

- FINANCE, ECONOMICS & ACCOUNTING
- MANAGEMENT
- MARKETING
- OFFICE ADMINISTRATION
- INFORMATION TECHNOLOGY & COMPUTER SCIENCE



NATIONAL CERTIFICATE VOCATIONAL (NCV)

What is a National Certificate Vocational (NCV) ?

Public FET Colleges now offer a new, exciting, modern and relevant range of vocational programmes known as the National Certificate Vocational. These vocational programmes are high skills, high quality and high knowledge programmes introduced at FET Colleges nationally in 2007 and are intended to directly respond to the priority skills demands of the modern economy. From January 2007, the National Certificate (Vocational) replaced the NATED courses (N1 – N3) at public FET Colleges.

The National Certificate (Vocational) is currently offered at levels 2, 3 and 4 of the National Qualifications Framework (NQF). The National Certificate Vocational is designed to provide both the theory and practice. The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It provides students with an opportunity to experience work situations during the period of study. The qualification also provides an opportunity to enter higher education studies subject to appropriate subject combinations.

What is the entry requirement?

- Grade 11 or equivalent
- Grade 9 & 10 will be considered only on exceptional cases

The minimum entry requirement is Grade 9. However, the NCV programmes are very challenging and are ideally suited to students with a higher existing qualification.

What is the duration of this Qualification?

The National Certificate Vocational qualification is a full year programme at each of the NQF levels of study. Ideally students should complete all three levels and thereby complete the full level 4 qualification.

Which subjects make up a National Certificate?

In order to obtain a National Certificate (Vocational), a student is required to take a total of 7 subjects, which are:

- 3 Fundamental subjects and
- 4 Vocational subjects,

FINANCE, ECONOMICS & ACCOUNTING



Subjects: 7 Subjects per level

Compulsory / Fundamental Subjects: Level 2, 3 and 4

- Communication (Language)
- Mathematics
- Life Orientation

Vocational Subjects: Level 2, 3 and 4

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

Duration

1 Year full time study for each level

Vocational activities you will have access to:

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

Campuses

Swinton, Umbumbulu, Umlazi-BB and UBuhle Bogu (Kwa-Qiko)

MANAGEMENT



Subjects: 7 Subjects per level

Compulsory / Fundamental Subjects: Levels 2, 3 and 4

- Communication (Language)
- Mathematics or Mathematical Literacy
- Life Orientation

Vocational Subjects: Levels 2, 3 and 4

- Management
- Operational Management
- Financial Management
- Entrepreneurship and project Management

Duration

1 Year full time study for each level

Vocational activities you will have access to:

- Assist with communication management in organizations
- Participate in Human Resources Management structures in organizations
- Manage productivity within an organization
- Contribute to change management and transformation in an organisation

Campus

Durban Campus

MARKETING



Subjects: 7 Subjects per level

Compulsory / Fundamental Subjects: Level 2, 3 and 4

- Communication (Language)
- Mathematics or Mathematical Literacy
- Life Orientation

Vocational Subjects: Level 2, 3 and 4

- Marketing
- Marketing Communication
- Advertising & Promotions
- Contact Centre Operations (Optional)
- Consumer Behaviour (Optional)

Duration

1 Year full time study for each level

Vocational activities you will have access to:

- Market new products
- Sell goods and services
- Research needs of consumers and develop products
- Determine pricing, packaging, sales, promotions and distribution
- Guide consumers on products and brands
- Advertise and promote new products

Campuses

Durban, Umbumbulu and Umlazi-BB

OFFICE ADMINISTRATION



Subjects: 7 Subjects per level

Compulsory / Fundamental Subjects: Level 2, 3 and 4

- Communication (Language)
- Mathematics or Mathematical Literacy
- Life Orientation

Vocational Subjects: Level 2, 3 and 4

- Business Practice
- Office Practice
- Office Data Processing
- Applied Accounting (Optional)
- 2nd Language (Optional)
- Personal Assistant (Optional)

Duration

1 Year full time study for each level

Vocational activities you will have access to:

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

Campuses

As-Salaam, Umbumbulu, Umlazi-BB, Swinton and UBuhle Bogu (Kwa-Qiko)

INFORMATION TECHNOLOGY & COMPUTER SCIENCE



Subjects: 7 Subjects per level

Compulsory / Fundamental Subjects: Level 2, 3 and 4

- Communication (Language)
- Mathematics
- Life Orientation

Vocational Subjects: Level 2

- Introduction to Information Systems
- Electronics
- Introduction to Systems Development
- Entrepreneurship

Vocational Subjects: Level 3

- Systems Analysis & Design
- Computer Hardware & Software
- Principles of Computer Programming
- Project Management

Vocational Subjects: Level 4

- Systems Analysis & Design
- Data Communications and Networking
- Computer Programming
- Project Management

Duration

1 Year full time study for each level

Vocational activities you will have access 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

Campus

Durban

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