



REDEFINE
YOUR
FUTURE

2019 Prospectus 



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PRINCIPAL'S MESSAGE

Dear Student,

Welcome to Damelin Correspondence College! You have taken the first step in following your dreams of working towards establishing a successful career through the power of correspondence study. For over 63 years we have maintained a standard of education that has elevated thousands of students to the next level of success.

Right now, you have your sights firmly set on exploring your career development. As you contemplate further study, you want to be certain that your hard work will enjoy the recognition of employers.

Rest assured that Damelin Correspondence College is a learning institution that is employer recognised and trusted. Damelin Correspondence College prides itself on offering you the very best learning programmes.

Academic advising is a collaborative and information-sharing process, through which students can optimise their academic success.

Our students have access to a one-of-a-kind Academic Advising Centre where you will be assigned a tutor to assist you with your academic success for the duration of your studies.

All the best,
Ajauth Choudhree



WHY DCC IS BEST FOR YOU!

DAMELIN CORRESPONDENCE COLLEGE OFFERS YOU A MULTITUDE OF BENEFITS



DCC offers over **219** accredited, provider and nated programmes



Flexibility to study at your own pace through home study, which eliminates unnecessary travel to lectures



Work and earn an income while you pursue your qualification



Students may register for any of our programmes throughout the year



Programmes are designed to be easy to comprehend and separated into manageable units



The Academic Advising Centre is a specialised student support centre that offers interactive one-on-one student assistance via telephonic consultation



The Work-it Student Employment Centre offers recruitment and internship opportunities to all students



DCC

ETHOS AND VALUES

DCC prides itself on its reputation as an institution of excellence and prestige. Our mission is to provide a calibre of education that is credible, affordable and quality assured. Our programmes have been designed with the student in mind and ensure that the learning experience covers all aspects of academia.

Our unique and innovative learning medium allows students the benefit of flexible study while still pursuing their personal and work objectives.

Our high-end programmes are recognised across industry and easily accessible to all prospective students.

Aside from the intrinsic support mechanism we provide to our students via the Academic Advising Centre, DCC offers a post-studies employment programme called the Work-it Student Employment Centre.

DCC has set the benchmark in the correspondence learning sphere and will continue to uphold our defined standards.



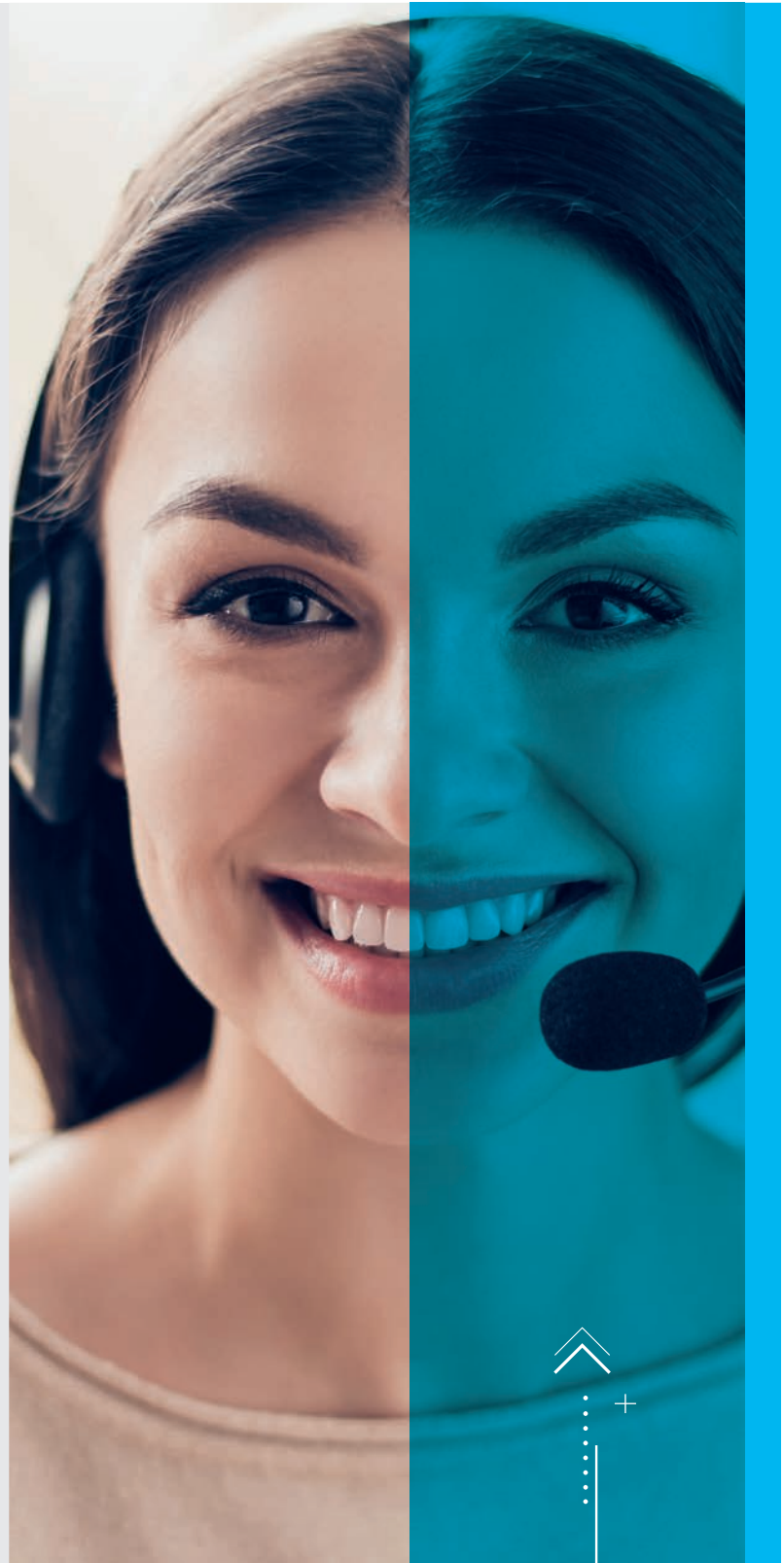


THE ACADEMIC ADVISING CENTRE (AAC)

WELCOME TO THE ACADEMIC ADVISING CENTRE!

