

REPORT 191

QUALIFICATION	SUBJECTS COVERED	VOCATIONAL ACTIVITIES	CAREER OPPORTUNITIES
BUSINESS STUDIES - DOWER CAMPUS			
Business Management	<ul style="list-style-type: none"> Intro Accounting Computer Practice Management Communication Entrepreneurship and Business Management Sales Management Financial Accounting Computerised Financial Systems Cost Management Accounting 	<ul style="list-style-type: none"> Draw up a business plan in order to start your own business General management roles within any industry, but mostly the wholesale and retail industry Sell products and services Hiring, training, coordinating, and creating an effective environment for the attainment of organizational objectives. 	<ul style="list-style-type: none"> HR Officer in HR Department Labour Relations Officer General Management Public Relations Officer Sales Representative Entrepreneurship / Start your own Business
Human Resource Management	<ul style="list-style-type: none"> Entrepreneurship and Business Management Management Communication Personnel Management Computer Practice Labour Relations Personnel Training 	<ul style="list-style-type: none"> Managing an organization's employees, HR practitioners structure staffing programs to recruit and retain employees, conducting interviews, explaining company benefits, managing employee relations, providing career development advice and helping hiring managers 	<ul style="list-style-type: none"> Clerk in the Human Resource Department Recruitment Officer Screening and Placement Assistant Labour Relations Assistant Assistant for Training Practitioner
Management Assistant	<ul style="list-style-type: none"> Office Practice Communication Computer Practice Information Processing 	<ul style="list-style-type: none"> Data capturing Manage office administrative duties Secretarial work 	<ul style="list-style-type: none"> Administrative Assistant Data Capturer Management Assistant Office Administrator Personal Assistant, etc
Public Management	<ul style="list-style-type: none"> Entrepreneurship and Business Management Management Communication Public Administration Computer Practice Public Finance Municipal Administration 	<ul style="list-style-type: none"> Public policy analyst Non-profit manager Director of development 	<ul style="list-style-type: none"> Small Business Companies Government Departments Local Authorities
BUSINESS STUDIES and UTILITY STUDIES - RUSSELL ROAD CAMPUS			
Financial Management	<ul style="list-style-type: none"> Financial Accounting Entrepreneurship and Business Management Management Communication Computerised Financial Systems Cost and Management Accounting Economics Intro Financial Accounting Intro Entrepreneurship & Business Management Intro Communication Intro Computer Practice 	<ul style="list-style-type: none"> Perform bookkeeping duties Keep records of Wages, Salaries, Petty cash, Value Added Tax Prepare Financial Statements Financial Accounting Bookkeeping Payroll Administration (salaries and wages) 	<ul style="list-style-type: none"> Act as support for a Chartered Accountant in a large firm Accountant for a small firm Accounting Technician/Clerk Bookkeeper Debtors/Creditors Clerk, etc
Hospitality	<ul style="list-style-type: none"> Applied Management Catering Theory and Practical Nutrition and Menu Planning Sanitation and Safety Food and Beverage Service Entrepreneurship and Business Management Food and Beverage Service Communication and Human Relations Computer Practice 	<ul style="list-style-type: none"> Manage a guest house Deal with client services in an accommodation facility Work as assistant cook/ chef preparing food in a restaurant, hotel, inn or guest house 	<ul style="list-style-type: none"> Hotel, Restuarant and Guesthouse Management Food and Beverage Service Function Catering Test Kitchen Events Management Tasting Room Facilitators Conference and Banqueting
