

# NATIONAL CERTIFICATE VOCATIONAL

Buffalo City TVET College has introduced ten exciting high priority skills programmes, leading to the National Certificate (Vocational). This is a modern qualification at levels 2, 3 and 4 of the National Qualifications Framework (NQF) and replaces the NIC/N2 programmes at TVET colleges.

These programmes are aimed at learners who wish to study at an TVET college and thereafter further their studies at a Higher Education Institution (HEI), obtain employment or become self employed. In addition, the programme will develop responsible citizenship, economic productivity and global competitiveness, and promote the holistic development of learners.

The National Certificate (Vocational) programmes integrate academic knowledge and theory with practical skills and values that are packaged into compulsory fundamental and vocational subjects, in which the learner has to demonstrate competence. These programmes are intended to respond directly to the skills demanded by the modern economy.

## SCHOOL OF BUSINESS

### East London Campus

National Certificate (Vocational) in:

- Education and Development
- Finance, Economics and Accounting
- Information Technology and Computer Science (School of Engineering)
- Mechatronics (School of Engineering)
- Office Administration
- Tourism



## SCHOOL OF ENGINEERING

### John Knox Bokwe Campus

National Certificate (Vocational) in:

- Civil Engineering and Building Construction
- Electrical Infrastructure Construction
- Engineering and Related Design
- Safety in Society



# EDUCATION AND DEVELOPMENT

## NATIONAL CERTIFICATE

### What is the National Certificate Education and Development Qualification?

The National Certificate Education and Development is a Education and Development qualification at Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of Education and Development.

The practical component of study may be offered in a real workplace.

### What are the minimum entry requirements for the qualification?

For entry into the National Certificate Education and Development at NQF Level 2, you require:

- A year-end school report for Grades 9, 10, 11 or 12, or
- An NQF Level 1 qualification, or
- An approved bridging programme designed for the specific purpose of accessing NQF Level 2, or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2.

### How long is the qualification?

The National Certificate Education and Development is a full year programme at each of the NQF levels of study. A student is issued with a certificate upon successfully completing each level of study, that is, Level 2, Level 3 and Level 4.

### Which subjects make up a National Certificate Education and Development?

In order to obtain a National Certificate Education and Development, a student is required to study a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects, of which 3 are compulsory and 1 is optional.

### Which are the fundamental subjects?

The 3 fundamental subjects are:

- Language, which must be the language of teaching and learning
- Mathematics / Mathematical literacy
- Life Orientation

### What are the vocational subjects in Education and Development?

The vocational subjects in Education and Development are:

- Human and Social Development
- Psychology of Learning
- Art and Science of Teaching
- Early Childhood Development

These subjects are offered at each of the different NQF Levels of study in the National Certificate Education and Development qualification.

### What vocational activities would this give you access to?

- Visits to Educare Centres
- Practicals at Pre-Schools and Educare Centres
- Community Projects, i.e collecting soft toys for underprivileged Educare Centres
- Valuable experience in Simulated Enterprises on College Campuses

### What career opportunities would you have after completing the National Certificate Education and Development?

The National Certificate Education and Development provides an opportunity to access careers in any of the sectors listed below.

- Employment in Educare Centres
- Assistance in Pre Schools
- Employment in Community Centres
- Employment in various Community Projects
- Self Employment



# FINANCE, ECONOMICS AND ACCOUNTING

## NATIONAL CERTIFICATE

### What is the National Certificate Finance, Economics and Accounting Qualification?

The National Certificate Finance, Economics and Accounting is a Finance, Economics and Accounting qualification at each of Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of finance, economics and accounting.

The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

### What are the minimum entry requirements to the qualification?

For entry into the National Certificate Finance, Economics and Accounting at NQF Level 2, you require:

- A year end school report for Grade 9, 10, 11 or 12, or
- An NQF Level 1 qualification, or
- An approved bridging programme designed for the specific purpose to access NQF Level 2, or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2

### How long is the qualification?

The National Certificate Finance, Economics and Accounting qualification is a full year programme at each of the NQF levels of study.