As a student, your Academic Adviser is there to guide and assist you throughout the duration of your studies to ensure that you reach your fullest potential. Your Academic Adviser is a subject expert in your field of study. He/she understands your academic needs and challenges and provides an online service, by phone or email so that you can get the one-on-one help that you need any time, anywhere!

To set up an appointment for a telephonic advising session or when you have a query, send your Academic Adviser an email at info@academicadvisingcentre.com. Your Academic Adviser will respond to you within 48 hours to assist you with your personal challenges! The additional academic support service that your Academic Adviser provides you is free, so you will never have to use your own airtime for the call.



INTRODUCING THE **WORK-IT STUDENT EMPLOYMENT CENTRE**

The Work-it Student Employment Centre is an exciting new job placement tool designed with YOU in mind.

Registered students and alumni have the option of being populated onto this innovative, groundbreaking platform, with the possibility of connecting them directly to select, credible employers.

Future-proof your career with the Work-it Student Employment Centre. Your success truly is in your hands.

Work-it Graduate Development Programme (HET: Degree/Diploma):

Post-graduate 12-month contract placing students within their field of study.

Work-it Graduate Experience Programme (Permanent Work):

Entry-level placements with no experience required. Placements not necessarily related to student's field of study.

Work-it Intern Programme: (TVET - Nated Certificate up to N6):

18 to 24-month contract whereby students complete in-service training to obtain their diploma.

Work-it Casual/Part-Time Employment:

Adhoc holiday/weekend employment whilst student is studying.

For more information, please visit www.educor.co.za



Work-it Student Employment Centre

Dream-it. Believe-it. Achieve-it.



WHAT QUALIFICATIONS DOES DCC OFFER?

Our programmes are SAQA accredited and aligned with the National Qualifications Framework (NQF), which means graduates can apply their skilled knowledge garnered through DCC, directly into the workplace. This section contains the qualifications that we offer for you to get an understanding of what you can achieve through our institution.

Levels of qualifications include specialised Higher Diplomas, Diplomas, Higher Certificates and Certificate programmes, all enforced with the credibility of our institution.

HIGHER DIPLOMA (HDIP)

Higher Diplomas are intensive in their mode of instruction in that every aspect is covered in-depth through comprehensive and thorough content. Students will be privy to an inherent learning programme that will allow a greater career scope and the option to pursue further education.

DIPLOMA (DIP)

A Diploma is more theoretical and prepares the student for a more career-focused role that requires the student to meet industry standards within their chosen area of employment.

DCC Diplomas offer field-specific knowledge and skills, enabling students to pursue a number of career options, and to pursue further education.

HIGHER CERTIFICATE (HCERT)

Higher Certificates are short programmes that are specialised and intra-focused on a specific area of study. These are generally focused on the vocational sector and allow students to further enhance their skill set within their specific industry.

CERTIFICATE PROGRAMME

DCC's certificate programmes will equip you with the essential competencies to actively apply your knowledge into your field of work/employment.



DCC SCHOOLS

DCC has six specialised schools offering a range of programmes.

BUSINESS SCHOOL

Our Business School offers comprehensive programmes in fields such as Accounting, Human Resources, Marketing and Paralegal Studies. Studying DCC's Business School programmes will ensure you are prepared for the dynamic challenges of the corporate environment. Our advanced curriculum will render you competent and qualified to advance to any level of management.

COMPUTER SCHOOL

In the rapidly evolving world of computers, it's essential that your skills are always on par with the latest technology. DCC's Computer School programmes offer you the ideal platform to advance your skills and knowledge. Studying any of our programmes will ensure you progress into a certified computer-industry professional.

GENERAL SCHOOL

DCC's renowned General School's programmes are specifically designed to speak to high-end, niche industry requirements. DCC's General School's programmes include Criminal Investigation, Investigation and Security, Legal and Safety, Health and Environment offerings. Pursue your niche passion with the support and expertise of DCC's general School.

HIGH SCHOOL

A National Senior Certificate is often the minimum requirement for entrance to Higher Education, and DCC provides you with options to complete your high school via correspondence study. Grade 10, 11 and/or 12 options are available, and you can obtain your National Senior Certificate at your own pace. You also have the option to rewrite the subjects required to obtain your certificate. Open up a world of greater career prospects with DCC's High School.

TECHNICAL SCHOOL

If you require career-specific training in a particular trade and want to be your own boss, our Technical School will help you attain that goal. Our Technical School programmes are designed to equip you with the skill set and knowledge to become a successful entrepreneur. Our wide range of programmes include Mechanical and Electrical Engineering, Draughting as well as Chemical Studies.

VOCATIONAL SCHOOL

Early Childhood Development, Tourism and Hospitality are some of the programmes offered by DCC's Vocational School. You will be well trained and ready for a host of careers that will allow you to be more marketable to various employers. The key skills you learn will allow you to perform a particular role within the workforce.