Legal Secretary	<ul style="list-style-type: none"> Intro Information Processing Intro Financial Accounting Intro Communication Intro Computer Practice Mercantile Law Legal Practice Office Practice Computer Practice Information Processing Communication 	<ul style="list-style-type: none"> Legal secretary Legal assistant Paralegal assistant Legal Clerk Dictaphone typing Prepare contracts of sale Conveyancing Lease Agreements Credit Agreements Billing and Record keeping of client information 	<ul style="list-style-type: none"> Legal Assistant Administrative Assistant Paralegal Assistant Conveyancing Assistant Legal Typist Legal Admin Assistant Road Accident Fund Claims Accounting Systems
Marketing Management	<ul style="list-style-type: none"> Entrepreneurship and Business Management Marketing Management Management Communication Intro to Computers Sales Management Economics 	<ul style="list-style-type: none"> Marketing new products Sell goods and services Research needs of consumers and development products Determine pricing, packaging, sales, promotions and distribution 	<ul style="list-style-type: none"> Marketing Business Management Promotions and Advertising Market Research Product Development Public Relations
Tourism	<ul style="list-style-type: none"> Tourism Communication Tourism Destination Travel Office Procedures Travel Services Hotel Reception 	<ul style="list-style-type: none"> Work as a Tour Guide Own a Tourism Business Work at hotel or any other travel site Take up opportunities to market South Africa Plan tours of South Africa, SADC and Europe Airlines 	<ul style="list-style-type: none"> Accommodation Reception Conference and events planning Car Hire Coach Ground Staff Airlines Travel Consultants Information Centres
ENGINEERING STUDIES - STRUANDALE CAMPUS			
Civil Engineering	<ul style="list-style-type: none"> Building Science Building Drawing Mathematics Building and Civil Technology Building and Structural Construction Building & Structural Surveying Quantity Surveying Building Administration Supervisory Management 	<ul style="list-style-type: none"> Participate in the operation and maintenance of construction equipment and machinery Participate in the construction of roads, bridges, dams, railways, houses, etc Take part in the design and construction of tunnels, factories, etc 	<ul style="list-style-type: none"> Architectural Technology Drainage Inspection Industrial Designing Quantity Surveying Sanitation and Reticulation Building Construction
Electrical Engineering	<ul style="list-style-type: none"> Mathematics Electrical Trade Theory Industrial Electronics Engineering Science Electro Technics Installation Rule P1/P2 Strength of Materials Supervisory Management Logic Systems Digital Electronics 	<ul style="list-style-type: none"> Job responsibilities include specification, design, development, and implementation of products or systems Aerospace Industry Manufacturing Industry Mining Industry Packaging Industry Petrol and chemical Industry Printing Industry Motor vehicle maintenance and manufacturing 	<ul style="list-style-type: none"> Electrician Sound Engineering Factory Maintanance Instrumentation; Millwright Electronics Technician Instrumentation Technician Communication Electronic Technician Audio/Video Technician
Mechanical Engineering	<ul style="list-style-type: none"> Mathematics Engineering Science Engineering Drawings Fitting and Machinery Theory Motor Trade Theory / Mechanotechnology Strength of Materials Mechanical Draughting Mechanotechnics Mechanical Drawing and Design Supervisory Management Power Machines Fluid Mechanics Loss Control 	<ul style="list-style-type: none"> Aerospace industry Manufacturing industry Mining industry Packaging industry Petrol and chemical industry Printing industry Motor vehicle maintenance and manufacturing 	<ul style="list-style-type: none"> Auto Electrician Boilermaker Diesel Mechanic Motor Mechanic Sheetmetal Worker Tool Maker Welder Fitter (e.g.Maintenance Fitter, Marine Fitter, Hydraulic Fitter, etc)