A student is issued with a certificate on the successful completion of each level of study, that is, Level 2, Level 3 and Level 4.

### Which subjects make up a National Certificate Finance, Economics and Accounting?

In order to obtain a National Certificate Finance, Economics and Accounting, a student is required to study a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects, of which 3 are compulsory and 1 is optional.

### Which are the fundamental subjects?

The 3 fundamental subjects are:

- Language - which must be the language of teaching and learning
- Mathematics / Mathematical Literacy
- Life Orientation

### What are the vocational subjects in the National Certificate Finance, Economics and Accounting?

The vocational subjects in the National Certificate Finance, Economics and Accounting are:

- Applied Accounting
- Economic Environment
- Financial Management
- New Venture Creation

These subjects are offered at each of the different NQF levels of study in the National Certificate Finance, Economics and Accounting qualification.



### What vocational activities would this give you access to?

The holder of the National Certificate Finance, Economics and Accounting will be able to:

- Perform bookkeeping duties
- Keep records of wages, salaries, petty cash, Value Added Tax (VAT), reconciliations
- Prepare financial statements
- Manage budgets, analyse finances of the business etc.

### What career opportunities would you have after completing the National Certificate Finance, Economics and Accounting?

The National Certificate in Finance, Economics and Accounting provides an opportunity to access careers in any of the sectors listed below:

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

# INFORMATION TECHNOLOGY AND COMPUTER SCIENCE

## NATIONAL CERTIFICATE

### What is the National Certificate Information and Computer Science Qualification?

The National Certificate Information Technology and Computer Science is an Information Technology and Computer Science qualification at each of Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of Information Technology and Computer Science.

The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

### What are the minimum entry requirements to the qualification?

For entry into the National Certificate Information Technology and Computer Science at NQF Level 2, you require:

- A year end school report from Grade 9, 10, 11 or 12, or
- An NQF Level 1 qualification, or
- An approved bridging programme designed for the specific purpose to access NQF Level 2, or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2.

### How long is the qualification?

The National Certificate Information Technology and Computer Science is a full year programme at each of the NQF levels of study. A student is issued with a certificate on the successful completion of each level of study, that is, Level 2, Level 3 and Level 4.

### Which subjects make up a National Certificate Information Technology and Computer Science?

In order to obtain a National Certificate Information Technology and Computer Science, a student is required to study a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects, of which 3 are compulsory and 1 is optional.

### Which are the fundamental subjects?

The 3 fundamental subjects are:

- Language - which must be the language of teaching and learning
- Mathematics / Mathematical Literacy
- Life Orientation





## What are the vocational subjects in the National Certificate Information Technology and Computer Science?

The vocational subjects in Information Technology and Computer Science are:

- Information Systems
- Systems Development
- Electronics
- Contact Centre Operations
- Computer Programming
- Data Communication and Networking
- Computer Hardware and Software

These subjects are offered at each of the different NQF levels of study in the National Certificate Information Technology and Computer Science qualification.

## What vocational activities would this give you access to?

The holder of the National Certificate Information Technology and Computer Science will be able to:

- Test programmes and software applications
- Write computer programmes
- Install network cables for computer systems
- Process computer data
- Develop, research and document computer user requirements

## What career opportunities would you have after completing the National Certificate Information Technology and Computer Science?

The National Certificate Information Technology and Computer Science provides an opportunity to access careers in any of the sectors listed below:

- Computer programming
- Information Technology Management
- Computer Systems Engineering
- Data Processing



# MECHATRONICS

## NATIONAL CERTIFICATE

### What is the National Certificate Mechatronics Qualification?

The National Certificate Mechatronics is a Mechatronics qualification at Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of Mechatronics.

