowledge processes and patterns of the environment in the region, and understanding the limitations of resources and how their management contributes to sustainable interactive agriculture, using environmental indicators.

Job opportunities

The range of typical learners that will enter this qualification will vary and includes:

- Farm operators who wish to progress to the level of junior farm manager;
- Learners in possession of different levels of practical experience in farming operations, which will be assessed and RPL'ed;
- School leavers (Gr. 12) from agricultural schools; and
- Learners may come from both genders.

The learner will engage in farm management and operational activities relevant to Plant Production.

Requests and expressions of need for this qualification, coming from the broad, but also specific farming communities (Plant Production) forms the basis for the development of this qualification.

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	30%	Practical scales
	40%	Workplace

**NATIONAL
CERTIFICATE:
MIXED FARMING
SYSTEMS
Agriculture 4**

WHAT IS THIS PROGRAMME ALL ABOUT?

Programme	SAQA ID	Level	Credits	OFO Code
National certificate:	48977	2	120	-

Purpose and delivery

The purpose of this qualification is to allow Junior Personnel and elected candidates to progress towards a position of farm labourers (operators) with specific reference to Mixed Farming systems. The contextualized purpose and usage of the qualification is as follows:

- A learner assessed against this qualification will have the necessary competence to participate as part of a working team, performing the agricultural processes as applicable to both Plant- and Animal Production in an established and familiar context under general supervision.
- The Learner will be able to perform directed activities and take responsibility for the guiding others at lower level within a Mixed Farming context.
- Competency will be gained in a combination of the sub-fields of Plant and Animal Production as specified under Areas Of Specialization (i.e. Small Stock, Large Stock as well as Vegetables, Fruit Production, Hydroponics, etc.)
- The learner will be able to take responsible decisions within a familiar range based on a sound understanding of the basic principles of agri-business and good agricultural practices, in meeting the set objectives and targets within the broader farm plan which includes the economical application of general resources, agricultural production and technical knowledge and skills, all in Mixed Farming context.
- The Learner will be able to carry out familiar procedures in a limited environment and will be able to adhere to the relevant safety, quality, hygiene and technical standards as applicable within the industry.
- In addition to the above, the learner will be well positioned to extend learning and practice into other sub-fields such as Plant Production and Animal Production, since such efforts will only require additional learning within the elective scope of other qualifications at this level.
- The learner will be well positioned to progress towards higher levels of Management and Technical production practices as defined by qualifications at the next level.
- Learners will be enabled to actively participate in the Primary Agricultural Sector through the production of quality agricultural products, enhancing the overall agricultural process and gain opportunities to access local, national and international agricultural markets.
- Finally, Learners will be able to guide and direct others in terms of the implementation of smaller development projects within Mixed Farming context.

Occupational/Target Group:

This qualification provides learners the opportunity to gain a qualification in Mixed Farming Systems (Plant- and Animal Production). The range of typical learners that will enter this qualification will vary and includes:

- Junior farm labourers who wish to progress to the level of Labourer within farming operations in Plant Production;
- Farm owners, in possession of an equivalent qualification at NQF 1;
- Learners in possession of different levels of practical experience in farming operations, which will be assessed and RPL'ed;
- Possible candidates for promotion identified by the community as leaders.
- Learners may come from both genders.

Program entry requirements

This qualification will allow qualifying learners to become economically active in farming practices that will have a direct impact on Local Economic Development through the production of food, the improvement of household food security and access to mainstream agriculture.

Program content consist of the following exit levels competencies:

- Fundamental Competencies
- Agri-business

- Good Agricultural Practices
- Plant Production; and
- Animal Production

Job opportunities

This qualification will form the basis for learners to extend their learning into more specialised areas of plant- and animal production and provides the basis of the establishment of sustainable farming operations through the inclusion of a wide spectrum of competencies required by farmers in South Africa. Whilst technical production orientated competencies are ensured, other aspects such as agri-business and good agricultural practices are included in the range of competencies required by farmers in order to enable them to strive towards agricultural management standards and practices at higher levels.

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	30%	Practical scales
	40%	Workplace

BEAUTY AND NAIL TECHNOLOGY

WHAT IS THIS PROGRAMME ALL ABOUT?

Programme	SAQA ID	Level	Credits	OFO Code
FETC: Beauty and nail technology	80646	4	156	514201

Purpose and delivery

This qualification has been developed to self-direct skills and knowledge of those employed in the beauty industry as nail technologists, beauticians or make-up artists. It is designed for people who wish to extend their range of skills and knowledge of the industry and those wishing to follow a career in the beauty industry. The qualification is aimed at developing the necessary task skills, task management skills and job/role management skills of those working or intending to work in the beauty industry.

The learners will be able to integrate the generic salon requisite skills, knowledge, values and attitudes with those specific to the beauty industry, ensuring the business in which they operate runs smoothly and offers customer service according to industry standards.

The further Education and Training Certificate: Beauty and Nail Technology is flexible enough to be offered in formal education or those not in employment and as well as in an occupationally directed workplace for learners already employed in the beauty industry.

On achieving this qualification, the learner will be able to:

- Set up a salon business
- Coordinate and perform a salon service
- Perform beauty services OR
- Perform nail services.

This qualification replaces the Further Education and Training Certificate: Beauty Technology, ID: 48797; and Further Education and Training Certificate: Beauty (Nail Technology), ID 48744

Occupational/Target Group:

Any person employed in formal education or those not in employment and as well as in an occupationally directed workplace for learners already employed in the beauty industry.

Program entry requirements

The following is the learning assumed to be in place:

- Communication Skills at NQF Level 3
- Mathematical Literacy at NQF Level 3

Program content consist of the following exit levels competencies:

- Set up a Salon
- Coordinate and perform a salon service
- Perform Beauty Services
- Perform Nail Services

Job opportunities

This qualification enables learners to perform a range of beauty services at a basic level within the salon environment. It will lead to entrepreneurial opportunities for learners already or joining this profession and enhance the self-image of each individual learner as he/she becomes more professional. Holders of this qualification are able to conduct the prescribed service in a professional manner, and maintain service excellence in all their operations.

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	30%	Practical scales
	40%	Workplace

CARE PRACTITIONER

WHAT IS THIS PROGRAMME ALL ABOUT?

