



Majuba College

Technical and Vocational Education and Training

reaching greater heights together



PROSPECTUS



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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Welcome to our new and improved Majuba TVET College Prospectus. We are pleased to present our new design which is clean and professional. At Majuba TVET College we continuously strive for perfection, that is why we have taken the time and effort to deliver to you not only this prospectus but improved courses as well.

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PRINCIPAL'S MESSAGE

Firstly, we would like to welcome all prospective students to our College as we enter a new dawn for Technical and Vocational Education and Training (TVET) Colleges. On 1 April 2015, all TVET Colleges were fully transferred from the Provinces into the control of the Department of Higher Education and Training (DHET). The former FET Colleges became institutions where most people went to because they could not gain access at University. This was a major problem for the country as the Vocational programmes offered in the Colleges are needed by the economy. Corrective actions will be taken to ensure that students feel that they are entering useful educational institutions. The integration of these institutions into a coherent post-school system means among other things that College qualifications must be recognised by Higher Education institutions in order to ensure articulation between the institutions.

Youth development is close to my heart. It is a passion of mine to see people excel. The country has a severe shortage of skilled workers. It is an honour and privilege for me to be part of the process of educating young people and sending them into the workforce armed with the skills they need to excel at their jobs. In this way, we are not just providing one person with a future, we are providing that person's family with a future and we can take it further by saying we are creating a better future for all South Africans by putting skilled people into the necessary places. This is good for the economy and in turn good for the country.

Majuba TVET College is one of the largest Colleges in South Africa. We currently have approximately 30 000 students studying

through our doors. The pressure is on, our goal is not only to ensure that our students pass and enter the workforce as competent, skilled workers, but that they actually get employment. For this reason, we engage with the major industries to employ our students and this is also so that the hard work our lecturers put into our students does not go to waste.

It is also very important to keep our lecturers up to date to ensure that the standard of teaching and learning remains high. Our students are our main priority and we are ready to face any obstacles that might arise to ensure their success.

The College is performing exceptionally well, our standards of quality are high, but there is always room for improvement and we will up our passion for our College; for our students; and most of all for the quality of education we offer at Majuba TVET College.

The launch of the new Campus in Dundee (Dundee Technology Centre) will bring new tidings for Majuba TVET College. The new Campus will offer Engineering and Business studies in one location, utilising current structures to be able to accommodate more students. There is great anticipation for the opening of the Campus and the main focus is on all post-school students too, bridging the gap between simple skills and College students. We humbly appeal to stakeholders to fully support the new Campus, extending thanks to the SAPS and all contributors for their service. Local government and business can work together and make this new Campus a profound success.

Mr S.J. Mlotshwa

"Our students are our main priority and we are ready to face any obstacles that might arise to ensure their success."

MAJUBA TVET COLLEGE INTRODUCTION

Majuba TVET College is one of 50 public Technical and Vocational Education and Training (TVET) Colleges in South Africa, operating under the auspices of the Department of Higher Education and Training (DHET). The College is one of the largest Technical and Vocational Education and Training service providers in the country, specialising in priority skills development.

Majuba TVET College is the key service provider for Technical and Vocational Education and Training in the Amajuba and Umzinyathi Districts. It services major industries in these areas, in the sectors of iron- and steel manufacturing, mining (mainly coal), textile and clothing production, cement chemical manufacturing, tyre production, engineering and primary agriculture.

There are 8 Campuses, spread over a wide geographical area that includes Newcastle, Madadeni and Dundee. The College offers a diverse range of nationally recognised vocational and occupational programmes.

VISION : Empowering our nation through quality education, training and development.

MISSION : We will Provide Responsive and Relevant Education, Training and Development to Cater for the Needs of Business, Industry and Communities.

VALUES : Our motto Reaching Greater Heights Together guides our values which are: (CRISP)

- **Creativity :** To Be Resourceful, Innovative and Unconventional Thinkers in What We Do
- **Respect :** To Accord Dignity to All those Whom We Serve and Work With
- **Integrity :** To Demonstrate A Sense of Justice and Honesty in Everything We Do
- **Service:** To Respond Efficiently and Effectively to the Needs of Our Staff and Clients
- **Perseverance :** To Continuously Apply Ourselves to the Best of Our Abilities

Majuba TVET College is committed to education and training, using cutting-edge technology and innovative teaching methodologies, to enhance and optimise teaching and learning opportunities.

Situated in Newcastle, Northern KwaZulu-Natal, the College plays a significant role in the holistic development of our students, as part of preparing them for the world-of-work. In addition to the Ministerial programmes, namely, the National Certificate (Vocational) and Report 191 (N1-N6); the College offers NQF-aligned Learnerships (in collaboration with Business and Industry), Skills Programmes and Apprenticeship Training.

The College regards itself as an important social partner in realising the shared socio-economic objectives of the local, provincial and national government. To this end, the College creates access to education and training opportunities; and empowers our students with the relevant knowledge and skills to become economically active citizens.



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NQF LEVEL	GRADE DESCRIPTION	CATEGORY
LEVEL 1	General Education Certificate (Grade 9); or Adult General Education and Training Certificate	GET
LEVEL 2	Grade 10 (School); or NC(V) Level 2 Certificate; or N1 Certificate	FET - FURTHER EDUCATION AND TRAINING
LEVEL 3	Grade 11 (School); or NC(V) Level 3 Certificate; or N2 Certificate	
LEVEL 4	National Senior Certificate (Grade 12); or National Trade Certificate (Trade School) And National Senior Certificate; or NC(V) Level 4 Certificate; or N3 Certificate + 2 Official Languages	
LEVEL 5	NQF LEVEL 5 N4, N5 and N6 Certificate; or NC(V) Level 5 Certificate; or Higher Certificate	HET - HIGHER EDUCATION AND TRAINING
LEVEL 6	NQF LEVEL 6 National Diploma; or Advanced Certificate	
LEVEL 7	Bachelors Degree; or Advanced Diploma	
LEVEL 8	Honours Degree; or Postgraduate Diploma; or Professional Qualification Degree	
LEVEL 9	Masters Degree	
LEVEL 10	Doctoral Degree	



THE RIGHT CAREER

Choosing the right career can be a very daunting task especially in a world which offers an array of paths all of which seem to be leading to a golden goal. Careers can actually make or break one's life, so it is important to make the right choice. Career guidance can help you in pursuing the right courses, in the right Colleges or institutes and can guide you in choosing the suitable career.