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DCC LOGISTICS AND SUPPLY CHAIN MANAGEMENT DIPLOMA

TYPE OF PROGRAMME:

The DCC Logistics and Supply Chain Management Diploma is a DCC Career Programme, which is not an accredited NQF qualification. This programme has been approved by the Damelin Correspondence College Academic Board.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or an equivalent, or 3 years' relevant work experience.

DESCRIPTION:

In this programme, you will be exposed to the supply chain environment where control, management and securing the movement of goods from suppliers to customers has become an ever increasing need, critical to companies all over the world.

CERTIFICATION:

Upon successful completion of this programme, you will receive your DCC Logistics and Supply Chain Management Diploma.

CAREER OPPORTUNITY:

Successful students will gain knowledge and skills in logistics and supply chain management.

DIPLOMA: BUSINESS MANAGEMENT

SAQA ID: 21058 | NQF LEVEL: 6 | CREDITS: 240 | DURATION: 24

TYPE OF PROGRAMME:

The Diploma: Commerce: Business Management is an accredited programme.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent, or 4 years' verifiable and relevant working experience.

DESCRIPTION:

This programme provides you with the knowledge to demonstrate an understanding of the principles of business management, its role and its function. In addition, the programme supports skills and competencies including operational business skills, communication and finances.

CERTIFICATION:

Upon successful completion of this programme, you will receive a Diploma: Business Management.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require to enter the field of management in an organisation.







AMENDED SENIOR CERTIFICATE: GRADE 12

ADMISSION REQUIREMENTS:

The following learners may enrol for the Senior Certificate:

You are eligible to enrol if you are 21 years and older with an incomplete Senior Certificate Grade 12:

You will be required to provide a certified copy of your Senior Certificate Statement of Results as proof of having completed some subjects on the Senior Certificate.

You are eligible to enrol if you are 21 years and older, and you have completed one of the following qualifications:

- i. A Grade 9 (Std. 7) school report, stating that they have passed Grade 9/Std. 7
- ii. Completed a General Education and Training Certificate (GETC) for Adult Basic Education and Training (ABET)
- iii. Completed Grade 10/Grade 11; or
- iv. Completed a recognised equivalent qualification obtained at NQF level 1, which requires two official languages. You will be required to provide a certified copy of the qualification at this level.

You are eligible if you are repeating your National Senior Certificate and you are a part-time candidate 21 and older, and you were unsuccessful in obtaining a National Senior Certificate after the expiry date of your School-Based Assessment requirement. Your National Senior Certificate Statement of Results will be required. Repeat candidates must attach a copy of their previous matric Statement of Results. If you are an out-of-school learner 18–21 years old, who could not complete your school education and wish to further your education and training, you must obtain approval from the Provincial Head of Education. An official letter from the Department of Basic Education indicating approval will be required.

DESCRIPTION:

The Senior Certificate is obtained after successful completion of Grade 12 on the Revised Senior Certificate. These examinations are administered by the Department of Basic Education, and the Certificate is awarded by Umalusi. The Matriculation Board or the institution of your choice will determine whether you fulfil the requirements for tertiary education. It is your responsibility to enquire from the relevant body whether you meet the entrance requirements.

DURATION:

Your contract with Damelin Correspondence College will expire at the end of the 2019 examination sitting.

CERTIFICATION:

Upon successful completion of the external Senior Certificate examinations, you will be issued with a Senior Certificate by Umalusi.

CAREER OPPORTUNITY:

You may register from a wide range of programmes of your choice upon completion of your Amended Senior Certificate.



DIPLOMA: PARALEGAL

SAQA ID: 21138 | NQF LEVEL: 6 | CREDITS: 240 | DURATION: 24

TYPE OF PROGRAMME:

The Diploma: Paralegal is an accredited programme.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent or, 4 years' verifiable and relevant working experience.

DESCRIPTION:

The programme enables the relevant skills and competencies required to use and apply the principles and practices in the paralegal field.

CERTIFICATION:

Upon successful completion of this programme, you will receive a Diploma: Paralegal.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require to enter the field of paralegal.





HIGHER DIPLOMA: COMMERCE: HUMAN RESOURCE MANAGEMENT

SAQA ID: 21092 | NQF LEVEL: 6 | CREDITS: 360 | DURATION: 36

TYPE OF PROGRAMME:

The Higher Diploma: Commerce: Human Resource Management is an accredited programme.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent NQF 5 qualification, or 4 years' verifiable and relevant working experience.

DESCRIPTION:

The programme enables the relevant skills and competencies required to use and apply the principles and practices of human resource management and to handle the relevant activities for human resources management in an organisation.

CERTIFICATION:

Upon successful completion of this programme, you will receive a Higher Diploma: Commerce: Human Resource Management.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require to enter the field of human resources in an organisation.





NATIONAL SENIOR CERTIFICATE: GRADE 12 CAPS

ADMISSION REQUIREMENTS:

A certified, official Grade 11 National Senior Certificate report, which indicates promotion to Grade 12.

DESCRIPTION:

The National Senior Certificate (NSC) is a 3-year programme that consists of Grades 10, 11 and 12. This means that each grade must be completed and passed separately. A National Senior Certificate will be awarded to you after successful completion of the National Senior Certificate Grade 12 examinations. The final examinations in Grade 12 will be administered by the Department of Basic Education. The National Senior Certificate is awarded by Umalusi. (The National Senior Certificate is the minimum requirement for entrance to Higher Education.)