The practical component of study may be offered in a real workplace

### What are the minimum entry requirements for the qualification?

For entry into the National Certificate Mechatronics at NQF Level 2, you require:

- A year end school report for Grade 9, 10, 11 or 12, or
- An NQF Level 1 qualification, or
- An approved bridging programme designed for the specific purpose to access NQF Level 2, or
- A recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2.

### How long is the qualification?

The National Certificate Mechatronics is a full year programme at each of the NQF levels of study. A student is issued with a certificate on the successful completion of each level of study, that is, Level 2, Level 3 and Level 4.

### Which subjects make up a National Certificate Mechatronics?

In order to obtain a National Certificate Mechatronics, a student is required to study a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects, of which 3 are compulsory and 1 is optional.

### Which are the fundamental subjects?

The 3 fundamental subjects are:

- Language which must be the language of teaching and learning
- Mathematics
- Life Orientation

### What are the vocational subjects in Mechatronics?

The vocational subjects in Mechatronics are:

- Introduction to Computers
- Electro Technology
- Manual Manufacturing
- Mechatronics Systems
- Stored Programme Systems
- Machine Manufacturing
- Computer - Integrated Manufacturing

These subjects are offered at each of the different NQF levels of study in the National Certificate Mechatronics qualification.

### What vocational activities would this give you access to?

The holder of the National Certificate Mechatronics will be able to:

- Work in the Information Technology Field
- Work in the Processing Environment
- Work in the Manufacturing Environment
- Work in the Assembling Environment
- Work in the Water Purification Environment

### What career opportunities do I have after completing the National Certificate Mechatronics?

The National Certificate Mechatronics provides an opportunity to access careers in any of the sectors listed below:

- Mechanical Engineering
- Electrical Engineering
- Pneumatics
- Hydraulic
- Robotics
- Programmable Logic Control (PLC)
- Computer Numeric Control (CNC)
- Industrial Information Technology
- Welding



# OFFICE ADMINISTRATION

## NATIONAL CERTIFICATE

### What is the National Certificate Office Administration Qualification?

The National Certificate Office Administration is an Office Administration qualification at each of Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of Office Administration.

The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

### What are the minimum entry requirements to the qualification?

For entry into the National Certificate Office Administration at NQF Level 2, you require:

- A year end school report from Grade 9, 10, 11 or 12, or
- An NQF Level 1 qualification, or
- An approved bridging programme designed for the specific purpose to access NQF Level 2, or
- A recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2.

### How long is the qualification?

The National Certificate Office Administration qualification is a full year programme at each of the NQF levels of study.

A student is issued with a certificate on the successful completion of each level of study, that is, Level 2, Level 3 and Level 4.

### Which subjects make up a National Certificate Office Administration?

In order to obtain a National Certificate Office Administration, a student is required to study a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects, of which 3 are compulsory and 1 is optional.

### Which are the fundamental subjects?

The 3 fundamental subjects are:

- Language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Orientation

### What are the vocational subjects in the National Certificate Office Administration?

The vocational subjects in the National Certificate Office Administration are:

- Business Practice
- Office Practice
- Office Data Processing
- Contact Centre
- Personal Assistance

These subjects are offered at each of the different NQF levels of study in the National Certificate Office Administration qualification.

### What vocational activities would this give you access to?

The holder of the National Certificate Office Administration will be able to:

- Co-ordinate office correspondence
- Type letters, reports, memoranda, agendas, minutes
- Maintain equipment and stationery supplies
- Perform receptionist duties
- Co-ordinate and organise functions
- Organise meetings, staff travel itineraries and accommodation
- Operate office equipment
- Become a call centre operator

### What career opportunities would you have after completing the National Certificate Office Administration?

The National Certificate Office Administration provides an opportunity to access careers in any of the sectors listed below:

- Accounting and Bookkeeping
- Office Management
- Office Administration
- Freight Forwarder
- Human Resource Management
- Personnel Management
- Private Secretary
- Front Line Reception
- Recruitment of Employment Agent
- Legal Secretarial Services
- Personal and General Services
- Self Employment



## NATIONAL CERTIFICATE

### What is the National Certificate Tourism Qualification?

The National Certificate Tourism is a new tourism qualification at each of Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of tourism.