Choosing a career can be very satisfying if you have made the right choice. Like the famous adage goes, if you choose the job you like, you don't have to work a single day in your life. On the other hand, a wrong decision can leave you wishing that you had followed a different path.

While doing a career it is imperative to have the correct career information. An informed choice is always better than an uninformed one. The right career advice can help you to choose a career to suit your personality as well as your aspirations.

Education, of course, plays an important role in getting you the right job in your chosen field. The stepping stones or pre-requisites for choosing your dream career are of course, the qualifications required to achieve it. With the right qualifications, the top careers are open to you and the power of choice would be with you.

ABOUT ENGINEERING

In a world that is technologically driven, Engineering careers are among the most popular today. Engineering Careers are sought after not only because of the high pay packet but also because they give you an opportunity to contribute to a growing technological world. Engineering courses generally offer specialization in particular fields. With correct career guidance you can choose the fields of your choice. The subjects you choose at this stage determine what type of trade you would follow. It is imperative that all prospective students should choose **Mathematics and Science subjects** at High School level in order to meet the pre-requisites or minimum requirements to study Engineering related courses at tertiary level.

Certain personal qualities like analytical abilities and out-of-the-box thinking with an eye for details will be an added advantage when you aim for an Engineering career. With technology touching different spheres of our lives today, it is important for an Engineer not to only have technical skills but also good communication skills. This is important when you interact with people related to non-technical fields.

ENGINEERING CAREER TYPES

Engineering is a vast field and specialization is required to pursue an Engineering career. However, a number of Engineering institutions offer many different branches of specialization. The most popular Engineering courses are: Automotive Engineering, Computer Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering and Chemical Engineering to name a few.

The job description for Engineers would include many skill-sets. Engineers are generally involved in designing, developing, testing, manufacturing, producing, and maintain products. The safety of the functioning of various products also becomes the responsibility for Engineers. In keeping with the evolving technology advances, Engineers are expected to continually update their subject-knowledge and skills-sets.

Depending on the branch of Engineering, you may be either working in an office environment, laboratory or an industrial plant. Most of the time you are expected to put in a 40-hour work week. The working hours can be longer in some circumstances to meet production targets. However, working under the constraints of a limited budget, meeting deadlines and coping with unexpected problems can get stressful.

Engineering or Artisans earn at minimum of R 15 000 a month at junior level and can earn from R 30 000 to as much as R 50 000 per month at a senior level. Most certainly there are good opportunities in this field. It is great to see more and more women entering the workforce as Engineers and Artisans. It's not only males who can do physical and hard work. Females are embracing Engineering careers too these days.

ABOUT BUSINESS

Business is such an all encompassing field that it touches almost all aspects of our day to day activities. So it is not surprising that Business careers are among the most popular careers today. More and more candidates take the option of Business courses over other career courses. As Business is such a broad category, there are many employment opportunities.

Many entry-level positions are available for those who have pursued a National Diploma in Business. The type of Business career you can pursue depends on the area of your interest and choice of specialisation. There are many different types of Business careers, to suit individual qualifications and aptitudes. Some of the popular types include Business Management, Office Administration, Financial Management, Human Resource Management, etc.

Business careers require strong oral and written communication skills as well as good computer skills. You must have strong analytical skills as well as basic knowledge of management and marketing. A career in business helps you to hone skills which can be applied to various facets of your life, be it your professional or personal life.

Generally, those opting for business careers work a regular schedule. If you have opted for marketing or sales, then you may be travelling a lot. Some jobs like Financial Analyst or Investment Banking are desk jobs.



Business careers are demanding and you have to put in a minimum 40 hour work week. Most jobs in this field require you to work in a team, so good interpersonal skills are a must for a career in Business.

WHAT DO BOILERMAKERS DO?

Boilermakers are specialized Artisans who mark off and fabricate structural steel and other metal stock to make or repair metal products and structures including boilers and pressure vessels.

WHAT DUTIES AND TASKS DOES A BOILERMAKER PERFORM?

- Develops layout and plans sequence of operations for fabricating and assembling structural metal products, applying trigonometry and knowledge of metal.
- Locates and marks bending and cutting lines onto work piece, allowing for stock thickness and machine and welding shrinkage.
- Hammers, chips, and grinds work piece to cut, bend, and straighten metal.
- Reheats work pieces to render them malleable, using hand torch or furnace.
- Positions, aligns, fits, and welds together parts, using jigs, welding torch and hand tools.

WHAT SKILLS AND ABILITIES MUST I HAVE TO BECOME A BOILERMAKER?

- Active Listening (Giving full attention to what other people say and taking time to understand the points being made);
- Time Management (Must be able to manage their own time and the time of others effectively);
- Equipment Selection (Be able to determine the kind of tools and equipment needed to do a job);
- Equipment Maintenance (Perform routine maintenance on equipment and determining when and what kind of maintenance is needed);
- Quality Control Analysis (Conducting tests and inspection of products, services or processes to evaluate quality or performance);
- Mathematics (It is used to solve problems);
- Critical Thinking (Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems); and
- Have the ability to Speak (Talk to others to convey information effectively).

WHAT ARE THE WORKING CONDITIONS OF A BOILERMAKER?

Most Structural Metal Fabricators or Boilermakers work in workshops that are often noisy, but lighting and ventilation are generally good. The work requires constant physical activity. Most workshops have modern equipment. Possible work hazards are flying metal chips, falling metal objects and burns from welding torches.

**WHAT DO FITTERS & TURNERS DO?**

Fitters & Turners are highly skilled crafts people who manufacture and construct components for machinery and use power operated tools such as lathes, milling- and drilling machines. They maintain and repair many different kinds of machines. They are also responsible for the assembling and fitting of new components and equipment. It is a highly skilled job.

If you consider yourself good with metal and repairing parts, then a career in Fitting & Turning may be just for you!

WHAT DUTIES AND TASKS DOES A FITTER & TURNER PERFORM?

- Assembles and fits components for machinery;
- Maintains and repairs machinery;
- Uses blueprints/plans to measure material for production;
- Monitors machinery and repairs faults;
- Fits parts required to complete the machine;
- Drill and tap holes;
- Overhaul valves;
- Maintain and align couplings;
- Tension and align V-belts; and
- Use machinery (such as lathe and milling machine) to manufacture components.
- What skills and abilities must I have to become a Fitter and Turner?
- Good at working with your hands;
- Must be very mechanically minded;
- Must be able to take exact measurements and work accurately;
- Must be mathematically minded;
- Must be able to concentrate under noisy working conditions; and
- Be able to read three-dimensional drawings.