DURATION:

The academic year ends on 31 December 2019. Learners are required to complete ALL their assessments within a calendar year. This means that you will start your studies in January/February 2019 and write your final examinations in October/November 2019.

CERTIFICATION:

Umalusi will issue you with a National Senior Certificate after it has been determined that you meet the minimum pass requirements for the National Senior Certificate. A National Senior Certificate will be awarded to you after successful completion of the National Senior Certificate Grade 12 examinations. The final examinations in Grade 12 will be administered by the Department of Basic Education.

NATIONAL CERTIFICATE: N4 PUBLIC MANAGEMENT

SAQA ID: 66875 | NQF LEVEL: 5 | CREDITS: 60 | DURATION: 12

TYPE OF PROGRAMME:

The National N4 Certificate: Public Management is a National N4 Certificate of the Department of Education.

ADMISSION REQUIREMENTS:

Learners need one of the following: National Senior Certificate; Senior Certificate; FET; or N3 in the relevant specialisation area.

DESCRIPTION:

This qualification has been developed to enable learners who are particularly interested and talented in an occupational/vocational area to develop competencies in public management, which will enable them to either study further or be employed and be productive in the sector at entry level and/or second tier level. This qualification is aimed primarily at giving learners technical, theoretical, practical and workplace knowledge and skills required in their chosen occupational/vocational area.

CERTIFICATION:

Upon successful completion of the National N4 Certificate, the learner will be awarded the National N4 Level 4 Certificate from the Department of Education.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills to update, upskill and/or continue with education and training in related occupations.



NATIONAL CERTIFICATE: N4 HUMAN RESOURCE MANAGEMENT

SAQA ID: 66873 | NQF LEVEL: 4 | CREDITS: 60 | DURATION: 6-12

TYPE OF PROGRAMME:

The National Certificate: N4 Human Resource Management is a National Certificate of the Department of Education.

ADMISSION REQUIREMENTS:

A Senior Certificate; or an appropriate National Certificate: N3; or a National Senior Certificate.

DESCRIPTION:

This qualification will provide students with an opportunity to continue developing their knowledge and skills in the human resource field.

CERTIFICATION:

Upon successful completion of your required exams for each level, you will be awarded your National Certificate: N4 Human Resource Management by the Department of Higher Education and Training. To qualify for a National Diploma, you have to work 18 months in the field after achieving your N6.

CAREER OPPORTUNITY:

Successful students will gain the skills required to perform human resource management tasks.

NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT AND PRACTICES

SAQA ID: 61592 | NQF LEVEL: 5 | CREDITS: 252 | DURATION: 36

TYPE OF PROGRAMME:

The National Diploma: Human Resources Management and Practices is a National Qualification accredited with the SABPP.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent.

DESCRIPTION:

While studying for this National Qualification, you will learn about the basics of the core human resources management processes and how to integrate them into an organisation's business processes.

CERTIFICATION:

Upon successful completion of this programme and verification by the SABPP, the SABPP will issue you with your National Diploma: Human Resources Management and Practices.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require to enter the field of human resources management in an organisation.





DIPLOMA: COMMERCE: FINANCIAL ACCOUNTING

SAQA ID: 21061 | NQF LEVEL: 6 | CREDITS: 240 | DURATION: 24

TYPE OF PROGRAMME:

The Diploma: Commerce: Financial Accounting is an accredited programme.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent, or 4 years' verifiable and relevant working experience.

DESCRIPTION:

This programme provides you with the knowledge to identify a career path within the financial sector. In addition, you will also be exposed to management, business communication, company law, and cost and management accounting.

CERTIFICATION:

Upon successful completion of this programme you will receive a Diploma: Commerce: Financial Accounting.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require in the field in finances.





NATIONAL CERTIFICATE: SUPPLY CHAIN MANAGEMENT

SAQA ID: 74149 | NQF LEVEL: 5 | CREDITS: 157 | DURATION: 18

TYPE OF PROGRAMME:

The National Certificate: Supply Chain Management, NQF Level 5, SAQA ID: 74149 is an accredited NQF programme with the TETA SETA.

ADMISSION REQUIREMENTS:

- Grade 12 (Std. 10) or equivalent with:
- Mathematical Literacy at NQF Level 4
- Communication at NQF Level 4
- Computer Literacy and the ability to use databases and spreadsheets at NQF Level 3

DESCRIPTION:

Successful students will gain the knowledge and skills that they require to manage supply chain processes and inter-relationships across the supply chain.

CERTIFICATION:

Upon successful completion of the programme and verification by the TETA SETA, you will receive a National Certificate: Supply Chain Management.

CAREER OPPORTUNITY:

This qualification provides you with the appropriate knowledge and skills required to pursue a career in the field of supply chain management effectively.



NATIONAL N DIPLOMA: ENGINEERING STUDIES (MECHANICAL)*

SAQA ID: 67043 | NQF LEVEL: 6 | CREDITS: 360

TYPE OF PROGRAMME:

The National N Diploma: Engineering Studies (SAQA ID: 67043) is a National Qualification delivered under the auspices of the Department of Higher Education and Training.

ADMISSION REQUIREMENTS:

N3 National Certificate or Grade 12 (Std. 10) with Mathematics and Physical Science.

DESCRIPTION:

The National N Diploma: Engineering Studies: Mechanical qualification enables you to deal with concepts of mechanics, thermodynamics, robotics, kinematics, and many others. These concepts are applied in the process of designing state-of-the-art manufacturing units for aircraft and aerospace parts and a vast assortment of industrial machinery and form a solid foundation for furthering a career in the field of mechanical engineering.