The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

### What are the minimum entry requirements to the qualification?

For entry into the National Certificate Tourism at NQF Level 2, you require:

- A year end school report for Grade 9, 10, 11 or 12, or
- An NQF Level 1 qualification, or
- An approved bridging programme designed for the specific purpose to access NQF Level 2, or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2.

### How long is the qualification?

The National Certificate Tourism qualification is a full year programme at each of the NQF levels of study.

A student is issued with a certificate on the successful completion of each level of study, that is, Level 2, Level 3 and Level 4.

### Which subjects make up a National Certificate Tourism?

In order to obtain a National Certificate Tourism, a student is required to study a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects, of which 3 are compulsory and 1 is optional.

### Which are the fundamental subjects?

The 3 fundamental subjects are:

- Language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Orientation

### What are the vocational subjects in Tourism?

The vocational subjects in the National Certificate Tourism are:

- Science of Tourism
- Client Services and Human Relations Services
- Sustainable Tourism in South Africa
- Tourism Operations and Technology

These subjects are offered at each of the different NQF levels of study in the National Certificate Tourism qualification.

### What vocational activities would this give you access to?

The holder of the National Certificate Tourism will be able to:

- Work as a tour guide
- Own a tourism business
- Work at a hotel or any other travel site
- Provide an opportunity to market South Africa
- Plan tours of South Africa and SADC

### What career opportunities would you have after completing the National Certificate Tourism?

The National Certificate Tourism provides an opportunity to access careers in any of the sectors listed below:

- Accommodation Management
- Restaurant and Food Services
- Tourism Development
- Transportation Management
- Travel Counselling
- Further Study at Universities of Technology
- Game Ranger and Safari Work





# CIVIL ENGINEERING AND BUILDING CONSTRUCTION

## NATIONAL CERTIFICATE

### What is the National Certificate Civil Engineering and Building Construction Qualification?

The National Certificate Civil Engineering and Building Construction is a Civil Engineering qualification at each of Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of Civil Engineering and Building Construction.

The practical component of study may be offered in a real workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

### What are the minimum entry requirements to the qualification?

For entry into the National Certificate Civil Engineering and Building Construction at NQF Level 2, you require:

- A year end school report for Grade 9, 10, 11 or 12, or
- An NQF Level 1 qualification, or
- An approved bridging programme designed for the specific purpose to access NQF level 2, or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements of access to NQF Level 2.

### How long is the qualification?

The National Certificate Civil Engineering and Building Construction qualification is a full year programme at each of the NQF levels of study. A student is issued with a certificate on the successful completion of each level of study, that is Level 2, Level 3, and Level 4.

### Which subjects make up a National Certificate Civil Engineering and Building Construction?

In order to obtain a National Certificate Civil Engineering and Building Construction, a student is required to study a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects, of which 3 are compulsory and 1 is optional.

### Which are the fundamental subjects?

The 3 fundamental subjects are:

- Language which must be the language of teaching and learning
- Mathematics
- Life Orientation



## What are the vocational subjects in Civil Engineering and Building Construction?

The vocational subjects in Civil Engineering and Building Construction are:

- Construction Planning
- Plant and Equipment
- Materials **or**
- Carpentry and roofwork **or**
- Masonry

These subjects are offered at each of the different NQF levels of study in the National Certificate Civil Engineering Construction qualification.

## What vocational activities would this give you access to?

The holder of the National Certificate Civil Engineering and Building Construction will be able to:

- Participate in the construction of roads, bridges, dams, railways, houses, etc.
- Take part in designing and construction of tunnels, roads, factories, reservoirs, etc.
- Participate in the erection of reinforced concrete, structural steel, timber and masonry structures etc.