WHAT ARE THE WORKING CONDITIONS OF A FITTER & TURNER?

Fitters & Turners generally work in noisy, dirty and sometimes crowded conditions. There are many physical demands in the job, such as: standing, bending and crouching which can be tiring. Fitters & Turners work overtime on public holidays as well as do weekend and nightshift work.

WHAT DO MOTOR MECHANICS DO?

Motor Mechanics repair, maintain and test motor vehicle and other internal combustion engines and related mechanical components.

WHAT DUTIES AND TASKS DOES A MOTOR MECHANIC PERFORM?

- Diagnose and correct the causes of faulty vehicle and equipment operation.
- Overhaul, adjust and repair: gaseous fuel engines; clutches; transmissions and differentials; ignition; wiring; lighting; fuel; cooling; braking and complex hydraulic systems; steering; wheel and suspension mechanisms; and body cab and frame components.
- Diagnose and repair electronic engine control systems, anti-lock brake systems, and air conditioning.
- In some instances the incumbent will be required to test drive equipment, complete reports, use parts catalogues, and perform other related duties.

WHAT SKILLS AND ABILITIES MUST I HAVE TO BECOME A MOTOR MECHANIC?

- Ability to diagnose problems.
- To be skilled in areas such as air conditioning system repair and installation, electrical system repair, fuel system repair and installation and computer skills.
- To be able to continuously adapt to new technology.
- To be able to transfer skills to younger Mechanics.
- To be able to communicate with team members.

WHAT ARE THE WORKING CONDITIONS OF A MOTOR MECHANIC?

Light vehicle Motor Mechanics work mainly in workshops and wear protective clothing. They need to keep up with changes in motor industry technology.

**WHAT DO ELECTRICIANS DO?**

An Electrician works in commercial, industrial or residential settings. They usually install, repair and maintain electrical systems designed to provide heat, light, power, control, signal or fire alarms for all types of buildings, structures and premises.

WHAT DUTIES AND TASKS DOES AN ELECTRICIAN PERFORM?

- Reading and interpreting electrical, mechanical and architectural drawings and electrical code specifications to determine wiring layouts.
- Cutting, threading, bending, assembling and installing conduits and other types of electrical conductor enclosures and fittings.
- Pulling wire through conduits and holes in walls and floors.
- Positioning, maintaining and installing distribution and control equipment such as switches, relays, circuit breaker panels and fuse enclosures.
- Installing data cabling or fibre-optic systems.
- Testing circuits to ensure integrity and safety.

WHAT SKILLS AND ABILITIES MUST I HAVE TO BECOME AN ELECTRICIAN?

- Good communication and reading skills;
- An aptitude for Mathematics;
- Mechanical ability, strength and manual dexterity;
- The ability to distinguish colours to work with colour-coded wiring (Must not be colour blind);
- The ability to work at heights;
- The ability to lift between 11 and 25 kilograms;
- The ability to get along well with co-workers;
- The willingness to keep up with new developments in the field;
- The ability to create new ways of doing things;
- The ability to do very precise work expertly; and
- Ability to work at a variety of exciting tasks.

WHAT ARE THE WORKING CONDITIONS OF AN ELECTRICIAN?

Electricians usually work a 40 or 45 hour, five-day week plus overtime when required. In construction, there may be no guarantee of permanent work. Working conditions can change dramatically from one job to another, varying from indoors in clean conditions to outdoors on scaffolding, to indoors in cramped conditions.



WHAT IS CIVIL ENGINEERING ABOUT?

The Civil Engineering programme prepares the student with the planning, designing, maintenance and management of projects associated with the construction of houses, roads, buildings, airports, tunnels, dams, bridges, and water supply and sewage systems.

WHAT SKILLS AND ABILITIES MUST I HAVE TO PURSUE IN A CAREER IN CIVIL ENGINEERING?

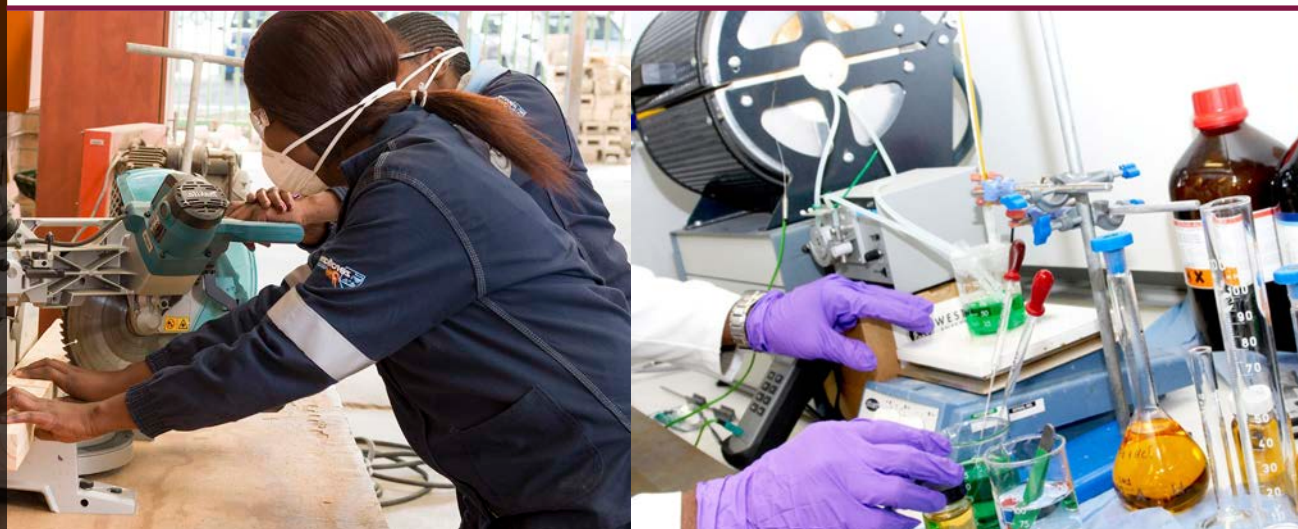
- Good analytical skills are a must for any Civil Engineer. Civil Engineers have to read and interpret many drawings, complex charts, diagrams, maps and reports;
- Good communication skills. Civil Engineers need to correspond with a wide array of individuals throughout their profession from construction workers to CEOs of large corporations;
- Excellent problem solving capabilities. The role of a Civil Engineer is not an easy one. There will be problems that arise from time to time which the Civil Engineer will be responsible for solving problems; and
- Advanced skills in Mathematics, including Algebra, Geometry, Trigonometry, Calculus and Statistics are crucial to become a Civil Engineer, who must apply the appropriate mathematical formulas and principles in his design work as well as to problem solving.