DURATION:

You should be able to complete the theoretical component (N4-N6) in 18 months. In addition, 2 years' practical experience within the industry in the mechanical engineering field is required.

CERTIFICATION:

Upon successful completion of your required examinations for each subject and the 2 years' practical experience within the industry in the mechanical engineering field, you will be awarded your National N Diploma: Engineering Studies from the Department of Higher Education and Training.

CAREER OPPORTUNITY:

Successful students will have solid knowledge and skills in the mechanical field.

* Upon completion of N3-N6 and 24 months in-service training a student will be awarded a National N Diploma.





HIGHER DIPLOMA: COMMERCE: FINANCIAL ACCOUNTING

SAQA ID: 21089 | NQF LEVEL: 6 | CREDITS: 360 | DURATION: 36

TYPE OF PROGRAMME:

The Higher Diploma: Commerce: Financial Accounting is an accredited programme.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent NQF 5 qualification, or 4 years' verifiable and relevant working experience.

DESCRIPTION:

This programme provides you with a strong financial skill set to enable the professional handling of financial accounting within the corporate environment. In addition, you will also be exposed to management, internal auditing, and cost and management accounting.

CERTIFICATION:

Upon successful completion of this programme, you will receive a Higher Diploma: Commerce: Financial Accounting.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require in the field of finances.





DIPLOMA: ARCHITECTURAL DRAUGHTING

SAQA ID: 21153 | NQF LEVEL: 6 | CREDITS: 240 | DURATION: 24

TYPE OF PROGRAMME:

The Diploma: Architectural Draughting is a National Qualification.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent or the DCC General Draughting Certificate, or minimum 3 years' relevant work experience.

DESCRIPTION:

This programme will enable you to understand the application of concrete, steel, and timber structures, geometry and construction terms and drawings, local authority submission procedure, professional practice and procedure, and using drawing instruments.

CERTIFICATION:

Upon successful completion of the programme, you will receive a Diploma: Architectural Draughting.

CAREER OPPORTUNITY:

Successful students will have a solid background to work in the architectural draughting environment. In addition, students will have opportunities for further learning to engage in more advanced architectural draughting fields of study.



FURTHER EDUCATION AND TRAINING CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT

SAQA ID: 58761 | NQF LEVEL: 4 | CREDITS: 141 | DURATION: 24

TYPE OF PROGRAMME:

The Further Education and Training Certificate: Early Childhood Development, NQF Level 4, SAQA ID: 58761 is a credit-bearing National Qualification registered on the NQF (National Qualifications Framework) and accredited by the quality assurance body ETDP SETA (Education, Training and Development Practices Sector Education and Training Authority).

ADMISSION REQUIREMENTS:

Communication and Mathematical Literacy at NQF Level 3, Grade 11 (Std. 9) and a second South African language at NQF Level 2, Grade 10 (Std. 8).

DESCRIPTION:

This is an entry-level qualification for those who want to enter the field of education, training and development specifically within the sub-field of early childhood development (ECD). This qualification is aimed at people who are already practising within the field without formal recognition as well as for those who wish to enter the field. The qualification enables recipients to plan and prepare for early childhood development; facilitate and monitor the development of babies, toddlers and young children; and provide care and support to babies, toddlers and young children.

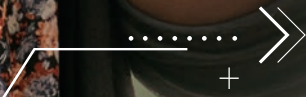
CERTIFICATION:

Upon successful completion of the programme and verification conducted by the ETDP SETA, students will receive the ETDP SETA award Further Education and Training Certificate: Early Childhood Development, NQF Level 4, SAQA ID: 58761 and a Damelin Correspondence statement of results outlining the unit standards successfully completed. DCC applies bi-annually to the ETDP SETA for verification on behalf of the student.

CAREER OPPORTUNITY:

The qualification facilitates the all-round development of young children in a manner that is sensitive to culture and individual needs (including special needs) and teaches you to provide quality early childhood development services for children in a variety of contexts, including community-based services, ECD centres, at home and in institutions. This qualification also provides a basis for further professional development in the education and training band for many experienced practitioners in the field who have had limited or difficult access to further career development opportunities.







DIPLOMA: COMMERCE: MARKETING MANAGEMENT

SAQA ID: 21067 | NQF LEVEL: 6 | CREDITS: 240 | DURATION: 24

TYPE OF PROGRAMME:

The Diploma: Commerce: Marketing Management is an accredited programme.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent, or 4 years' verifiable and relevant working experience.

DESCRIPTION:

This programme provides you with the knowledge to identify a career path within the marketing industry and the application of marketing methods. In addition, you will also be exposed to management, finances and marketing management.

CERTIFICATION:

Upon successful completion of this programme, you will receive a Diploma: Commerce: Marketing Management.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require to execute marketing functions in an organisation.

NATIONAL CERTIFICATE: N4 BUSINESS MANAGEMENT

SAQA ID: 66871 | NQF LEVEL: 4 | CREDITS: 60 | DURATION: 6-12

TYPE OF PROGRAMME:

The National Certificate: N4 Business Management is a National Certificate of the Department of Education.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) with a National Introductory Certificate: N4 Business Studies or an appropriate National Certificate: N3, or National Senior Certificate.

DESCRIPTION:

This qualification will provide students with an opportunity to obtain specific knowledge and skills, as well as develop competencies in the field of business management.