## What career opportunities would you have after completing the National Certificate Civil Engineering and Building Construction?

The National Certificate Civil Engineering and Building Construction qualification provides an opportunity to access careers in any one of the sectors listed below.

- Architectural Technology
- Drainage Inspection
- Industrial Designing
- Quantity Surveying
- Town Regional Planning
- Sanitation Engineering
- Road Construction Engineering
- Civil Construction Engineering
- Building Construction



# ELECTRICAL INFRASTRUCTURE CONSTRUCTION

## NATIONAL CERTIFICATE

### What is the National Certificate Electrical Infrastructure Construction Qualification?

The National Certificate Electrical Infrastructure Construction is an Electrical Infrastructure Construction Qualification at each of levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of the electrical infrastructure construction.

The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

### What are the minimum entry requirements to the qualification?

For entry into the National Certificate Electrical Infrastructure Construction at NQF Level 2, you require:

- A year end school report from Grade 9, 10, 11 or 12, or
- An NQF Level 1 qualification, or
- An approved bridging programme designed for the specific purpose to access NQF Level 2, or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2.

### How long is the qualification?

The National Certificate Electrical Infrastructure Construction qualification is a full year programme at each of the NQF levels of study. A student is issued with a certificate on the successful completion of each level of study, that is, Level 2, Level 3 and Level 4.

### Which subjects make up a National Certificate Electrical Infrastructure Construction?

In order to obtain a National Certificate Electrical Infrastructure Construction, a student is required to study a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects, of which 3 are compulsory and 1 is optional.

### Which are the fundamental subjects?

The 3 fundamental subjects are:

- Language - which must be the language of teaching and learning
- Mathematics or Mathematical Literacy
- Life Orientation

### What are the vocational subjects in a National Certificate Electrical Infrastructure Construction?

The vocational subjects in the National Certificate Electrical Infrastructure Construction are:

- Electrical Principles and Practice
- Electronic Control and Digital Electronics
- Workshop Practice
- Electrical Systems and Construction

These subjects are offered at each of the different NQF levels of study in the National Certificate Electrical Infrastructure Construction qualification.

### What vocational activities would this give you access to?

The holder of the National Certificate Electrical Infrastructure Construction will be able to:

- Work at a power station
- Work as an electrician at an energy producing company or power plant
- Work as an electrical technician at a telecommunications company
- Work at a recording studio as an electrical engineer
- Work at a theatre as a technician

### What career opportunities would you have after completing the National Certificate Electrical Infrastructure Construction?

The National Certificate Electrical Infrastructure Construction provides an opportunity to access careers in any of the sectors listed below:

- Electrical Engineering
- Industrial Engineering
- Sound Technology
- Theatre Technology
- Process Level Control
- Digital Electronics
- Instrumentation



# ENGINEERING AND RELATED DESIGN

## NATIONAL CERTIFICATE

### What is the National Certificate Engineering and Related Design Qualification?

The National Certificate Engineering and Related Design is an Engineering and Related Design qualification at each of Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of Engineering and Related Design.

The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with an opportunity to experience work situations during the period of study.



### What are the minimum entry requirements to the Qualification?

For entry into the National Certificate Engineering and Related Design at NQF Level 2, you require:

- A year end school report from Grade 9, 10, 11 or 12, or
- An NQF Level 1 qualification, or
- An approved bridging programme designed for the specific purpose to access NQF Level 2, or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2.

### How long is the qualification?

The National Certificate Engineering and Related Design qualification is a full year programme at each of the NQF levels of study. A student is issued with a certificate on the successful completion of each level of study, that is, Level 2, Level 3 and Level 4.

### Which subjects make up a National Certificate Engineering and Related Design?

In order to obtain a National Certificate Engineering and Related Design, a student is required to study a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects, of which 3 are compulsory and 1 is optional.