WHAT ARE THE WORKING CONDITIONS OF A CIVIL ENGINEER?

Civil Engineers generally work indoors in offices. However, many spend time outdoors at construction sites so they can monitor operations or solve problems onsite.

IF I WANT TO BECOME A CIVIL ENGINEER, WHAT DO I DO BEFORE LEAVING SCHOOL?

- Visit Civil Engineering companies to gain more knowledge about the field and what it entails.
- Go for an aptitude test to determine if you have the ability to become a Civil Engineer.
- Visit or contact Technical and Vocational Education and Training (TVET) Colleges to enquire about the entrance requirements to do Civil Engineering courses.
- Attend Career Exhibitions in your area to liaise with Technical Colleges and obtain application forms.



WHAT IS CHEMICAL ENGINEERING ABOUT?

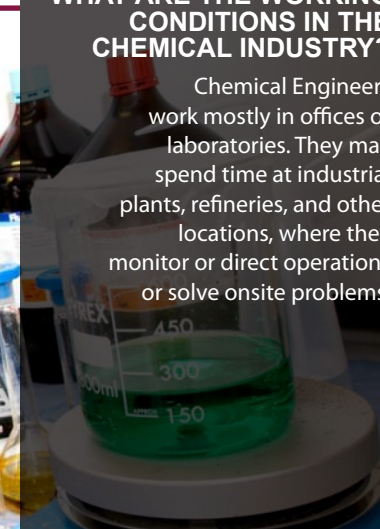
Chemical Engineering is a branch of Engineering that applies to Physical Sciences (e.g. Chemistry and Physics) and Life Sciences (e.g. Biology, Microbiology and Biochemistry) together with Mathematics and Economics to produce, Transform, Transport, and properly use chemicals, materials and energy. Chemical Engineers design, construct and operate process plants.

WHAT SKILLS AND ABILITIES MUST I HAVE TO BECOME A CHEMICAL ENGINEER?

- Must have a good understanding of Science (will often use scientific rules and methods to solve problems);
- Must have a good understanding of Mathematics (used to constantly solve problems);
- Critical thinking is important (Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems);
- Must be an active listener – (give full attention to what other people are saying and take time to understand the points being made);
- Must have complex problem solving skills (Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions); and
- Be able to manage time effectively (manage one's own time and the time of others.)

WHAT ARE THE WORKING CONDITIONS IN THE CHEMICAL INDUSTRY?

Chemical Engineers work mostly in offices or laboratories. They may spend time at industrial plants, refineries, and other locations, where they monitor or direct operations or solve onsite problems.



WHAT IS PRIMARY AGRICULTURE ABOUT?

Primary Agriculture deals with the science or practice of Farming, including cultivation of the soil for the growing of crops and the rearing of animals to provide food, wool, and other products. Primary Agriculture remains a significant provider of employment in South Africa, especially in the rural areas, and is a major earner of foreign exchange.

WHAT IS FARMING MANAGEMENT ABOUT?

Students credited with this National Diploma will understand how producers manage the farm business in the agricultural environment. They will also understand the management functions, production decisions, how to utilise resources, manage finances and evaluate agricultural assets. They will also understand the economics of plant and animal production and how to conduct marketing. Through the computer modules the student is presented with the theoretical knowledge that they will need to be computer literate to manage the farm.

WHAT SKILLS AND ABILITIES ARE REQUIRED TO ENTER THE AGRICULTURE INDUSTRY?

- Initiative;
- Good written and oral communication skills;
- Sales and persuasion skills, along with the ability to maintain relationships;
- Technical and analytical skills;
- Business acumen;
- Proficiency in using computers; and
- The ability to work well within a team.

Due to the nature of the work, it helps if graduates enjoy working outdoors. A driving licence and car often feature among the list of essential requirements.



WHAT IS PUBLIC MANAGEMENT ABOUT?

- Public Management is an approach to run a public serviced organization used in government and private sector institutions at local, provincial and national levels.
- Students will be given information on the separation of powers among the three branches of the state i.e. Legislative, Executive and Judiciary that should remain independent to each other to ensure the protection of civil liberties and survival of democracy.
- Public Management unpacks the Constitution of South Africa.
- It is concerned with the study of government, its processes, structures, functions as well as how society is managed.
- The course was introduced to describe approaches developed as part of an effort to improve the efficiency of service delivery in government institutions, private sector and State Owned Enterprises for e.g. Eskom, Transnet, SABC and so forth.

HOW DOES PUBLIC MANAGEMENT BENEFIT OUR COMMUNITY?

- Amajuba District is characterized by the growth of a number of private and public institutions that require competent personnel to lead the District to the right direction.
- The newly built and extended institutions, for e.g. Newcastle Airport and Newcastle Public Library have a wide range of services that require personnel who have knowledge of leadership in different departments. Public Management program is there to narrow the skills gap required by the growing industry.

WHAT IS THE SCOPE ONCE A STUDENT COMPLETES THIS COURSE?

- Public Management Graduates will be responsible for leading, developing, implementing policies and legislations at government institutions as well as managing public finances with the aim of providing for needs of the public.
- Trained Personnel will form part of planning, organization development, leadership and motivation, policy- making, control and evaluation, policy analyses and strategic management at mainly government institutions.

WHAT IS BUSINESS MANAGEMENT ABOUT?

Business Management is the function that coordinates the efforts of people in an organisation to accomplish goals and objectives using available resources efficiently and effectively. It includes planning, organizing, staffing, leading or directing, and controlling an organization to accomplish the goal.

WHY BECOME A BUSINESS MANAGER?

Being a Manager or Supervisor means more responsibility and work. Therefore, if you are interested in becoming a business manager, you should look for a role in a field or industry that interests you.

Most people aim for management level in order to further their careers and earn more money.

WHAT SKILLS AND ABILITIES ARE REQUIRED TO BECOME A BUSINESS MANAGER?