SAQA ID	Level	Credits	OFO Code
Care Practitioner	3	120	-

Purpose and delivery:

- Create access to education and training in the field of caring for persons who are Deaf and Hearing Impaired as well as hearing people who are interested in working with both hearing impaired and hearing people;
- Provide students with a valid and recognized certificate;
- Empower hearing impaired people through education;
- Empower both hearing impaired and hearing carers who are mentally healthy to serve as role models for others who wish to become carers;
- Provide the workplace with trained care workers;
- Help to meet the vision of the NID as a Community College.
- The CPP follows a blended learning approach, which will enable students to engage with the concepts and learning materials in a number of different ways and encourage them to take responsibility for their own learning.
- The programme is divided into five modules. Each module is divided into themes and lessons that include theoretical, practical and online components.
- The mix of contact facilitator-lead activities, mentored practical experience, and online learning via the LMS provide a variety of stimulating and interactive learning experiences.
- The programme culminates in a block period of workplace experience. Students complete weekly reports and reflections on their experience. Mentors complete weekly assessments that are loaded onto the LMS and are part of the final assessment.
- Through the LMS, students are able to access learning materials, online activities, and assessment tasks to study or revise concepts at their own pace, anytime, and anywhere.
- Part of the facilitator-lead activities includes team work and the creation of a community of practice (called a Buddy group) through which students will share experiences and information, as well as give and receive peer support.

Occupational/ Target group:

Any person who meets the entry requirements and wishes to be employed as a carer

Program entry requirements:

Level 2 or Grade 9;

Candidates who have not attained Grade 9 or NQF Level 2 or completed the Links4Life programme offered by the NID will be given the chance to have their previous learning and experience recognized by means of a Recognition of Prior Learning (RPL) process;

A caring person who loves to work with people.

Programme content consists of the following exit level competencies:

- Assist with planning, organising and management of the basic functions and duties of a carer.
- Work with team members and management to satisfy the needs of the residents.
- Know, identify and evaluate basic physical, social, mental and emotional problems.
- Have knowledge of internal and community support systems.
- Have basic intervention skills to refer residents for help.
- Record important information.
- Possess communication skills to build working relationships with residents, staff, management and important role players.
- Comply with the work ethics to ensure a high standard of service delivery.
- Make use of opportunities for self-development.
- Know the functions of equipment and have the ability to handle it correctly.

Job opportunities:

Caring positions in old age homes, hostels, crèches, nursery schools, private homes, Departments of Health

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	35%	Practical scales
	35%	Workplace

Programme	SAQA ID	Level	Credits	OFO Code
National certificate:	24273	2	124	641201

Purpose and delivery

The purpose of the qualification is to provide Learners` as well as providers of education and training with national standards that represent the competencies required to meet the challenges of participating effectively in the building construction industry as a multi-skilled practitioner.

For those who have been in the workplace for a considerable period of time, this qualification can be used in the recognition of prior learning process to assess and recognise workplace skills acquired without the benefit of formal education and training.

For the new entrant, this qualification describes the learning outcomes required to effectively participate in a structured workplace as a multi-skilled practitioner.

For education and training providers, this qualification provides guidance for the development of appropriate learning programmes and assessment documentation that meet and allow for Learners` to achieve the desired outcomes.

For employers, this qualification enables skills gaps to be identified and addressed ensuring that productivity levels are increased and business objectives achieved within the legislative frameworks in which the construction industry is required to operate.

This qualification has been developed to assist with standardisation across the building industry. The qualification will allow the qualified multi-skilled practitioner to register as a community house builder and provides a solid foundation for future career advancement across similar qualifications in the construction industry, including supervisory and management qualifications within the sector.

The primary skills that are recognised in this qualification relate to a range of limited technical skills that are required to build a house of basic design. The learner will also have a basic understanding of the construction industry and how he or she is expected to operate within the legislative, safety and quality systems that govern the workplace.

As a result of past legacies many practitioners within the building construction sector were denied career advancement and possible recognition for skills acquired in the various trades. This was as a direct result of poor educational opportunities at some schools, leading to a lack of entry to formal training institutions.

The introduction of a "National Certificate in Community House Building" qualification, based on unit standards, will allow Learners` to enter into this qualification as a starting point to an artisan career and in addition, allow for the recognition of prior learning within the building sector.

The CETA Sector Skills Plan indicates a definite need for a qualification that allows for the development of a multi-skilled practitioner who is able to draw on a range of limited technical competencies from the various designated trades.

The "National Certificate in Community House Building" reflects the skills, knowledge and understanding required to participate effectively as a multi-skilled practitioner in the building construction industry and preferably in the construction of basic housing structures.

On completion of this qualification, the learner has the option of progressing within any one of the career paths of the construction industry and receiving a further qualification in Construction Carpentry, Masonry etc. In addition, this qualification will also provide opportunities for self-employment and entrepreneurship within the field of community house building.

Occupational/Target Group:

Learners` should have acquired the equivalent of NQF Level 1 (ABET Level 4) numeracy and literacy competencies within the General Education and Training Band (GET) prior to embarking on learning towards this qualification.

Program entry requirements

Program content consist of the following exit levels competencies:

None

Job opportunities

This qualification has been developed to provide mobility across the construction industry and is intended to allow for further learning towards related trade qualifications within this sector. The qualification has been designed and structured so that qualifying Learners` can move from one construction context to another.

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	35%	Practical scales
	35%	Workplace

Programme	SAQA ID	Level	Credits	OFO Code
Further education and training certificate: early childhood development	58761	4	140	531101

Purpose and delivery

This is an entry-level Qualification for those who want to enter the field of Education, Training and Development, specifically within the sub-field of Early Childhood Development (ECD). Many of those who will seek this Qualification are already practising within the field, but without formal recognition. This Qualification will enable recipients of this Qualification to facilitate the all-round development of young children in a manner that is sensitive to culture and individual needs (including special needs), and enable them to provide quality early childhood development services for children in a variety of contexts, including community-based services, ECD centres, at home and in institutions. In particular, recipients of this qualification will be able to:

- Plan and prepare for Early Childhood Development.
- Facilitate and monitor the development of babies, toddlers and young children.
- Provide care and support to babies, toddlers and young children.

Occupational/Target Group:

There is open access to this Qualification bearing in mind the learning assumed to be in place.

It is compulsory therefore for learners to do Communication in two different South African languages, one at NQF Level 4 and the other at NQF Level 3.