CERTIFICATION:

Upon successful completion of your required exams for each level, you will be awarded your National Certificate N4 Business Management by the Department of Higher Education and Training. To qualify for a National Diploma, you must work 18 months in the field after achieving your N6 certificate.

CAREER OPPORTUNITY:

Successful students will gain the skills required to perform business management tasks.



NATIONAL N DIPLOMA: FINANCIAL MANAGEMENT*

SAQA ID: 67040 | NQF LEVEL: 6 | CREDITS: 360 | DURATION: 24

TYPE OF PROGRAMME:

The National N Diploma: Financial Management is a National N Diploma of the Department of Education.

ADMISSION REQUIREMENTS:

Learners need one of the following: A National Senior Certificate; a Senior Certificate; an FETC; or an N3 in the relevant specialisation area.

DESCRIPTION:

This qualification has been developed to enable learners who are particularly interested and talented in an occupational/vocational area to develop competencies in financial management, which will enable them to either study further, or be employed and be productive in the sector at entry level and/or second tier level. This qualification is aimed primarily at giving learners technical, theoretical, practical and workplace knowledge and skills required in their chosen occupational/vocational area.

CERTIFICATION:

Upon successful completion of the N4+ N5+ N6 National Certificates and the relevant 18 months practical workplace learning, the learner will be awarded the National N Diploma Level 6 from the Department of Education.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills to update, upskill and/or continue with education and training in related occupations.

* Upon completion of N4-N6 and 18 months in-service training a student will be awarded a National N Diploma.

DCC PROFESSIONAL SECRETARY DIPLOMA

TYPE OF PROGRAMME:

The DCC Professional Secretary Diploma is a DCC Career Programme, which is not an accredited NQF qualification. This programme has been approved by the Damelin Correspondence College Academic Board.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent, or 3 years' relevant work experience, or a Damelin Correspondence College Professional Secretary Certificate, computer literacy and access to a PC.

DESCRIPTION:

This programme builds on your basic secretarial skills focusing on business communication tools, channels and etiquette required in ensuring that daily business functions run efficiently and effectively.

DURATION:

You should be able to complete this programme within 24 months.

CERTIFICATION:

Upon successful completion of this programme, you will receive your DCC Professional Secretary Diploma.

CAREER OPPORTUNITY:

Successful students will gain knowledge and skills in the secretarial profession.







DIPLOMA:
COMMERCE: PUBLIC RELATIONS

SAQA ID: 21068 | NQF LEVEL: 6 | CREDITS: 240 | DURATION: 24

TYPE OF PROGRAMME:

The Diploma: Commerce: Public Relations is an accredited programme.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent, or 4 years' verifiable and relevant working experience.

DESCRIPTION:

This programme provides you with the knowledge to identify a career path within the PR industry and the application of PR methods. In addition, you will also be exposed to management, finances and marketing management.

CERTIFICATION:

Upon successful completion of this programme you will receive a Diploma: Commerce: Public Relations.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require to execute the public relations and management functions in an organisation.

DIPLOMA:
HOTEL MANAGEMENT

SAQA ID: 21145 | NQF LEVEL: 6 | CREDITS: 414 | DURATION: 36

TYPE OF PROGRAMME:

The Diploma: Hotel Management is an accredited National Qualification.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent, or 4 years' verifiable and relevant working experience.

DESCRIPTION:

During your studies, you will do subjects including Introduction to Hotels, Guest Relations, Accommodation Services, Front of House I and II, Food and Beverage Studies I and II, Hygiene, Hotel Accounting I and II, Hotel Marketing, Hospitality Management I and II, Catering Theory II, Business Economics, Purchasing, Control and Catering, Security and Maintenance, Hotel Law, Contract Law, Human Resource Management, Business Communication, and Introduction to Personal Computers Using Microsoft Windows 10.

CERTIFICATION:

Upon successful completion of this programme, you will receive your Diploma: Hotel Management.

CAREER OPPORTUNITY:

This learning programme establishes the solid foundation for further studies in hotel management. It also provides a solid foundation to effectively function within the hotel management environment.



NATIONAL CERTIFICATE: N4 ENGINEERING STUDIES (ELECTRICIAN – HEAVY CURRENT)

TYPE OF PROGRAMME:

The National Certificate: N4 Engineering Studies is a National Qualification delivered under the auspices of the Department of Higher Education and Training.

ADMISSION REQUIREMENTS:

N3 National Certificate or Grade 12 (Std. 10) with Mathematics and Physical Science.

DESCRIPTION:

During your studies you will acquire the foundational technical knowledge of the principles of electricity, which include current flow of electricity in an electrical circuit. Furthermore, you will learn about magnetism and electricity, induction and capacitors. In addition to this, you will have a full understanding of DC machines in relation to construction and operations, and DC generators and motors. You will also gain insight into alternating current theory, alternating current machines and measuring instruments.

DURATION:

You should be able to complete this programme in 12 months.

CERTIFICATION:

Upon successful completion of your required exams for each subject, you will be awarded your National Certificate: N4 Engineering Studies from the Department of Higher Education and Training.

CAREER OPPORTUNITY:

Successful students will gain basic knowledge and skills in the electrical field.

HIGHER DIPLOMA: COMMERCE: MARKETING MANAGEMENT

SAQA ID: 21094 | NQF LEVEL: 6 | CREDITS: 360 | DURATION: 36

TYPE OF PROGRAMME:

The Higher Diploma: Commerce: Marketing Management is an accredited programme.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent, or 4 years' verifiable and relevant working experience.