- Good time management (must manage the time of their teams and themselves and prioritise work so that projects are completed to deadline);
- Interpersonal and relationship-building skills (Managers work closely with people in their team, assigning them work as well as keeping them motivated. In order to do all of this, Managers must be approachable, compassionate and diplomatic);
- Must be able to delegation tasks (Sometimes it's tempting to do a job yourself because it's quicker than explaining it to someone else. However, managers should learn to delegate work where necessary to share responsibility and accountability);
- Good Communication skills;
- Problem-solving (Managers may encounter problems in their work. They have to be able to think on their feet and solve problems as soon as they happen);
- Good Administrative and financial skills (Managers will usually be expected to set budgets, manage them and carry out other administration such as writing reports. For this, they will need good numeracy, literacy and computer literacy skills); and
- Must have leadership qualities (Being a leader involves persuading others to follow the direction you want to go in).

**WHAT IS FINANCIAL MANAGEMENT ABOUT?**

Financial Management deals with the efficient and effective management of money (funds) in such a manner as to accomplish the objectives of an organization. Through case studies, lectures, videos, readings and exams, students learn the basic concepts and how to apply them in financial decision making.

WHAT ARE THE DUTIES AND TASKS OF AN ACCOUNTANT?

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements including VAT returns and PAYE submissions.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Establish tables of accounts and assign entries to proper accounts.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Processing of transactions using a computerized Accounting package, eg. Pastel Accounting.

WHAT SKILLS AND ABILITIES MUST I HAVE TO CHOOSE A FINANCE CAREER?

- Need to be detail-oriented (allows you to find errors and detect fraud);
- Excellent analytical skills (ability to visualize and solve complicated problems and make an accurate and informed decision);
- Good communication skills (the ability to communicate findings about financial statements with subordinates, and superiors through the use of business writing formats such as letters, memos and reports);
- Technical skills (must know how to increase and decrease accounts and how accounts are compiled into financial statements);
- Time Management and good teamwork (must be able to manage their own time and the time of others effectively);
- The ability to use basic computer functions such as word processing, spread sheet and database software to produce and record information; and
- The ability to organize and synthesize information also is important, since a lot in accounting is about classification and reporting.

WHAT ARE THE WORKING CONDITIONS OF AN ACCOUNTANT?

Most Accountants and Auditors work in offices, although some work from home. Auditors may travel to their clients' places of business. Accountants generally work 40 hours per week. Longer hours are typical at certain times of the year, such as at the end of the budget year or during tax season.

ABOUT OFFICE ADMINISTRATION

Office Administration is the process of overseeing the day-to-day activities of an office. An employee that undertakes these activities is commonly called an Office Administrator or Office Manager.

WHAT DUTIES AND TASKS DOES AN OFFICE ADMINISTRATOR PERFORM?

- Supervise and coordinate activities of staff;
- Administer salaries and determine leave entitlements;
- Prepare annual estimates of expenditure, maintain budgetary and inventory controls and make recommendations to management;
- Maintain management information systems (manual or computerized);
- Review and answer correspondence; and
- Provide secretarial or executive type of duties.

WHAT SKILLS AND ABILITIES MUST I HAVE TO BECOME AN OFFICE ADMINISTRATOR?

- Able to supervise others;
- Good oral and written communication skills;
- Aptitude for working with computers; and
- Good planning and organization skills.

OFFICE ADMINISTRATORS SHOULD BE PROFICIENT IN THE USE OF THE FOLLOWING OFFICE EQUIPMENT:

- Computers;
- Filing systems;
- Voice messaging systems;
- Fax machines; and
- Photo copier machines.



ABOUT HUMAN RESOURCE MANAGEMENT

Human Resource Management (HRM, or simply HR) is a function in organisations designed to maximize employee performance of an employer's strategic objectives. HR is primarily concerned with the management of people within organizations, focusing on policies and systems.

WHAT SKILLS AND ABILITIES ARE REQUIRED?

A wide range of skills is needed for most HR professional jobs. The best Human Resource professionals have excellent written and verbal skills, as well as proficiency with computers.

THE FOLLOWING SKILLS AND ABILITIES ARE NEEDED FOR THE DIFFERENT HUMAN RESOURCE PROFESSIONALS:

- **Selection, Recruiting, and Placement Specialists** - good judge of character; tact; self-confidence; excellent verbal and presentation skills; and ability to build a network of relationships within the organisation as well as with other organisations and prospective employees.
- **Development and Training Specialists** - excellent interpersonal and verbal skills; good writing skills; good sense of humour; imagination; leading edge knowledge in training areas; and understanding of the organisation's future knowledge needs.
- **Compensation and Benefits Specialists** - strong quantitative and analytical skills; knowledge of statistics and ability to communicate the meaning of the numbers in plain English; verbal skills; comprehensive understanding of how the whole organisation works; knowledge of laws and regulations; fair labour standards; and affirmative action.
- **Employee Relations and Labour Specialists** - integrity; sense of fairness; ability to converse comfortably with people of all education levels; communication skills; and negotiation skills.



CAREER GUIDANCE

TOURISM

WHAT IS TOURISM ABOUT?

Over 200 million people work in the Travel and Tourism industry worldwide. Tourism is the activities of people traveling to and staying in places outside their usual environment for leisure, business or other purposes for not more than one consecutive year.

There's a wide variety of roles or job opportunities in the Tourism field which range from: Travel agents, Tour Operators, Hotel managers, Air Hostesses, Transportation, Events Organisers, etc.

WHAT SKILLS AND ABILITIES ARE REQUIRED IN THE TOURISM INDUSTRY?

- Active Listening (Giving full attention to what other people say and taking time to understand the points being made);
- Time Management (Must be able to manage their own time and the time of others effectively);
- Have the ability to speak good English (Talk to others to convey information effectively);
- Good communication skills are needed in order to communicate with different kinds of people. Imagine how especially important communication skills are for roles which involve contact with guests and clients; and
- Team working skills are also very important. With so many different departments and different employees working in a hotel, teamwork is essential for providing a quality service to hotel guests.

DOES TOURISM JOBS INVOLVE TRAVELLING?

When you think of tourism you may immediately think of cruise ships sailing the seas or air hostesses serving customers on airlines. But in reality many jobs in this industry are based in one area or location. Consider working in a travel agency for example, or in a hotel.



CAREER GUIDANCE

HOSPITALITY

ABOUT HOSPITALITY

Does the idea of sitting in an office from nine till five turn you off? Are you looking for a career with plenty of variety? Do you like meeting people? Like food? Enjoy travel? Then you'll love working in Hospitality! Hospitality is the relationship between the guest and the host, or the act or practice of being hospitable. This includes the reception and entertainment of guests or visitors.

WHAT ARE THE DUTIES AND TASKS REQUIRED IN THE HOSPITALITY INDUSTRY?