### Which are the fundamental subjects?

The 3 fundamental subjects are:

- Language - which must be the language of teaching and learning
- Mathematics
- Life Orientation





## What are the vocational subjects in Engineering and Related Design?

The vocational subjects in Engineering and Related Design are:

- Engineering Fundamentals
- Engineering Technology
- Engineering Systems

### Either:

- Fitting and Turning
- Fabrication and Extraction
- Automotive Repair and Maintenance

### Optional:

- Physical Science (Subject and Maintenance)

These subjects are offered at each of the different NQF levels of study in the National Certificate Engineering and Related Design qualification.

## What vocational activities would this give you access to?

The holder of the National Certificate Engineering and Related Design will be able to:

- Take part in the manufacturing of tools, machines, engines
- Take part in the operation and maintenance of machines
- Extract metallic and non-metallic minerals

## What career opportunities would you have after completing the National Certificate Engineering and Related Design?

The National Certificate Engineering and Related Design provides an opportunity to access careers in any of the sectors listed below:

- Manufacturing and Industrial Engineering
- Metallurgical and Materials Engineering
- Mining Engineering
- Geological Engineering
- Aerospace Engineering
- Tool Making
- Fitting and Machining



# SAFETY IN SOCIETY

## NATIONAL CERTIFICATE

### What is the National Certificate Safety in Society Qualification?

This is a qualification at each of Levels 2, 3 and 4 of the NQF. It is designed to provide both the theory and practice of Safety in Society.

The practical component of the study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

### What are the minimum entry requirements to the qualification?

For entry into the National Certificate Safety in Society at NQF Level 2 you require:

- A year end school report for Grade 9, 10, 11 or 12, or
- An NQF Level 1 qualification, or
- An approved bridging programme designed for the specific purpose to access NQF Level 2, or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2, and be
- A minimum age of 17 years (maximum 25 years)

### How long is the qualification?

The National Certificate Safety in Society is a full year programme at each of the NQF levels of study.

A student is issued with a certificate on the successful completion of each level of study, that is, Level 2, Level 3 and Level 4.

### Which subjects make up a National Certificate Safety in Society?

In order to obtain a National Certificate Safety in Society, a student is required to study a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects.



### Which are the fundamental subjects?

The 3 fundamental subjects are:

- Language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Orientation

### What are the vocational subjects in the National Certificate Safety in Society?

The vocational subjects are:

- Governance
- Criminal Law and Procedure
- Criminal Justice System
- Policing Practice
- Criminology

These subjects are offered at each of the different NQF levels of study in the National Certificate Safety in Society

### What vocational activities would this give you access to?

The holder of the National Certificate Safety in Society will be able to:

- Join the Police Services (SAPS), Metropolitan Agencies (Metro Police), Traffic Agencies and the Military Police Division
- Join the Private Security Service e.g. Security Management, Community Policing and the South African National Defence Force
- Join the National Statutory Intelligence Agencies

### What career opportunities would you have after completing the National Certificate Safety in Society?

The holder of the National Certificate Safety in Society will be able to have access to careers in any of the sectors below:

- South African Police Services and Metro Policing
- Security and Surveillance
- Private Security
- Community Policing
- National Intelligence
- Legal Assistance
- Work in Community Structures
- SA Defence Force
- Immigration and Customs
- Work in a Civil Rights environment
- Criminal Justice environment

## Enrolment Procedure

Prospective students can apply at the beginning of each year. Application forms will be available at the General Office at each campus.

## Full Time NCV Courses

Application fee (new students only) and class fees are payable on registration.

All NEW applications must be accompanied by:

- Certified copy of latest school report / statement of results / Grade 9 or higher / GET Certificate / ABET Level Four Certificate / N1/ A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access
- Six certified copies of ID of Learner
- Two certified copies of ID of Parent / Legal Guardian
- One ID size photo

## Class Fees

Class Fees are payable as an minimum initial payment (MIP) and monthly payments thereafter for courses.