Program entry requirements

- Communication and Mathematical Literacy at NQF level 3 or equivalent.
- Second language at NQF level 2 or equivalent.

Program content consist of the following exit levels competencies:

1. Communicate in a variety of ways within Early Childhood Development and societal settings.
2. Use mathematics literacy in real life and education, training and development situations.
3. Plan and prepare for Early Childhood Development.
4. Facilitate and monitor the development of babies, toddlers and young children.
5. Provide care and support for babies, toddlers and young children.

Job opportunities

Practitioners will generally carry out their role under supervision and with the support of designed programmes.

This Qualification will provide a means for formal recognition of those who are already practising in the field, but without qualifications, as well as for those who wish to enter the field. This qualification will also provide a basis for further professional development in the higher education and training band for many experienced practitioners in the field who have had limited or difficult access to further career development opportunities.

Where Offered	Program Weighting	How Offered
Main campus	60%	Theory
	20%	Practical scales
	20%	Workplace

Programme	SAQA ID	Level	Credits
-	5	120	-

Purpose and delivery

The HCE is a distant learning online programme which will be followed over two years.

The programme will be offered on a Level 5.

Improve current practices in working with the deaf and persons with hearing loss.

Help you to acquire open distance and eLearning skills (model), higher education language and learning skills, information management skills and basic teaching skills to support ongoing professional development.

We support the introduction of sign language into SA public schools in ways that will also develop own language and academic literacy skills.

Occupational/Target Group:

The Higher Certificate for Education is primarily intended to offer the Deaf and Persons with hearing loss an opportunity to enter the field of education and training.

Help the professional development for existing teachers in schools for the deaf and persons with hearing loss.

A completed Grade 12, Level 4 Occupational Training Programme, or equivalent.

An ability to read, write, and understand English at an NQF level 4.

Fluency in South African Sign Language (SASL) is highly recommended but basic competence will be a pre-requisite. Assessment of sign language skills is included in the selection process.

Program entry requirements

- A completed Grade 12, Level 4 Occupational Training Programme, or equivalent.
- An ability to read, write, and understand English at an NQF level 4.
- Fluency in South African Sign Language (SASL) is highly recommended but basic competence will be a pre-requisite. Assessment of sign language skills is included in the selection process.

A selection and ability screening process should be implemented to:

- enable access to the HCE for persons who do not have an NQF Level 4 qualification but who have proven experience of working with the Deaf and individuals who wish to embark on a career path in education and training of the Deaf;
- Determine the suitability of candidates for participating successfully in the HCE;
- Identify pre-programme support and/or specified short skills programmes for candidates who are not yet ready to participate in the HCE. For example, applicants who lack sufficient South African Sign Language competence will be referred to a provider where this competence can be gained prior to re-application.

Program content consist of the following exit levels competencies:

Modules include:

1. Understanding the Needs of Deaf Learners.
2. Teaching Practice.
3. Language across the Curriculum.
4. Learning and Teaching Strategies.
5. Being a Teacher of the Deaf.
6. Assessing Learners.
7. Integrating ICTs in Learning and Teaching.
8. Working in a Hearing World.

Job opportunities

The Programme for Educators of the Deaf and persons with hearing loss will be developed as an NQF Level 5 Higher Certificate Programme with accessible entry-level requirements and will offer prospective students a springboard into a career in education and training of the Deaf.

The design and development of the HCE is informed by requisite entry requirements for the Grade R Diploma or the BEd Degree and includes the necessary scaffolding and support to enable students to progress and achieve the required competences. In addition, it may be possible for students to be credited for 1 or 2 modules that overlap with modules in the two specified programmes.

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	30%	Practical scales
	40%	Workplace

Programme	SAQA ID	Level	Credits	OFO Code
National certificate: Professional Cookery	14111	4	145	343401

Purpose and delivery
The programme has been developed for development of various Client staff in various working locations.

The Provider will facilitate the theory component and assess the Learner and their Portfolio of Evidence, while the client will complete the Workplace evolution and workplace report and file it with the Learner's Portfolio of Evidence.

Learner who have exciting credits for unit standards and skills programmes related to this programme will be given credit recognition and reflected on assessments and Portfolio of Evidence.

Occupational/Target Group:
Any person employed in the Hospitality industry by the client that meets the entry level requirements and has gone through the internal nomination process.

Program entry requirements
Learner should have completed FEC level 2 qualifications or Grade 10 / Standard 8

Program content consist of the following exit levels competencies:

1. Health, Safety and Hygiene.
2. Communication
3. Development
3. Good Business Practices.
4. Culinary Skills
5. Services

Should the learner not be able to complete this certificate programme, but having done the recommended unit standards they should be able to complete the following qualifications:

- Kitchen cleaner [HSP/KchCln/2/0021]
- Cook convenience foods [HSP/CkConF/2/0019]
- Assistant chef [HSP/AssChf/2/0022]

Job opportunities:
This qualification has been developed for professionals in the food preparation industry (hospitality). It brings together elements of food and drink preparation as well as supervision. This qualification will professionalize the industry and is applicable to all sectors, from small restaurants to large scale hotels. This qualification provides articulation with gaming, travel and other tourism industries.

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	70%	Practical scales & Workplace

Programme	SAQA ID	Level	Credits	OFO Code
Skills program: Assistant chef	HSP/AssChf/2/00/22	2	51	513102

Purpose and delivery
In order to achieve the credits and qualify for this appropriate register standard, determined by the sector of education and training authority, you are expected to have demonstrated specific learning outcomes. Specific outcomes describe what the learner must be able to do successfully at the end of this learning experience.

Occupational/Target Group:
Any person employed in the Hospitality industry by the client that meets the entry level requirements and has gone through the internal nomination process.

Program entry requirements

- Learner should be able to read, write and speak English.
- Learner should have standard 6 / grade 8 mathematics
- Learner should have a basic knowledge of cooking
- Learner should have completed FLC level 2 qualification or Grade 10 / Standard 8

Program content consist of the following exit levels competencies:

1. Health, Safety and Hygiene.
2. Culinary Skills
3. Services

Job opportunities

- This qualification enables learners to perform tasks in any institution that prepares food and delivers food services, such as Hotels, restaurants, café. After completion of this program, students can be employed as chefs` assistants.