- Duties vary with the size and type of the business.
- In large hotels, general Hospitality Managers are in charge of the entire hotel. They set room rates, monitor income and expenses, and supervise other staff.
- Large hotels have restaurants and meeting rooms. These hotels hire assistant Hospitality Managers to supervise these various areas of the hotel.
- Food and beverage managers oversee restaurants and banquets. They plan menus, set prices, and order supplies.
- Chefs and head cooks prepare, season, and cook food. They also supervise, train, and observe cooks and kitchen workers.
- Waiters take orders and serve food and beverages to patrons at tables in dining establishment.
- Assistant Managers hire, train, and supervise the members of their staff.

WHAT SKILLS AND ABILITIES MUST I HAVE TO CHOOSE A HOSPITALITY CAREER?

- **Multitask:** At all levels, careers in hospitality require employees to handle multiple responsibilities simultaneously.
- **Flexibility:** On the job, they must be ready to switch gears at a moment's notice if unexpected situations arise.
- **Pay attention to detail:** It's the little things that make a guest's experience extraordinary;
- **Time Management and good teamwork:** Must be able to manage their own time and the time of others effectively;
- **Basic computer skills:** Computers are used to write reports about their area or to order food or supplies;
- **Good language skills:** Fluency in English is important so that the customer's needs and expectations are understood;
- **Technical skills:** Having the ability to wield a knife or successfully carry three plates is vital requirements to workings as a waiter or chef;
- **Communication skills:** Communicating is important for a meal service to run smoothly.

WHAT ARE THE WORKING CONDITIONS IN THE HOSPITALITY INDUSTRY?

It isn't easy working in the Hospitality industry - guests can be rude, the holiday rush is nightmarish and employees work seven days a week. Most jobs within this industry do not have the standard hours of 9am to 5pm, you must be prepared to put in the hours.

NATIONAL CERTIFICATE (VOCATIONAL) NQF LEVEL 2 - 4

The NC(V) is a Vocational Programme offered at Level 2 to 4 of the National Qualifications Framework (NQF) and is offered by all public TVET Colleges countrywide. The qualification is intended to directly address the priority skills demand of the modern South African economy.

The NC(V) Qualification is designed to provide both theory and practice, thus granting students an opportunity to gain work experience during the period of study. Practical experience may be gained in either a simulated or real workshop environment.

NC(V) PROGRAMMES OFFERED BY MAJUBA TVET COLLEGE:

Engineering Related Field:

- Engineering and Related Design (Fitting and Turning or Boilermaking or Motor Mechanics)
- Electrical Infrastructure Construction (Light Current or Heavy Current)
- Civil Engineering and Building Construction (Carpentry and Roof Work or Masonry)

- Primary Agriculture

Business Studies Field:

- Hospitality (Accommodation, Events and Catering Services)
- Office Administration
- Tourism

NC(V) CURRICULUM

Each NC(V) Qualification has a total of 7 subjects per NQF Level:
There are three fundamental subjects which are common for all learning fields and are compulsory.

THE FUNDAMENTAL SUBJECTS ARE:

- Life Orientation;
- English First Additional Language;
- Mathematics or Mathematical Literacy

There are four vocational subjects which are aimed at preparing students for the world-of- work, within the field of their choice. Of the four vocational subjects, one is an elective subject, which allows the students to specialize in a specific subfield.

CAMPUS KEY:

- MTC** Majuba Technology Centre
- ITB** IT And Business Campus
- NEW** Newcastle Technology Centre
- CPD** Centre For People Development
- DTC** Dundee Technology Centre
- OLU** Open Learning Unit

FOR APPLICATIONS:

To apply for the NC(V) , kindly visit www.majuba.edu.za



NATIONAL CERTIFICATE (VOCATIONAL)

	NQF Level 2	NQF Level 3	NQF Level 4	
Fundamental Subjects	• The following subjects are compulsory for each level: • English 1st Additional Language • Mathematics • Life Orientation			MTC NEW
Vocational Subjects Per Level	• Engineering Fundamentals • Engineering Technology • Engineering Systems • Fitting & Turning (Elective) or • Engineering Fabrication - Boilermaking (Elective) • Automotive Repair and Maintenance (Elective) or • Welding (Elective)	• Engineering Practice and Maintenance • Material Technology • Engineering Graphics and Design (CAD) • Fitting & Turning (Elective) or • Engineering Fabrication- Boilermaking (Elective) or • Automotive Repair & Maintenance (Elective) or • Welding (Elective)	• Engineering Processes • Professional Engineering Practice • Applied Engineering Technology • Fitting & Turning (Elective) or • Engineering Fabrication- Boilermaking (Elective) or • Automotive Repair and Maintenance (Elective) or • Welding (Elective)	
Admission Requirements	• A year-end school report for grade 9, 10, 11, or 12 certificate • An NQF Level 1 Qualification • Subject to Admission Point Score	• NQF Level 2 in the specific programme	• NQF Level 3 in the specific programme	
Duration (3 Years)	1 year	1 year	1 year	

Possible Career Paths

- Fitter and Turner
- Boilermaker
- Motor Mechanic
- Diesel Mechanic
- Welder

- MTC** Majuba Technology Centre
- NEW** Newcastle Technology Centre

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

ELECTRICAL INFRASTRUCTURE CONSTRUCTION

(LIGHT CURRENT / HEAVY CURRENT) NQF LEVEL 2-4

NATIONAL CERTIFICATE (VOCATIONAL)

	NQF Level 2	NQF Level 3	NQF Level 4	
Fundamental Subjects	- The following subjects are compulsory for each level: - English 1st Additional Language - Mathematics - Life Orientation			 
Vocational Subjects Per Level	- Electric Principles and Practice - Electronic Control and Digital Workshops - Workshop Practice - Electrical Systems and Constructive (Elective)	- Electrical Principles and Practice - Electronic Control and Digital Electronics - Electrical Workmanship - Electrical Systems and Construction (Elective)	- Electrical Principles and Practice - Electrical Control and Digital Electronics - Electrical Workmanship - Electrical Systems and Construction (Elective)	
Admission Requirements	- A year-end school report for grade 9, 10, 11 or 12 certificate - An NQF Level 1 Qualification - Subject to Admission Point Score	NQF Level 2 in the specific programme	NQF Level 3 in the specific programme	
Duration (3 Years)	1 year	1 year	1 year	

Possible Career Paths

- Electrician
- Instrument Mechanician



Majuba Technology Centre



Newcastle Technology Centre

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

CIVIL & BUILDING CONSTRUCTION

(BRICKLAYING / PLASTERING / PLUMBING / CARPENTRY) NQF LEVEL 2-4

NATIONAL CERTIFICATE (VOCATIONAL)

