

BUSINESS AND ART & SOCIAL SCIENCES PROGRAMMES

NCV & REPORT 191



CAREER GUIDANCE

Free career guidance is available by qualified career guidance practitioners. For more info, contact 041 995 200 or email: careerguidance@emcol.co.za.

FINANCIAL AID

Bursaries are available to qualifying students in need of financial assistance, who are able to demonstrate potential for academic success.

More info is available on www.nsfas.org.za or enquire at a Local Youth or NYDA Office.

WHICH SUBJECTS MAKE UP A NATIONAL CERTIFICATE (VOCATIONAL)?

In order to obtain a National Certificate (Vocational), a student is required to take 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 (English)
- Life Orientation
- Mathematics or Mathematical Literacy

WHICH ARE THE VOCATIONAL SUBJECTS?

Subjects are listed as per certificate.

NATIONAL CERTIFICATE (VOCATIONAL)

WHAT IS THE NATIONAL CERTIFICATE VOCATIONAL?

It is a specialised National Certificate for a chosen career. This qualification is designed to provide both the theory and practice of the chosen career and is geared towards alleviating the skills shortage in the country.

MINIMUM ENTRY REQUIREMENTS

- A year-end school report for Gr 9 or Gr 10; or
- A 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.



NCV PROGRAMMES OFFERED:

NB: (O) = Optional subjects* Optional subjects can also be chosen from any other sub-field*

SCHOOL OF BUSINESS	LEVEL 2
Marketing	<ul style="list-style-type: none"> • Marketing • Advertising & Promotions • Marketing Communication • Contact Centre Operations
Office Administration	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • New Venture Creation
Finance, Economics & Accounting	<ul style="list-style-type: none"> • Applied Accounting • Financial Management • Economic Environment • New Venture Creation

SCHOOL OF ART & SOCIAL SCIENCES	LEVEL 2
Tourism	<ul style="list-style-type: none"> • Science of Tourism • Client Services and Human Relations • Sustainable Tourism in SA • Tourism Operations
Safety in Society	<ul style="list-style-type: none"> • Introduction to Governance • Introduction to Law • Principles of Criminal Justice • Introduction to Policing Practices
Hospitality	<ul style="list-style-type: none"> • Generic Hospitality • Food Preparations • Hospitality Services • Client Services & Human Relations

NCV PROGRAMMES OFFERED:

LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Marketing • Advertising & Promotions • Marketing Communication • Contact Centre Operations 	<ul style="list-style-type: none"> • Marketing • Advertising & Promotions • Marketing Communication • Contact Centre Operations
<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • New Venture Creation 	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • Personal Assistance L4
<ul style="list-style-type: none"> • Applied Accounting • Financial Management • Economic Environment • New Venture Creation 	<ul style="list-style-type: none"> • Applied Accounting • Financial Management • Economic Environment • New Venture Creation

LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> • Science of Tourism • Client Services and Human Relations • Sustainable Tourism in SA and Regional Travel • Tourism Operations 	<ul style="list-style-type: none"> • Science of Tourism • Client Services and Human Relations • Sustainable Tourism in SA and International Travel • Tourism Operations
<ul style="list-style-type: none"> • Governance • Criminal Law • Criminal Justice Structures and Mandates • Theory of Policing Practices 	<ul style="list-style-type: none"> • Governance • Law Procedures and Evidence • Criminal Justice Process • Applied Policing
<ul style="list-style-type: none"> • Generic Hospitality • Food Preparations • Hospitality Services • Client Services & Human Relations 	<ul style="list-style-type: none"> • Generic Hospitality • Food Preparations • Hospitality Services • Client Services & Human Relations

NC(V) PROGRAMMES ARE OFFERED AT THE FOLLOWING CAMPUSES:

PROGRAMME	HS	GR	GT	HP
Marketing	●			
Office Administration		●		
Tourism	●		●	
Finance, Economics & Accounting	●		●	
Safety in Society		●		
Hospitality			●	

KEY:

HS - High Street Campus
GR - Graaff-Reinet Campus
GT - Grahamstown Campus
HP - Heath Park Campus

Disclaimer: All reasonable steps have been taken to ensure that the information contained in this brochure was accurate at the date of publication. EMC reserves the right to make changes to the programme details (e.g. rules, admission requirements etc.) as published in this brochure.

High Street	High Street, Uitenhage
Thanduxolo	Bantam Street, Kwanobuhle, Uitenhage
Grahamstown	Saint Aids Avenue, Grahamstown
Graaff-Reinet	18 Middle Street, Graaff-Reinet
Heath Park	Corner of Lawrence Erasmus and Stanford Road, Bethelsdorp

REPORT 191 PROGRAMMES (N4 - N6)

National Accredited Technical Education Diploma (NATED) programmes are delivered under the auspices of the Department of Higher Education and Training. The programmes consist of 18 months theoretical studies at colleges and 18 months relevant practical application in work places. Engineering programmes range from N1-N6 while Business and Utility programmes range from N4-N6.

MINIMUM ENTRY REQUIREMENTS:

- Candidates must have a Grade 12 (NSC) or NCV Level 4.
- New students must enrol for all 4 subjects in the particular field.
- The number of enrolments in these programmes are subject to the approved DHET prescripts and targets.
- Students who enrol for N4-N6 programmes must comply with the required number of working hours in the relevant field of study before a National Diploma will be issued (18 months / 2000 hours for semester programmes).