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	70%	Practical scales & Workplace

**SKILLS PROGRAM:
KITCHEN CLEANER
Hospitality**

Programme	SAQA ID	Level	Credits	OFO Code
Skills program: Kitchen Cleaner	HSP/KchCln/2/0021	2	17	513102

Purpose and delivery

This skills program has been developed for learners in the hospitality industry in various working locations, The aim is to bring together elements of hygiene, safety, storage and to create a more efficient and well-rounded employee. This will ensure the possibility of job rotation and lead to job satisfaction which indicates a happy and productive workforce. There are also opportunities for the promotion of these learners, once they are declared competent

Occupational/Target Group:

Any person employed in the Hospitality industry by the client that meets the entry level requirements and has gone through the internal nomination process.

Program entry requirements

- Learner should be able to read, write and speak English.
- Learner should have standard 6 / grade 8 mathematics

Program content consist of the following exit levels competencies:

- Health, Safety and Hygiene.

Job opportunities

- This qualification enables learners to perform tasks to clean industrial kitchens.
- Basic knowledge, terminology and skills for hospitality are trained in this program

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	70%	Practical scales & Workplace

**SKILLS PROGRAM:
COOK
CONVENIENCE
FOODS
Hospitality**

Programme	SAQA ID	Level	Credits	OFO Code
Skills program: Cook` convenience foods	HSP/CKConF/2/0019	2	18	513102

Purpose and delivery

This skills program has been developed for learners to Cook convenience Food in operational sites.

The aim is to bring together elements of hygiene, safety, storage, customer satisfaction and culinary aspects to create a more efficient and well-rounded employee. The employee may have many years of experience in a facility, but only lack a qualification. The purpose is to provide the learners with a qualification, with the intention of this qualification leading to other qualifications being completed by the learner. This will ensure the possibility of job rotation and lead to job satisfaction which indicates a happy and productive workforce. There are also opportunities for the promotion of these learners, once they are declared competent.

Occupational/Target Group:

Any person working in a kitchen.

Program entry requirements

- Learner should be able to read, write and speak English.
- Learner should have standard 6 / grade 8 mathematics

Program content consist of the following exit levels competencies:

- Health safety and hygiene
- Culinary skills

Job opportunities

This program provides the student with basic knowledge and terminology regarding different cooking methods used in the hospitality industry.

This qualification enables learners to perform tasks in:

- Any fast food outlet.
- Perform task as a kitchen assistant

Where Offered	Program Weighting	How Offered
Mani Campus	30% 70%	Theory Practical scales Workplace
Several training units throughout the country	30% 70%	Theory Practical scales Workplace

**SKILLS PROGRAM:
LAUNDRY ASSISTANT
Hospitality**

Programme	SAQA ID	Level	Credits	OFO
Laundry Assistant Skills Programme	HSP/LndAss/2/0013	2	22	-

Purpose and delivery

The programme has been developed for learners who are involved in a Laundry environment of the hospitality trade. The aim is to bring together elements of hygiene, safety, layout and laundry aspects, to create a more efficient and well rounded employee / learner. The employer / learner may have many years of experience in a laundry, but lack a qualification.

Occupational/Target Group:

Any person working in in industry in a laundry or intends on working in the hospitality industry.

Program entry requirements

Learner should be able to read, write and speak English.

Program content consist of the following exit levels competencies:

1. Maintain health, hygiene and a professional appearance
2. Maintain a secure working environment
3. Maintain a safe working environment
4. Handle and dispose of waste
5. Handle and store cleaning equipment and material
6. Describe layout, services and facilities of the organization
7. Provide a valet service
8. Launder guest cloths
9. Provide an on-premises laundry service
10. Control linen for external laundry

Job opportunities

The purpose is to provide the learners with a qualification, with the intention of this qualification leading to other skills programs being completed by the learner. This will ensure the possibility of job rotation and lead to job satisfaction which indicates a happy and productive workforce. There are also opportunities for the promotion of these learners, once they are declared competent.

Where Offered	Program Weighting	How Offered
Mani Campus	20% 10% 70%	Theory Practical scales Workplace
Several training units throughout the country	20% 10% 70%	Theory Practical scales Workplace

WHAT IS THIS PROGRAMME ALL ABOUT?

Programme	SAQA ID	Level	Credits	OFO Code
End User Computing	61591	3	47 (Fundamental US) 56 (Core US) 27 (Elective US)	61591

Purpose and delivery

The purpose of the qualification is to build the knowledge and skills required by learners in End User Computing. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment in the South African community and to respond to the challenges of the economic environment.

The qualification addresses the need in the workplace for nationally recognised qualifications, based on unit standards, which will allow learners with workplace experience in End User Computing to obtain recognition for prior learning.

The qualification provides a framework for learners to develop skills that will enable them to become competent in End User Computing. It introduces theoretical concepts of End User Computing and requires the application thereof, to develop a range of skills that will enable learners to be better-informed workers in their chosen industry. It provides a balanced learning experience that lays the foundation for access to further education, lifelong learning and to productive employment.

Occupational/Target Group:

The National Certificate in IT: End User Computing at NQF Level 3, is intended for learners already employed or new learners entering the workplace, requiring End User Computing skills. The unit standards of this qualification may be added to other industry qualifications to provide an End User Computing focus with comparison, choice, interpretation and the application of knowledge.

The qualification is ideal for business people in the following fields:

- Personal Assistants / Receptionists
- Office Administrators
- Project Administrators

Program entry requirements

Required Education None

Required skills Basic computer based knowledge

Related assessment Integrated assessment is accomplished through assessing more than one-unit standard at a time.

There criteria: are also a number of unit standards that are integrative in nature

Exit levels outcomes:

On completion of this qualification, the learner will be able to:

1. Demonstrate an understanding of applying Graphical User Interface (GUI)-based Word Processing Application skills in the Workplace.
2. Demonstrate an understanding of applying Graphical User Interface (GUI)-based Presentation Application skills in the Workplace.
3. Demonstrate an understanding of applying GUI-based Spreadsheet Application skills in the Workplace.
4. Demonstrate an understanding of applying GUI-based Electronic Mail Application skills in the Workplace.
5. Demonstrate an understanding of applying GUI-based Web Browser Application skills in the Workplace.
6. Improve Communication by combining communication skills with End User Computing skills.
7. Improve the application of mathematical literacy in the workplace, by better utilising End User Computing Applications.
8. Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organisation & the impact it has on societies.

In addition to the above, unit standards will be utilised to provide depth of specification of the outcomes ranges and the assessment criteria and processes.