	NQF Level 2	NQF Level 3	NQF Level 4	
Fundamental Subjects	- The following subjects are compulsory for each level: - English 1st Additional Language - Mathematics - Life Orientation			 
Vocational Subjects Per Level	- Construction Planning - Plant and Equipment - Materials - Masonry (Elective) or - Carpentry and Roofwork (elective) or - Plumbing (Elective)	- Construction Planning - Plant and Equipment - Materials - Masonry (Elective) or - Carpentry and Roofwork (elective) or - Plumbing (Elective)	- Construction Planning - Construction Supervision - Materials - Masonry (Elective) or - Carpentry and Roofwork (Elective) or - Plumbing (Elective)	
Admission Requirements	- A year-end school report for grade 9, 10, 11 or 12 certificate - An NQF Level 1 Qualification - Subject to Admission Point Score	NQF Level 2 in the specific programme	NQF Level 3 in the specific programme	
Duration (3 Years)	1 year	1 year	1 year	

Possible Career Paths

- Plumber
- Carpenter
- Bricklayer
- Tiler



Majuba Technology Centre



Dundee Technology Centre

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.



PRIMARY AGRICULTURE

NQF LEVEL 2-4

NATIONAL CERTIFICATE (VOCATIONAL)

	NQF Level 2	NQF Level 3	NQF Level 4	
Fundamental Subjects	- The following subjects are compulsory for each level: - English 1st Additional Language - Mathematics Literacy - Life Orientation			MTC
Vocational Subjects Per Level	- Soil Science - Plant production - Animal Production - Agri Business (Elective)	- Soil Science - Plant production - Animal Production - Agri Business (Elective)	- Farming Planning and Mechanization - Advanced Plant Production - Animal production - Agri Business (Elective)	
Admission Requirements	- A year-end school report for grade 9, 10, 11 or 12 certificate - An NQF Level 1 Qualification - Subject to Admission Point Score	NQF Level 2 in the specific programme	NQF Level 3 in the specific programme	
Duration (3 Years)	1 year	1 year	1 year	

Possible Career Paths

- Plant Production
- Animal Production

MTC Majuba Technology Centre

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.



OFFICE ADMINISTRATION

NQF LEVEL 2-4

NATIONAL CERTIFICATE (VOCATIONAL)

	NQF Level 2	NQF Level 3	NQF Level 4	
Fundamental Subjects	- The following subjects are compulsory for each level: - English 1st Additional Language - Mathematics literacy - Life Orientation			CPD ITB DTC
Vocational Subjects Per Level	- Business Practice - Office Practice - Office Data Processing - New Venture Creation (Elective) or - Wholesale and Retail (Elective)	- Business Practice - Office Practice - Office Data Processing - New Venture Creation or - Wholesale and Retail (Elective)	- Business Practice - Office Practice - Office Data Processing - Personal Assistance (Elective) or - Wholesale and Retail (Elective)	
Admission Requirements	- A year-end school report for grade 9, 10, 11 or 12 certificate - An NQF Level 1 Qualification - Subject to Admission Point Score	NQF Level 2 in the specific programme	NQF Level 3 in the specific programme	
Duration (3 Years)	1 year	1 year	1 year	

Possible Career Paths

- Office Administration
- Private Secretary
- Frontline Reception
- Legal Secretarial Services
- Accounting and Book-keeping
- Office Management
- Personnel Management

CPD Centre For People Development

ITB IT And Business Campus

DTC Dundee Technology Centre

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

HOSPITALITY

NQF LEVEL 2-4

NATIONAL CERTIFICATE (VOCATIONAL)

	NQF Level 2	NQF Level 3	NQF Level 4	
Fundamental Subjects	- The following subjects are compulsory for each level: - English 1st Additional Language - Mathematics literacy - Life Orientation			CPD ITB
Vocational Subjects Per Level	- Hospitality Generics - Food Preparation - Client Services and Human Relations - Hospitality Services (Elective)	- Hospitality Generics - Food Preparation - Client Services and Human Relations - Hospitality Services (Elective)	- Hospitality Generics - Food Preparation - Client Services and Human Relations - Hospitality Services (Elective)	
Admission Requirements	- A year-end school report for grade 9, 10, 11 or 12 certificate - An NQF Level 1 Qualification - Subject to Admission Point Score	NQF Level 2 in the specific programme	NQF Level 3 in the specific programme	
Duration (3 Years)	1 year	1 year	1 year	

Possible Career Paths

- House-keeping
- Food and Beverage Management
- Hotel Management
- Accommodation Services
- Events Management
- Chef
- Restaurant and Food Services



Centre For People Development



IT And Business Campus

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

TOURISM

NQF LEVEL 2-4

NATIONAL CERTIFICATE (VOCATIONAL)

	NQF Level 2	NQF Level 3	NQF Level 4	
Fundamental Subjects	- The following subjects are compulsory for each level: - English 1st Additional Language - Mathematics Literacy - Life Orientation			CPD DTC
Vocational Subjects Per Level	- Science of Tourism - Client Services and Human Relations - Sustainable Tourism In South Africa - Tourism Operations (Elective)	- Science of Tourism - Client Services and Human Relations - Sustainable Tourism in South Africa and Regional Travel - Tourism Operations (Elective)	- Science of Tourism - Client Services and Human Relations - Sustainable Tourism In South Africa and International Travel - Tourism Operations (Elective)	
Admission Requirements	- A year-end school report for grade 9, 10, 11 or 12 certificate - An NQF Level 1 Qualification - Subject to Admission Point Score	NQF Level 2 in the specific programme	NQF Level 3 in the specific programme	
Duration (3 Years)	1 year	1 year	1 year	

Possible Career Paths

- Accommodation Management
- Conference and Events Planning
- Game Range and Safari Work
- Travel Agency
- Tour Guide



Centre For People Development



Dundee Technology Centre

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

NATIONAL CERTIFICATE PROGRAMMES (N-COURSES)



NATIONAL N-DIPLOMA

This qualification is primarily aimed at giving a student theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen vocational area. The design of the qualification enables students to progressively obtain the qualification by completing the related N1, N2, N3, N4, N5 and N6 courses, in a particular vocational area.