DESCRIPTION:

This programme provides you with a strong commercial skill set to enable the professional handling of marketing. In addition, you will also be exposed to management, finances and communication.

CERTIFICATION:

Upon successful completion of this programme, you will receive a Higher Diploma: Commerce: Marketing Management.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require to execute marketing management functions.







DIPLOMA:
BOOKKEEPING

SAQA ID: 21057 | NQF LEVEL: 6 | CREDITS: 240 |
DURATION: 24

TYPE OF PROGRAMME:

The Diploma: Bookkeeping is an accredited programme.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent NQF 4 qualification, or 2 years' verifiable and relevant working experience.

DESCRIPTION:

In this programme, you will enhance your skills and knowledge of bookkeeping methods, accounting, commercial law, economics and finances.

CERTIFICATION:

Upon successful completion of this programme, you will receive a Diploma: Bookkeeping.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require to enter the field of accounting.

DIPLOMA:
MANAGEMENT

SAQA ID: 21070 | NQF LEVEL: 6 | CREDITS: 240 |
DURATION: 24

TYPE OF PROGRAMME:

The Diploma: Management is an accredited programme.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent, or 4 years' verifiable and relevant working experience.

DESCRIPTION:

This programme provides you with the knowledge to demonstrate an understanding of the principles of management, its role and its function. In addition, the programme supports skills and competencies including operational business skills, communication and finances.

CERTIFICATION:

Upon successful completion of this programme you will receive a Diploma: Management.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require to enter the field of management in an organisation.



DIPLOMA: COMMERCE: LABOUR RELATIONS

SAQA ID: 21065 | NQF LEVEL: 6 | CREDITS: 240 | DURATION: 24

TYPE OF PROGRAMME:

The Diploma: Commerce: Labour Relations is an accredited programme.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent, or 4 years' verifiable and relevant working experience.

DESCRIPTION:

The programme enables the relevant skills and competencies required to use and apply the principles and practices of labour relations and to handle the relevant activities related to labour relations in an organisation.

CERTIFICATION:

Upon successful completion of this programme, you will receive a Diploma: Commerce: Labour Relations.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require to enter the field of human resources in an organisation.

NATIONAL N DIPLOMA: MARKETING MANAGEMENT*

SAQA ID: 67037 | NQF LEVEL: 6 | CREDITS: 360 | DURATION: 24

TYPE OF PROGRAMME:

The National N Diploma: Marketing Management is a National N Diploma of the Department of Education.

ADMISSION REQUIREMENTS:

Learners need one of the following: A National Senior Certificate; a Senior Certificate; an FETC; or an N3 qualification in the relevant specialisation area.

DESCRIPTION:

This qualification has been developed to enable learners who are particularly interested and talented in an occupational/vocational area to develop competencies in marketing management, which will enable them either to study further or to be employed and be productive in the sector at entry level and/or second tier level. This qualification is aimed primarily at giving the learner technical, theoretical, practical and workplace knowledge and skills required in their chosen occupational/vocational area.

CERTIFICATION:

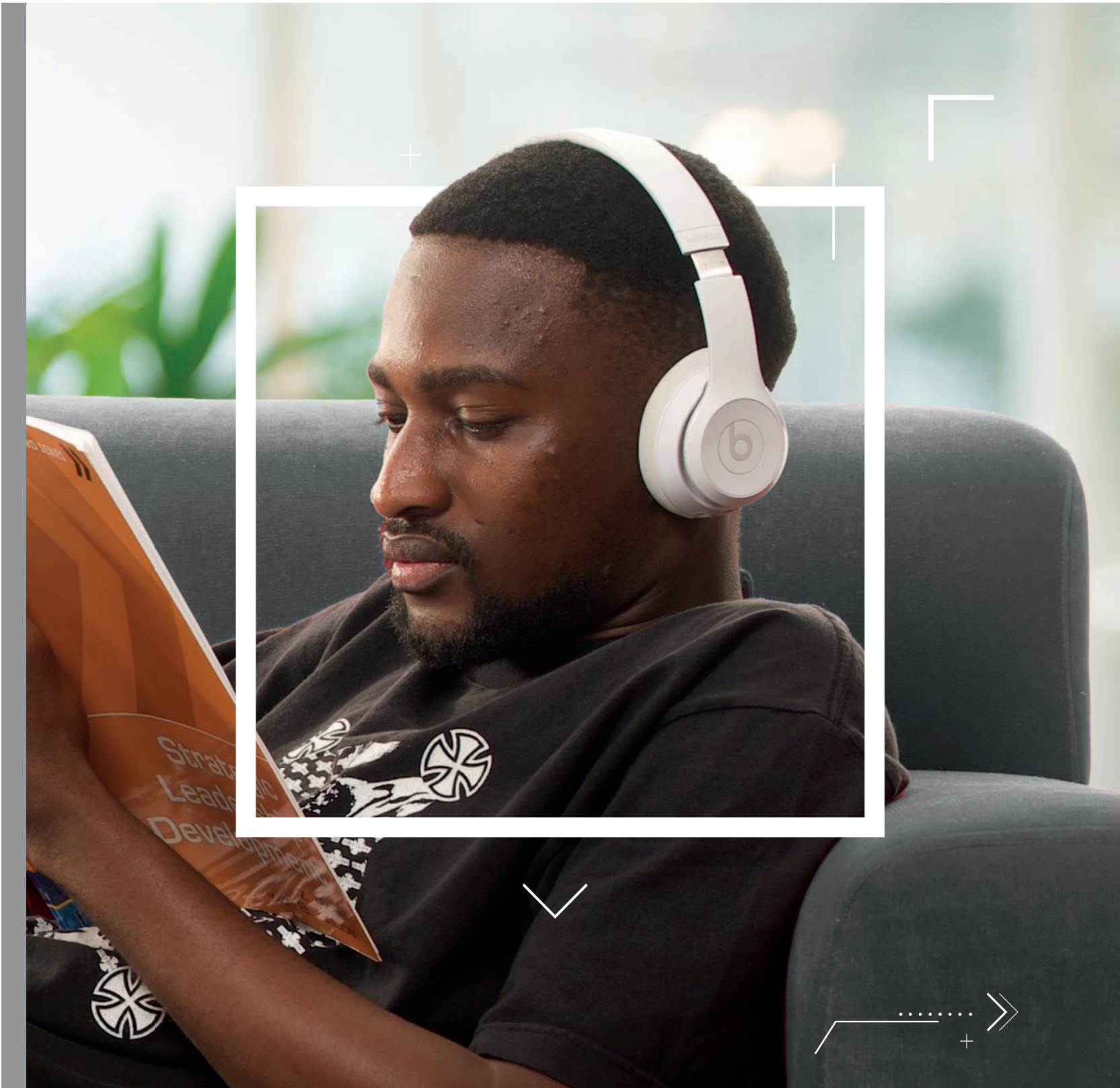
Upon successful completion of the N4+N5+N6 National Certificates and the relevant 18 months practical workplace learning, the learner will be awarded the National N Diploma Level 6 from the Department of Education.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills to update, upskill and/or continue with education and training in related occupations.