Articulation Options

The qualification at this level is foundational and generic, allowing maximum mobility between qualifications. Apart from the workplace needs the qualification will address, it is also designed as an entry-level qualification into most further education and training fields, because of the wide application of End User Computing in any environment

Where Offered	Program Weighting	How Offered
Main campus & training units provincially	40%	Theory
	40%	Practical scales
	20%	Workplace

Programme	SAQA ID	Level	Credits	OFO Code
National certificate: Jewellery manufacturing	65049	2	134	661301

Purpose and delivery

This qualification will equip qualifying learners with the necessary knowledge, understanding and competence to manufacture jewellery using basic hand tools in a production environment. The qualification is aimed at people who work or intend to work within the jewellery manufacturing industry.

Recipients of this qualification know about and are able to apply jewellery manufacturing processes in a production environment such as melting, drawing wire, wax injecting, soldering, setting and drawing.

Learners will be able to demonstrate understanding of the different jewellery manufacturing processes in a production environment. Working mostly with synthetic stones and silver, learners will be required to demonstrate a sound understanding of the value of the materials they will be using.

Learners credited with this qualification are able to:

- Communicate and solve problems regarding the processes of jewellery manufacture in a production environment.
- Demonstrate an understanding of Occupational Health, Safety and Environmental standards in the workplace.
- Prepare tools, materials and equipment for the manufacture of jewellery.
- Draw and manufacture basic jewellery using non-precious materials.

Occupational/Target Group:

Any person employed in the Jewellery industry by the client that meets the entry level requirements and has gone through the internal nomination process

Program entry requirements

Communication and Mathematical Literacy at NQF Level 1.

This qualification can be obtained by completing all the required unit standards in a structured learning programme, or through recognition of prior learning (RPL). The criteria for RPL would need to be in line with the MQA's ETQA requirements.

Evidence can be presented in a variety of forms, including international or previous local qualifications, reports, testimonials mentioning functions performed, work records, portfolios, videos of practice and performance records.

Program content consist of the following exit levels competencies:

1. Communicate and solve problems regarding the processes of jewellery manufacture in a production environment.
2. Demonstrate understanding of Occupational Health, Safety and Environmental standards in the workplace.
3. Prepare tools, materials and equipment for the manufacture of jewellery.
4. Draw and manufacture basic jewellery using non precious materials.

Range: Non precious materials includes silver, synthetic stones, leather, perspex, organic material.

Job opportunities

This qualification is designed to benefit the industry by addressing its needs as identified through the following processes and realities:

- The National Skills Development Strategy.
- Sector Skills Plan targets.
- The workplace skills plan submitted by the employers in the Jewellery Manufacture Industry have identified that these basic
- skills are critical to grow the jewellery industry to enable adequate beneficiation of minerals.

Where Offered	Program Weighting	How Offered
Main campus & training units provincially	30%	Theory
	35%	Practical scales
	35%	Workplace

Programme	SAQA ID	Level	Credits	OFO Code
National certificate: Jewellery manufacturing	65209	3	137	661301

Purpose and delivery

The qualification ensures progression of learning, enabling the learner to perform optimally within the jewellery environment of learning and provides access to higher qualifications within the same or related industry.

Learners credited with this qualification are able to:

- Communicate and solve problems regarding the processes of jewellery manufacturing, gemstone setting and design.
- Demonstrate an understanding of Occupational Health, Safety and Environmental standards in the workplace.
- Select, prepare and setup tools and materials for the design, manufacture and setting of jewellery.
- Apply various manufacturing processes and techniques to manufacture jewellery.

Occupational/Target Group:

Any person employed in the Jewellery industry by the client that meets the entry level requirements and has gone through the

internal nomination process

Program entry requirements

Access is open; however it is preferable that learners have completed the National Certificate: Introduction to a Jewellery manufacture in a production Environment at NQF Level 2.

Program content consist of the following exit levels competencies:

1. Communicate and solve problems regarding the processes of jewellery manufacturing, gemstone setting and design
2. Demonstrate understanding of Occupational Health, Safety and Environmental standards in the workplace. Perform basic calculations
3. Select, prepare and setup tools and materials for the design, manufacture and setting of jewellery. Perform basic calculations
4. Apply various manufacturing processes and techniques to manufacture jewellery. • Range: Manufacture of Jewellery refers to the design, setting and gold smiting of jewellery

Job opportunities

This qualification will equip qualifying learners with the necessary knowledge, understanding and competence to manufacture jewellery within the various fields of specializations.

Qualifying learners will be able to demonstrate competence to manufacture jewellery by applying the relevant manufacturing processes particular to the chosen specialization area. This will include the use and application of all hand tools, equipment and materials required for the respective manufacturing processes.

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	35%	Practical scales
	35%	Workplace

**FET CERTIFICATE:
JEWELLERY
MANUFACTURING
OPERATIONS
JEWELLERY 3**

Programme	SAQA ID	Level	Credits	OFO Code
National certificate: Jewellery manufacturing	65209	3	137	661301

Purpose and delivery

This qualification will enable qualifying learners with the necessary knowledge, understanding and competence to conduct the operations associated with the manufacture of jewellery. It will include working with metals in jewellery manufacture and knowledge of the non-specialised areas like design and stone setting. Learners credited with this qualification are able to manufacture jewellery utilising advanced jewellery technology.

The ability of the industry to develop its potential in the beneficiation of raw materials is dependent upon the development of these skills to provide the platform for expansion and to have a base of skilled workers for further development.

Learners credited with this qualification are able to:

- Communicate and solve problems within a jewellery manufacturing environment.
- Prepare materials for the manufacturing of jewellery.
- Comply with workplace practices regarding Occupational Health and Safety.
- Manufacture jewellery using various manufacturing processes and techniques.

Occupational/Target Group:

The majority of the learners entering this qualification are likely to be Gemstone setters, Jewellery designers and those working in the Jewellery manufacturing industry as operators. In some cases learners may come from other industries.

Program entry requirements

This course has been designed in order to provide trained personnel for the jewellery industry. The aim of the course is to develop the skills and related knowledge in all aspects of jewellery production

program content consist of the following exit levels competencies:

1. Communicate and solve problems regarding the manufacturing process of Jewellery.
2. Adhere to the Occupational Health and Safety requirements.
3. Prepare materials for the manufacturing of jewellery.
4. Manufacture and repair jewellery.

