

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.

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. The following programmes will be phased out with no new Level 2 enrolments in 2027.

MINIMUM ENTRY REQUIREMENTS

- A year-end school report for Gr 9 or Gr 10; or 11,
- 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.

WHAT HAPPENS AFTER YOU FINISH YOUR NCV LEVEL 4 ?

- Study further at a TVET college towards N4-6 National career path N Diploma
- NQF level 5 Higher Certificate at Selective Comprehensive Universities
- QCTO NQF level 5 Higher Certificate at a TVET college

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 Skills & Computer Literacy
 - Mathematics or Mathematical Literacy

WHICH ARE THE VOCATIONAL SUBJECTS?

Subjects are listed as per certificate.

NCV PROGRAMMES OFFERED:

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

SCHOOL OF BUSINESS	
Marketing	
Office Administration	
Finance, Economics & Accounting	
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 • Graphic Design • Wholesales Retail 	<ul style="list-style-type: none"> • Marketing • Advertising & Promotions • Marketing Communication • Graphic Design • Wholesales Retail
<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
<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 is accurate as of the date of publication. EMC reserves the right to make changes to the programme details (e.g. fees, admission requirements etc.) as published in this brochure.

Health Park	High Street
Corner of Lawrence Erasmus and Stanford Road, Beheisdorp	High Street, Uitenhage
18 Middle Street, Graaff-Reinet	Bantam Street, Kwabobule
Grahamstown	High Street, Uitenhage
18 Middle Street, Graaff-Reinet	High Street, Uitenhage

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.

The Report R191 is phasing out to implement new Quality Council for Trades and Occupations (QCTO) occupational qualifications. This change follows a directive from the Department of Higher Education and Training (DHET) to replace legacy curricula with modern, job-specific training.

PHASING OUT SCHEDULE:

- **National Certificate (NATED/TVET) Level 4 course (N4):** The final date for new student enrolment is Semester 2, 2026.
- **National Certificate (NATED/TVET) Level 5 course (N5):** The final date for returning student enrolment is Semester 1, 2027.
- **National Certificate (NATED/TVET) Level 6 course (N6):** The date for returning student enrolment is Semester 2, 2027.

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.

The final deadline to complete a National N Diploma is 30 June 2029.

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



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

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