* Upon completion of N4-N6 and 18 months in-service training a student will be awarded a National N Diploma.





HIGHER CERTIFICATE: OFFICE ADMINISTRATION

SAQA ID: 23619 | NQF LEVEL: 5 | CREDITS: 240 | DURATION: 12

TYPE OF PROGRAMME:

The Higher Certificate: Office Administration is a qualification, accredited by FASSET SETA, through the ICB. The ICB is a quality assurance partner of FASSET SETA.

ADMISSION REQUIREMENTS:

The National Certificate: Office Administration, NQF Level 5, SAQA ID: 23618.

DESCRIPTION:

You will acquire knowledge of Office Management Techniques, Knowledge of Human Resources, Labour Relations and Economics. When you pass this programme, you will achieve the designation of Junior Office Administrator from the Institute of Certified Bookkeepers (ICB).

CERTIFICATION:

Upon successful completion of the programme, the ICB will award you with an Achievement Certificate indicating your result. On successful completion of all learning areas in this qualification, your details will be uploaded onto the FASSET SETA database and your Higher Certificate: Office Administration, NQF Level 5, SAQA ID: 23619, will be issued to you by the ICB.

CAREER OPPORTUNITY:

Successful students could pursue a career as a:

- Secretary
- General Office Manager
- Human Resource Administrator
- Labour Relations Administrator

NATIONAL SENIOR CERTIFICATE: GRADE 11 – CAPS

ADMISSION REQUIREMENTS:

A certified official Grade 10 National Senior Certificate report, which indicates promotion to Grade 11.

DESCRIPTION:

The National Senior Certificate (NSC) is a 3-year programme that consists of Grades 10, 11 and 12. This means that each grade must be completed and passed separately. A National Senior Certificate will be awarded to you after successful completion of the National Senior Certificate Grade 12 examinations. The final examinations in Grade 12 will be administered by the Department of Basic Education. The National Senior Certificate is awarded by Umalusi. (The National Senior Certificate is the minimum requirement for entrance to higher education.)

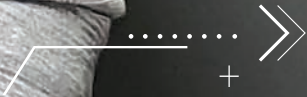
DURATION:

The academic year ends on 31 December 2019. Learners are required to complete ALL their assessments within a calendar year. This means that you will start your studies in January/February 2019 and write your final examinations in October/November 2019.

CERTIFICATION:

Upon successful completion of Grade 11, you will be issued with a progress report. A National Senior Certificate will be awarded to you after successful completion of the National Senior Certificate Grade 12 examinations. The final examinations in Grade 12 will be administered by the Department of Basic Education. The National Senior Certificate is awarded by Umalusi.





HIGHER DIPLOMA: COMMERCE: PUBLIC RELATIONS

SAQA ID: 21095 | NQF LEVEL: 6 | CREDITS: 360 | DURATION: 36

TYPE OF PROGRAMME:

The Higher Diploma: Commerce: Public Relations is an accredited programme.

ADMISSION REQUIREMENTS:

Grade 12 (Std. 10) or equivalent, or 4 years' verifiable and relevant working experience.

DESCRIPTION:

This programme provides you with strong commercial skills to enable the professional handling of public relations within the corporate environment. In addition, you will also be exposed to management, finances and marketing management

CERTIFICATION:

Upon successful completion of this programme, you will receive a Higher Diploma: Commerce: Public Relations.

CAREER OPPORTUNITY:

Successful students will gain the knowledge and skills that they require to execute public relations planning and management in an organisation.



HOW TO REGISTER

- Identify your career goals and aspirations and ensure your choice of study complements your interests and abilities. Your choice of programme will have an impact in redefining your future and ensuring you find your niche.
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- Ensure that you meet the entrance requirements if applicable.
- Select your payment options. We have four available payment options, i.e., credit card, debit card, cash and debit order. Note: Certain payment plans may be subject to credit vetting.
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