Job opportunities

Qualifying learners will be appointed as Goldsmiths under the guidance of a Senior Goldsmith in a Jewellery Manufacturing

environment. Qualifying learners will become more employable to those jewellery companies that manufacture more exclusive jewellery.

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	35%	Practical scales
	35%	Workplace

**NATIONAL
CERTIFICATE:
FURNITURE MAKING:
WOOD
UPHOLSTERY**

WHAT IS THIS PROGRAMME ALL ABOUT?

Programme	SAQA ID	Level	Credits	OFO Code
National certificate: Furniture making: Wood	49091	2	125	683401

Purpose and delivery

The purpose of the qualification is to provide learners and education and training providers with the standards required to satisfy the challenges of participating effectively in the furniture manufacturing industry. Typical learners will be workers in the furniture industry. The qualification will be useful to both new entrants into the industry, and existing workers in the sector.

For those who have been in the workplace for a long time, this qualification can be used in the recognition of prior learning process to assess and recognise workplace skills acquired without the benefit of formal education and training.

For the new entrant, this qualification describes the learning outcomes required to effectively participate in a structured workplace.

For education and training providers, this qualification provides guidance for the development of appropriate learning programmes and assessment documentation.

The combination of learning outcomes that comprise this qualification will provide the qualifying learner with vocational knowledge and skills appropriate to the context of furniture manufacturing. The learner will have an understanding of the furniture industry and how he or she should operate within the legislative, safety and quality systems which govern the workplace. It will also equip learners with a foundation for further intellectual development, opportunities for gainful employment and reward for contributions to society.

Occupational/Target Group:

The qualification will be useful to both new entrants into the industry, and existing workers in the sector.

Program entry requirements

It is assumed that a learner entering a programme leading to this qualification has successfully completed the National Certificate (GETC): Manufacturing, Engineering and Related Activities (Furniture) at NQF level 1 or has demonstrated equivalent competence

Program content consist of the following exit levels competencies:

- Identify and Solve Problems
- Scientific & Technological Competence
- Organise & Self-Management
- Safety Management & Quality Production

Job opportunities

For employers, this qualification enables skills gaps to be identified and addressed ensuring that productivity levels are increased and business objectives achieved

This qualification has been developed to assist with standardization across the furniture industry. This will allow persons to achieve recognition as a furniture maker, and lay a foundation for future career advancement across similar trades and to supervisory and management qualifications within the sector.

This qualification has been developed to assist with standardization across the furniture industry. This will allow persons to achieve recognition as a furniture maker, and lay a foundation for future career advancement across similar trades and to supervisory and management qualifications within the sector.

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	30%	Practical scales
	40%	Workplace

Programme	SAQA ID	Level	Credits	OFO Code
National Certificate: Welding Application and Practice	57881	2	158	

Purpose and delivery

The purpose of this Qualification is to provide learners with the standards and the range of learning required to work effectively in the welding industry and to meet the challenges of such an environment.

This Qualification recognises the basic skills, knowledge and values acquired by learners involved in welding. The purpose of this Qualification is to develop learners who, after completion, demonstrate the ability to:

- Use and apply mechanical and welding technology, techniques, processes and skills, as applied in the fabrication and welding industry, using appropriate tools and measuring equipment.
- Use and apply a variety of fillet welding, oxy-fuel cutting and oxy-fuel joining processes.
- Demonstrate knowledge of the welding industry and its productivity requirements, by applying appropriate work-procedures.
- Communicate effectively in order to achieve personal, business and organizational objectives. (Range: Reading and interpreting work instructions, documents and drawings; maintaining effective relationships; exploring options for further learning).

Occupational/Target Group:

The qualification replaces the National Certificate: Welding Application and Practice NQF Level 2 and the interim registered qualification - National Certificate: Chemical Welder NQF Level 2.

This Qualification focuses on developing skills and knowledge necessary to begin such a career. Welding application and practice require joining and cutting of materials that meet national and international requirements. Welding generally requires the joining of material that is subjected to considerable stress when in operation and the welding process needs to be consistent and accurate.

Program entry requirements

It is assumed that learners are already competent in:

Communication and Mathematical Literacy at NQF Level 1.

This qualification can be obtained in part or wholly through the recognition of prior learning. The learner should be thoroughly briefed on the mechanism to be used and support and guidance should be provided. Care should be taken that the mechanism used provides the learner with an opportunity to demonstrate competence and is not so onerous as to prevent learners from taking up the RPL option towards gaining a Qualification.

Program content consist of the following exit levels competencies:

1. Use and apply mechanical and welding technology, techniques, processes and skills, as applied in the fabrication and welding industry, using appropriate tools and measuring equipment.
2. Use and apply a variety of fillet welding, oxy-fuel cutting and oxy-fuel joining processes.
3. Demonstrate knowledge of the welding industry and its productivity requirements, by applying appropriate work-procedures.
4. Communicate effectively in order to achieve personal, business and organizational objectives.

Range: Reading and interpreting work instructions, documents and drawings; maintaining effective relationships; exploring options for further learning.

Job opportunities

This is the first Qualification in a learning pathway for learners who want to follow a career in welding

Where Offered	Program Weighting	How Offered
Main campus	30%	Theory
	35%	Practical scales
	35%	Workplace
Training Units	30%	Theory
	35%	Practical scales
	35%	Workplace

Programme	SAQA ID	Level	Credits	OFO Code
National Certificate: Automotive Body Repair	64709	2	120	-

Purpose and delivery

The purpose of this qualification is to provide learners with the standards and the range of learning required to work effectively in the Automotive Body Repair industry. This qualification will enable learners to meet the challenges of an industry that has shown a rapid increase through the introduction of new technology in body repair methods.

This qualification also serves to develop new skills for new technology. It creates an infrastructure of sound technological support and opportunities in a labour market with a growing demand to recognise people for their skills and to meet the challenges of the automotive body repair environment.

The primary skill that is recognised in this qualification is the ability to understand and apply the relevant theory of auto body construction and passive- and active safety systems in order to repair minor dents. Hand skills also play an important role in this qualification and successful learners will need to apply hand skills in completing their tasks.

After achieving this qualification learners will be able to:

- Communicate with peers and supervisors in an automotive work context.
- Use and maintain automotive workshop tools and equipment.
- Prepare a vehicle for automotive body repair work.
- Repair minor accident damage to vehicles.