CERTIFICATES

Each subject covers a period of six months (Jan – June) or (July – Dec). Four subjects must be taken for each programme. Students who pass all the subjects will be issued with a National Certificate in the specific field of study.

DIPLOMAS

After completing the N6 and 18 month's relevant practical experience, students qualify for a National N Diploma.

HOW TO APPLY ONLINE

STEP 1	Click on the link provided or scan the QR Code
STEP 2	Register an account
STEP 3	Read the terms and conditions carefully then click the accept button
STEP 4	Fill in the student profile which consists of 3 steps and create your password then press continue
STEP 5	Provide your latest results (percentage) as per the qualification click the exit or back button then it will take you back to take page.
STEP 6	Now you have to put in the password you created in Step 4 to access your account
STEP 7	Now you will see the Dashboard: where you will click on current applications and then create a new application by clicking on the year which you are applying for, the course and duration of the course as well as the campus you want to study at.
STEP 8	Click Apply for this course, remember to read the disclaimer then press ok
STEP 9	Confirm your subjects by ticking/ clicking all the subjects provided under the course you have chosen, then press the confirm button

REPORT 191 PROGRAMMES OFFERED:

BUSINESS PROGRAMMES	N4
Management Assistant	<ul style="list-style-type: none"> • Communication • Introduction to Computer Practice • Computer Practice • Introduction to Information Processing N4 or Information Processing • Office Practice
Financial Management	<ul style="list-style-type: none"> • Management Communication • Financial Accounting • Computerised Financial Systems • Entrepreneurship & Business Management
Business Management	<ul style="list-style-type: none"> • Introduction to Computer Practice N4 or Computer Practice N4 • Entrepreneurship & Business Management • Management Communication • Introduction to Accounting N4 or Financial Accounting
Human Resource Management	<ul style="list-style-type: none"> • Introduction to Computer Practice N4 or Computer Practice • Entrepreneurship & Business Management • Management Communication • Personnel Management • Introductory Accounting
Legal Secretary	<ul style="list-style-type: none"> • Introductory Accounting N4 • Office Practice N4 • Information Processing N4 or Introductory Information Processing N4 • Communication N4 • Introductory Computer Practice N4
Marketing Management	<ul style="list-style-type: none"> • Introductory to Computer Practice N4 • Entrepreneurship & Business Management • Management Communication N4 • Marketing Management N4

N5	N6
<ul style="list-style-type: none"> • Communication • Introduction to Accounting N4 or Financial Accounting N4 • Information Processing N4/N5 • Office Practice • Computer Practice N4/N5 	<ul style="list-style-type: none"> • Communication • Information Processing N5/N6 • Computer Practice N4 or Computer Practice N5/N6 • Office Practice • Public Relations N5
<ul style="list-style-type: none"> • Financial Accounting • Computerised Financial Systems • Cost and Management Accounting • Economics N4 	<ul style="list-style-type: none"> • Financial Accounting • Computerised Financial Systems • Cost & Management Accounting • Income Tax/Economics N5
<ul style="list-style-type: none"> • Computer Practice N4/N5 • Entrepreneurship & Business Management • Sales Management • Financial Accounting N4 or Public Relations • Economics N4 	<ul style="list-style-type: none"> • Entrepreneurship & Business Management • Sales Management • Computerised Financial Systems N4 or Marketing Management N4 • Public Relations N6 • Computer Practice N5/N6
<ul style="list-style-type: none"> • Personnel Management • Personnel Training • Labour Relations • Financial Accounting • Computer Practice 	<ul style="list-style-type: none"> • Personnel Management • Personnel Training • Computer Practice N4/N5 • Labour Relations • Entrepreneurship & Business Management N5
<ul style="list-style-type: none"> • Office Practice N5 • Communication N5 • Information Processing N4 • Information Processing N5 • Legal Practice N5 	<ul style="list-style-type: none"> • Office Practice N6 • Communication N6 • Information Processing N5 • Information Processing N6 • Legal Practice N6
<ul style="list-style-type: none"> • Computer Practice N5 • Entrepreneurship & Business Management N5 • Sales Management N5 • Marketing Management N5 	<ul style="list-style-type: none"> • Marketing Communication N6 • Sales Management N6 • Marketing Researching N6 • Marketing Management N6



REGISTRATION

- Submit results of highest qualification and identity document (ID).
- Submit ID and proof of address of person responsible for tuition fees.
- Class fees are subject to change and can be obtained on request from the specific campus. Class fees should be paid in full before commencement of final examinations.
- Proof of physical address.

PROGRAMMES ARE OFFERED AT THE FOLLOWING CAMPUSES:

PROGRAMME	GR	GT	TDX	HP
Management Assistant	●	●		●
Marketing Management				●
Financial Management		●		●
Business Management		●	●	●
HR Management	●		●	
Legal Secretary			●	

KEY:

GR - Graaff-Reinet Campus
GT - Grahamstown Campus
TDX - Thanduxolo Campus
HP - Heath Park Campus

STEP 10	Fill in all the subtitles until all show green ticks if one shows red, it means your application is incomplete meaning you have missed something
STEP 11	In the same row click Docs then upload your documents. Remember these documents must be in PDF format.

THEN YOUR APPLICATION WILL BE COMPLETED. REMEMBER TO CONSTANTLY CHECK YOUR STATUS TO SEE CHANGES



QR CODE FOR APPLICATION