## Fill in Deposit Slip as follows:

Date

Your Name \_\_\_\_\_

College Name \_\_\_\_\_

**DEPOSIT SLIP/DEPOSITSTROKIE**

Credit Krediteer **Buffalo City FET College** Date Datum **09 - 06 - 2011**

No cheque exceeding R5 million can be accepted. Geen tjek wat R5 miljoen oorskry, kan aanvaar word nie.  <b>TELLERS STAMP KASSIERS STEMPEL</b>	Paid in by / Inbetaal deur <b>MAPUKATA XOLELA</b> Signature / Handtekening <i>x mapukata</i> Tel: <b>(043) 704 9264</b>	Notes/Note Coins/Munte MD/PW and/en PO Subtotal/Subtotal	R	c	
	Drawers name / Trekkers se naam 1 _____ 2 _____ 3 _____	Bank Branch name/Clearing code / Taknaam/Verrek-kode			
	Authorised by / Goedgekeur deur Authority no / Magtigings no	I ACCEPT THE CONDITIONS PRINTED ON THE REVERSE / EK AANVAAR DIE VOORWAARDES OP KEERSY GEDRUK	Total Totaal <b>R</b>		
	Acc no./Rek-no <b>4 0 5 4 2 8 5 3 5 5</b>	Dep reference / Dep-verwysing	Authorised Financial Services Provider/Gemagtigde Finansiële diensverskaffer		

College Account Number

Your Number

Your Signature

Your Student Number followed by campus or hostel letter  
 E - for East London  
 M - for St Marks  
 K - for John Knox Bokwe  
 R - for Hostel

## Residence Enquiries

Men's and Women's Residence  
 Enquiries: The Hostel Manager  
 Tel (043) 722 8416

### Please note:

*Students may only apply for residence once they have been accepted for a full-time programme.*

## Banking Details

Bank: ABSA  
 Account Holder: Buffalo City FET College  
 Account Number: 4054285355  
 Type of Account: Cheque Account  
 Branch Code: 632005

## TVET COLLEGE BURSARY SCHEME

### Who is eligible for the TVET College Bursary Scheme?

You are eligible to apply for a bursary if you are:

- A South African citizen
- Enrolled or intending to enrol for the NC(V) programmes at any of the 50 TVET colleges in South Africa
- In need of financial assistance
- Able to demonstrate potential academic success

### What criteria does the College use to allocate bursaries equitably to deserving students?

Allocation of the bursaries is based on the administration of the Means Test. The Means Test determines the eligibility of a student for the bursary and the bursary amount that could be awarded to a student.

### What are the documents that students have to submit when applying for a bursary?

A certified copy of the Identity Document (ID) of the student, proof of income of the parent(s)/ guardian (e.g. copy of salary/ pay slips) and an academic record.

### If a student has been granted a bursary and does not progress to the next level, is he/she still eligible for a bursary?

No. Students who do not progress in their studies will not be granted a bursary the following year. If he/she repeats the level and passes, he/she may re-apply for a bursary.

## STUDENT SUPPORT SERVICES

We have Resource Centres situated at both schools of Business and Engineering which house well-equipped libraries, as well as Computer Centres equipped with workstations to enable students to access e-mail and the internet. Other student services include counselling, guidance, sport, a cafeteria, the choir and other cultural activities. The College has three residences in East London to accommodate students from the outlying areas.



## THE HEALTH CENTRE

Buffalo City TVET College has established a Health Centre to meet the needs of the staff and students of the institution. The Centre aims to offer the following services:

- Primary health care for basic day to day minor ailments
- General HIV/AIDS specific supportive counselling
- Health promotion, particularly youth and high risk behaviour focused
- Referral for ongoing/continued care and treatment