Occupational/Target Group:

The automotive body repair industry is subjected to the ever increasing new technology of body repair methods. This necessitates that learning programmes are developed so that learners entering this field of learning are introduced to this new technology at an early stage of their career

Introducing learners at this level of learning also forms the support structure in an automotive body repair shop from where learning gradually progresses to more advanced repair techniques at higher levels of learning, thereby exposing learners to more advanced and sophisticated body repair methods and equipment.

This is the first qualification in a series and forms the basis for learners who want to follow a career in the field of automotive body repair. This qualification focuses on developing skills and knowledge necessary to begin such a career. It also provides learners who have gained relevant experience in the workplace with an opportunity to obtain credits through an RPL process.

Program entry requirements

Learners registering for this qualification should already have achieved a General Education and Training Certificate at NQF Level 1 or equivalent.

If the learner does not already have such a qualification, learning in preparation for this qualification should include:

- Literacy and numeracy at NQF Level 1.
- Basic concepts of science and technology at NQF Level 1.

Program content consist of the following exit levels competencies:

1. Communicate with peers and supervisors in an automotive work context.
2. Use and maintain automotive workshop tools and equipment.
3. Prepare a vehicle for automotive body repair work.
4. Repair minor accident damage to vehicles.

Job opportunities

This program is open for anyone who wishes to pursue a career in automotive body repair, but prior achievement of the "Learning Assumed to be in Place" would facilitate an easier progression into learning programmes to address the outcomes of this qualification.

Where Offered	Program Weighting	How Offered
Training Units	30%	Theory
	35%	Practical scales Workshop

Programme	SAQA ID	Level	Credits	OFO Code
BUSINESS ADMINISTRATION	23833	2	120	-

Purpose of Programme:

This qualification is for any individual who is, or wishes to be, involved in the Administration function in any organization or business in any sector, or field as well as in non-commercial organisations such as clubs and charitable organisations. It contains all the competencies, skills and values required by a learner who wishes to access the National Certificate in Business Administration Services at NQF: Level 3. The core component contains competencies in Information Handling, Communications, Enterprise/customer service, Technology, Organisation skills, Self-development, Teamwork and Business policies and procedures. The elective component allows the learner to gain specialist knowledge, skills and insight in the areas of Reception, Executive Administration, Financial Services and Banking or in the field in which the learner is employed.

Learners working towards this qualification will find that the acquisition of competence in the unit standards, which make up the qualification, will add value to their work performance. This qualification is intended to enhance the provision of entry-level service within the field of Administration within all sectors. It will facilitate access to and mobility and progression within education and training for learners who:

- Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Further Education and Training.
- Have worked in this field for many years, but have no formal qualifications and would like to achieve this through the process of RPL (Recognition of Prior Learning) and / or formal study.
- Wish to extend their range of skills and knowledge of administration within their respective industries so that they can extend their competency levels.

The qualification has building blocks that can be developed further in qualifications at a higher level. It contains all the competencies, skills and values required by a learner who wishes to access the National Certificate in Business Administration Services at NQF level 3.

It also focuses on the skills, knowledge, values and attitudes required to progress further. The intention is:

- To promote the development of knowledge, skills and values that are required for service excellence within the field of administration.
- To release the potential of people.
- To provide opportunities for people to move up the value chain.

Program entry requirements

It is assumed that the learner attempting this qualification is competent in:

- Communication at NQF Level 1.
- Mathematical Literacy at NQF Level 1.

Occupational/Target Group:

Any person employed in the Industry by the client, that meets the entry level requirements and has gone through the internal nomination process.

Program content consist of the following exit levels competencies:

- Identify and maintain records
- Maintain an information system
- Process numerical and text data
- Receive, distribute and dispatch mail in an office environment
- Receive and execute instructions
- Process incoming and outgoing telephone calls
- Behave in a professional manner in a business environment
- Attend to customer enquiries
- Operate and take care of equipment in an office environment
- Manage time and work processes within a business environment
- Investigate the structure of an organisation
- Demonstrate an understanding of the business environment
- Keep informed about current affairs relating to one`s own industry
- Job opportunities
- It should also articulate with any other qualification at level 3 in the following fields:
 - Secretarial services
 - Reception services
 - Switchboard operations
 - Financial administration
 - Banking administration
 - Personal / executive secretarial services
 - Data capturing

Job opportunities

- Secretarial services
- Reception services
- Switchboard operations
- Financial administration
- Banking administration
- Personal / executive secretarial services
- Data capturing

Where Offered	Program Weighting	How Offered
Main Campus and Training Units	30%	Theory
	70%	Practical scales
	35%	Workplace

National Certificate:
Business Administration Services level 3

Programme	SAQA ID	Level	Credits	OFO Code
BUSINESS ADMINISTRATION	67465	3	120	-

Purpose of Programme:

This qualification is for any individual who is, or wishes to be, involved in the Administration function in any organization or business in any sector, or field as well as in non-commercial organisations such as clubs and charitable organisations. It contains all the competencies, skills and values required by a learner who wishes to access the National Certificate in Business Administration Services at NQF: Level 4. The core component contains competencies in Information Handling, Communications, Enterprise/customer service, Technology, Organisation skills, Self-development, Teamwork and Business policies and procedures. The elective component allows the learner to gain specialist knowledge, skills and insight in the areas of Reception, Executive Administration, Financial Services and Banking or in the field in which the learner is employed. Learners working towards this qualification will find that the acquisition of competence in the unit standards, which make up the qualification, will add value to their work performance. This qualification is intended to enhance the provision of entry-level service within the field of Administration within all sectors. Through building day-to-day administration skills, as well as general operational competencies, the qualification ensures progression of learning, enabling the learner to meet standards of service excellence required within the administration field of learning.

The qualification will provide the broad knowledge, skills and values needed in the administration field in all sectors and will facilitate access to, and mobility and progression within, education and training for learners who:

- Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Further Education and Training.
- Have worked in this field for many years, but have no formal qualifications and would like to achieve this qualification through the process of RPL (Recognition of Prior Learning) and/or formal study
- Wish to extend their range of skills and knowledge of administration within their respective industries so that they can extend their competency levels.

The qualification has building blocks that can be developed further in qualifications at a higher level. It also focuses on the skills, knowledge, values and attitudes required to progress further.