NATIONAL CERTIFICATE VOCATIONAL

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BUSINESS STUDIES - DOWER CAMPUS			
Office Administration	<ul style="list-style-type: none"> Business Practice Office Practice Office Data Processing Applied Accounting / New Venture Creations 	<ul style="list-style-type: none"> Coordinate office correspondence Type letters, reports, memoranda, agendas, minutes Maintain equipment and stationery supplies Perform reception duties 	<ul style="list-style-type: none"> Accounting and Bookkeeping Office Management Office Administration Freight Forwarder Front line Reception
Safety in Society	<ul style="list-style-type: none"> Governance Criminal law and Procedure Criminal Justice System Policing Practice Criminology 	<ul style="list-style-type: none"> Join the policing Service Join the private Security Services Join the National Statutory Intelligence Agencies 	<ul style="list-style-type: none"> South African Police Service Security and surveillance Private security Community policing SANDF
Transport & Logistics	<ul style="list-style-type: none"> Freight Logistics Transport Economics Transport Operations Entrepreneurship Project management 	<ul style="list-style-type: none"> Agriculture Forestry & Fishing Mining Wholesale & Retail Transport 	<ul style="list-style-type: none"> Logistic & Distribution Manager Assistant Air Freight Administrator Supply Chain Specialist International Trade Agent Shipping Officer
BUSINESS STUDIES - RUSSELL ROAD CAMPUS			
Marketing	<ul style="list-style-type: none"> Advertising and Promotions Marketing Marketing Communications Contact Centre 	<ul style="list-style-type: none"> Marketing new products Sell goods and services Research needs of consumers and development products Determine pricing, packaging, sales, promotions and distribution 	<ul style="list-style-type: none"> Marketing Business Management Promotions and Advertising Market Research Product Development Public Relations
Finance, Economics and Accounting	<ul style="list-style-type: none"> Applied Accounting Economics Environment Financial Management New Venture Creations 	<ul style="list-style-type: none"> Perform bookkeeping duties Keep records of Wages, Salaries, Petty cash, Value Added Tax, Reconciliations Prepare Financial Statements Manage budgets, analyse finances of a business 	<ul style="list-style-type: none"> Private and Public Accounting Banking Financial Services Insurance Services Investment services Bookkeeping
Information Technology & Computer Science	<ul style="list-style-type: none"> Information Systems Systems Development Computer Programming Computer Hardware and Software System Analysis and Design Electronics Data Communication and Networking Contact Centre Operation 	<ul style="list-style-type: none"> Test programme and software applications Write computer programmes Install network cables for computer systems Process computer Data Develop, research and document computer user requirements 	<ul style="list-style-type: none"> Computer programming Information technology Management Computer Systems Engineering Data Processing
UTILITY STUDIES - RUSSELL ROAD CAMPUS, VICTORIA SITE			
Hospitality	<ul style="list-style-type: none"> Food Preparation Hospitality generics Hospitality Services Client Services and Human Relations 	<ul style="list-style-type: none"> Manage a guest house Deal with client services in an accommodation facility Work as assistant cook/ chef preparing food in a restaurant, hotel, inn or guest house Delicatessen 	<ul style="list-style-type: none"> Housekeeping Food and beverage Management Hotel Reception Further study at TVET (N4-N6)
Tourism	<ul style="list-style-type: none"> Science of Tourism Client Services and Human Relations Sustainable Tourism in South Africa Tourism Operations 	<ul style="list-style-type: none"> Work as a Tour Guide Own a Tourism Business Work at hotel or any other travel site Tourism info centres Airlines 	<ul style="list-style-type: none"> Accommodation Services: Reception Conference and events planning Ground Staff: car rental; coaches; airlines Travel Consultant Further study at TVET (N4-N6)
ENGINEERING STUDIES - STRUANDALE CAMPUS			
Civil Engineering & Building Construction	<ul style="list-style-type: none"> Construction Planning Construction Plant and Equipment Construction Materials Construction Supervision Construction Carpentry and Roof Work Construction Plumbing 	<ul style="list-style-type: none"> Participate in the operation and maintenance of construction equipment and machinery & buildings Participate in the construction of roads, bridges, dams, railways, houses, etc Take part in the design and construction of buildings 	<ul style="list-style-type: none"> Architectural Technology Drainage Inspection Industrial Designing Quantity Surveying Sanitation and Reticulation Building Construction
Mechatronics	<ul style="list-style-type: none"> Introduction to computers Stored Programme Systems Electro Technology Manual Manufacturing Machine Manufacturing Computer Integrated Manufacturing Mechatronic Systems 	<ul style="list-style-type: none"> Explain various fundamental theories and principles of operations and control that make up mechatronic systems Assemble Mechatronic Systems Do fault finding and rectify problems Perform maintenance work according to correct procedures 	<ul style="list-style-type: none"> Mechanical Engineering Electrical Engineering Pneumatics Hydraulic Robotics Programmable Logic Control Industrial Information Technology
Engineering & Related Design	<ul style="list-style-type: none"> Engineering Practice and Maintenance Engineering Processes and Technology Engineering Technology Materials Technology Professional Engineering Practice Engineering Systems, Graphic and Design Applied Engineering Technology Fitting and Turning 	<ul style="list-style-type: none"> Take part in the manufacture of tools, machines, engines Take part in the operation and maintenance of machines 	<ul style="list-style-type: none"> Mechanical Engineering Metallurgical Engineering Car Manufacturing Welding Tool Making Automotive Repairing Motor Mechanics Panel Beating
Electrical Infrastructure Construction	<ul style="list-style-type: none"> Electrical Principles and Practice Electronic Control and Digital Electronics Workshop Practice Electrical Workmanship Physical Science or Electrical Systems Construction or Renewable Energy Technologies 	<ul style="list-style-type: none"> Work as an installation and maintenance electrician in the following industries: Mining Building: eg. Commercial & Domestic Installations Manufacturing: eg. Factories Electrical Generating eg Power Stations, Distribution 	<ul style="list-style-type: none"> Electrical Engineering Industrial Engineering Sound Technology Process Level Control Digital Electronics Instrumentation
		<ul style="list-style-type: none"> Renewable Energy Specific Work in the Renewable Technology Energy field Audit and control of energy usage Develop and install effective and sustainable renewable sources of energy 	<ul style="list-style-type: none"> Renewable Energy Specific Building Industry Housing Projects Industrial Engineering Renewable Energy Industry

THREE COMPULSORY FUNDAMENTALS: Language, Mathematics or Math Literacy and Life Orientation