The intention is:

- To promote the development of knowledge, skills and values that are required for service excellence within the field of administration.
- To release the potential of people.
- To provide opportunities for people to move up the value chain.

Program entry requirements

It is assumed that the learner attempting this qualification is competent in:

- Communication at NQF Level 2.
- Mathematical Literacy at NQF Level 2.

Occupational/Target Group:

Any person employed in the Hospitality industry by the client, that meets the entry level requirements and has gone through the internal nomination process.

Program content consist of the following exit levels competencies:

- Identify and maintain records
- Gather and report information
- Plan, monitor and control and information system
- Maintain booking systems
- Participate in meetings and process documents and communications related thereto
- Utilise technology to produce information
- Plan and conduct basic research in an office environment
- Coordinate meetings, minor events and travel arrangements
- Set personal goals
- Function in a team and overall business environment
- Demonstrate an understanding of employment relations

Job opportunities

- Secretarial services
- Reception services
- Switchboard operations
- Financial administration
- Banking administration
- Personal / executive secretarial services
- Data capturing

Where Offered	Program Weighting	How Offered
Main Campus and Training Units	30%	Theory
	35%	Practical scales
	35%	Workplace

National Certificate:
Business Administration Services level 4

Programme	SAQA ID	Level	Credits	OFO Code
BUSINESS ADMINISTRATION SERVICES L4	61595	4	140	-

Purpose of programme:

This Qualification is for any individual who is or wishes to be involved in the Administration function within any industry, or non-commercial venture/organization. It is also the building block to advance the learner into the National Certificate in Business Administration Services: NQF Level 5. The Core Component of the Qualification offers the learner knowledge and skills in the Management of Records, Comprehension of written and verbal texts, Business Writing, Problem Solving, Ethics, Cultural Awareness, Self-Management and Self Development, Project Teamwork and Business Policies and Procedures.

The Qualification through its Elective Component enables the learner to specialize in areas of Administration such as Reception, Executive Administration, Financial Literacy, Relationship Management, Legal Knowledge, Communication, Project Administration and Support, Call Centre Administration and Human Resources. Learners working towards this Qualification will find that the acquisition of competence in the Unit Standards, which make up the Qualification, will add value to their jobs.

This Qualification is intended to enhance the provision of service within the field of Administration within all business and non-commercial sectors.

The Qualification ensures progression of learning, enabling the learner to meet standards of service excellence required within the Administration field of learning, through building day-to-day Administration skills as well as general operational competencies. It will provide the broad knowledge, skills and values needed in the Administration field for all business and non-commercial sectors and will facilitate access to, and mobility and progression within, education and training.

Program entry requirements

It is assumed that the learner attempting this qualification is competent in:

- Communication at NQF Level 3.
- Mathematical Literacy at NQF Level 3.
- Computer Literacy at NQF Level 3..

Occupational/Target Group:

Any person employed in the Hospitality industry by the client, that meets the entry level requirements and has gone through the internal nomination process

Program content consist of the following exit levels competencies:

Have knowledge of the procedures for stock and fixed asset control and be able to:

- Apply such knowledge and maintain the appropriate registers
- Ensure that employees have the resources they need on an on-going basis through efficiently ordering and distributing stationery and other requirements.

Develop Administrative systems together with other employees to:

- Control and keep all information required by the organisation up to date
- Ensure the confidentiality of information
- Control the availability of resources information
- Develop administrative procedures relating to the systems and to write them into a manual for use by other employees.

Improve organisational effectiveness, by being able to:

- Manage all Administration records him/herself
- Assist others in the organisation to do so

Present information that is routinely and regularly required, as well as specific information that is requested from time-to-time:

- Appropriate report
- format
- On time
- Using listening, reading and writing skills.

The learner will also be able to:

- Identify information sources so as to be able to quickly access information when it is required
- Liaise with clients (internal and external) to verify that the format used for reports serves the purpose
- Make amendments to report format and writing style, if necessary.

Manage service providers in that the learner will be able to:

- Identify appropriate service providers
- Institute the appropriate provisioning procedures to secure the service of providers
- Draw up contracts for the provision of services and goods by suppliers
- Monitor the delivery of the service and/or goods in terms of quality, quantity and time schedules for delivery
- Take appropriate action when service providers fail to deliver as agreed.

Be an effective employee in the Administrative section of an organisation by being able to:

- Plan and organise own work

- Establish and maintain sound working relationships
- Comply with the organisation's ethics and code of conduct
- Maintain files and records as required
- Set personal goals and develop and manage him/herself in a business context.

Be aware of how fraud can be present in an office environment and assisting in its control by:

- Knowing what types of fraud can exist in an office environment
- Being aware of the legal and organisational implications surrounding fraud and either reporting it or failing to report it
- Analysing trends and the impact of fraud in the organisation/sector
- Being able to describe and be part of the implementation of fraud control measures as they relate to the level of authority of the learner.
- Display Cultural awareness in dealing with customers and colleagues and utilising the differences in a positive way to enhance the effectiveness and image of the organisation.

Identify and solve work related problems together with others in the section so as to:

- Improve the working climate in the administration department
- Aid the effectiveness of the organisation

Apply efficient time management processes, procedures and techniques to:

- Improve his/her productivity
- Assist others in the administrative section to do likewise

Be an effective member of a team and be able to:

- Cooperate with others to carry out joint tasks
- Apply sophisticated teamwork skills
- Utilise diversity to its fullest capacity.

Become a knowledge worker and be able to:

- Monitor the media (newspapers, television, radio and magazines) and identify articles/news clips, etc that are applicable to Administration and/or the sector in which he/she works and see their implication for his/her organisation.
- Realise that he/she and his/her organisation are part of a larger system that is interdependent and dependant on other sectors
- Conduct basic research projects in relation to the Administrative function

Job opportunities

- Secretarial services
- Reception services
- Switchboard operations
- Financial Administration
- Banking Administration
- Personal/executive assistant services
- Technical assistance
- Typing
- Data capturing
- Systems administration
- Human Resources administration
- Basic Contracts Administration
- Legal Secretarial services
- Reception supervision
- Change administration and management
- Relationship management

Where Offered	Program Weighting	How Offered
Main Campus and Training Units	30% 70% 35%	Theory Practical scales Workplace



 Tel: 023 347 3546/7
 Fax: 023 347 3597
 Website: www.nid.org.za
 Email: elanabosch@nid.org.za
 All information is subject to change.