MAJUBA TVET COLLEGE OFFERS THE N1-N6 COURSES BOTH FULL-TIME AND PART-TIME

The full-time component is offered by:

Business Studies (N4–N6):

- CPD Campus, DTC Campus, ITB Campus and Open Learning Unit

Engineering Studies (N1–N6):

- DTC Campus, MTC Campus, Newtech Campus and Open Learning Unit

THE PART-TIME COMPONENT IS OFFERED THROUGH OUR OPEN LEARNING UNIT, WITH THE FOLLOWING AIMS:

- To create access for company-employed students aspiring to enhance their qualifications, either to change their careers or to access promotional opportunities;
- To facilitate access for employed students who are not in close proximity to a TVET College.

ADMISSION AND RE-ADMISSION CRITERIA:

If you are interested in enrolling for the N1-N6 courses, kindly log onto: www.majuba.edu.za.

REQUIREMENTS FOR THE ISSUING OF THE NATIONAL N-DIPLOMA

A student is required to satisfy the following requirements. He/she must have:

- Achieved the N4, N5 and N6 Certificates; with a minimum of twelve instructional offerings (i.e. subjects);
- A minimum of two instructional offerings on the N6 level must be relevant to the

candidate's vocation;

- Completed the relevant DHET application form, requesting to be awarded the National N-Diploma. This application form must be accompanied by a detailed letter from the student's Employer/s, confirming that the student has acquired the relevant workplace experience in the required time.
- All applications are done via the relevant College Examination Centres. Such applications are reviewed and, where appropriate recommended by the Academic Board of the College to the Department of Higher Education and Training (DHET).

ADDITIONAL INFORMATION:

The N4+N5+N6, must be followed by or integrated with the relevant 18 months practical workplace experience for General/Business Study Diplomas; and 24 months of practical workplace experience for the Engineering Studies Diploma.

A student applying for the Business Studies N-Diploma must produce documentary proof of at least eighteen (18) months of relevant experience in commerce and industry, relevant to the two instructional offerings offered on the N6 level.

A student applying for the Engineering Studies N-Diploma must produce documentary proof of two years relevant experience in industry, relevant to the two instructional offerings offered on the N6 level.

CAMPUS KEY:

 MTC	Majuba Technology Centre	 ITB	IT And Business Campus
 NEW	Newcastle Technology Centre	 CPD	Centre For People Development
 DTC	Dundee Technology Centre	 OLU	Open Learning Unit

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

MECHANICAL ENGINEERING

FITTING & TURNING / BOILERMAKING / MOTOR MECHANIC / MDDOP (N1-N6)

NATIONAL CERTIFICATE (N-COURSES)

Course	N1	N2	N3	
Fitter And Turner	- Mathematics - Engineering Science - Engineering Drawing - Fitting and Machining Theory	- Mathematics - Engineering Science - Engineering Drawing - Fitting and Machining Theory	- Mathematics - Engineering Science - Engineering Drawing - Mechanotechnology	   
Boilermaker	- Mathematics - Engineering Science - Plating and Structural Steel Drawing - Metal Workers Theory	- Mathematics - Engineering Science - Plating and Structural Steel Drawing - Platers Theory	- Mathematics - Engineering Science - Plating and Structural Steel Drawing - Mechanotechnology	  
Motor Mechanic	- Mathematics - Engineering Science - Engineering Drawing - Motor Trade Theory	- Mathematics - Engineering Science - Engineering Drawing - Motor Trade Theory	- Mathematics - Engineering Science - Engineering Drawing - Mechanotechnology	 
Admission Requirements	- Grade 11 with a pass in Mathematics - Subject to Admission Point Score	Grade 12 with: relevant trade subject; Maths and Science (at least 40%); and Technical Drawing (at least 40%)	Grade 12 with: relevant trade subject; Maths and Science (at least 50%); and Technical Drawing (at least 50%)	
Duration (9 Months)	3 months	3 months	3 months	

Possible Career Paths

- Fitter
- Turner
- Fitter and Turner
- Boilermaker
- Motor Mechanic

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-  Dundee Technology Centre
-  Open Learning Unit

THE COLLEGE RESERVES THE RIGHT TO:

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Change the location / venue of the programme offering.

Possible Career Paths

- Fitter
- Turner
- Fitter and Turner
- Boilermaker
- Motor Mechanic

Course	N4	N5	N6	
Fitter And Turner	- Mathematics - Engineering Science - Mechanical Draughting - Mechanotechnics	Choose any 4 Subjects: - Mathematics - Mechanotechnics - Fluid Mechanics - Power Machines - Strength of Materials and Structures	Choose any 4 Subjects: - Mathematics - Mechanotechnics - Fluid Mechanics - Power Machines - Strength of Materials and Structures	   
Boilermaker	- Mathematics - Engineering Science - Mechanotechnics - Plating and Structural Steel Drawing	Choose any 4 Subjects: - Mathematics - Mechanotechnics - Fluid Mechanics - Power Machines - Strength Of Materials and Structures	Choose any 4 Subjects: - Mathematics - Mechanotechnics - Fluid Mechanics - Power Machines - Strength Of Materials and Structures	  
Multi-Disciplinary Drawing Office Practice (Mddop)	- General Draughting - Mechanical and Drawing Office Orientation - Mechanical Draughting - Pictorial Draughting	- Building Draughting - Computer Aided Draughting - Electrical Draughting - Technical Illustration - Structural Steel Detailing		
Admission Requirements	- Grade 12 with: relevant trade subject; Maths and Science (at least 60%); and Technical Drawing (at least 75%) or - NCV Level 4 certificate in Engineering and Related Design or - N3 in the relevant field - Subject to Admission Point Score	N4 level in the specific programme	N5 level in the specific programme	
Duration (9 Months)	3 months	3 months	3 months	

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

MECHANICAL ENGINEERING

WELDER / RIGGER / DIESEL MECHANIC (N1-N6)

NATIONAL CERTIFICATE (N-COURSES)

Possible Career Paths

- Welder
- Rigger

Course	N1	N2	N3	
Welder	• Mathematics • Engineering Science • Engineering Drawing • Metalworkers Theory	• Engineering Science • Mathematics • Engineering Drawing • Welders Theory	• Engineering Science • Mathematics • Mechanotechnology • Engineering Drawing	MTC OLU
Rigger	• Mathematics • Engineering Science • Engineering Drawing • Rigging Theory	• Mathematics • Engineering Science • Engineering Drawing • Rigging Theory	• Mathematics • Engineering Science • Mechanotechnology • Engineering Drawing	OLU
Diesel Mechanic	• Mathematics • Engineering Science • Engineering Drawing • Motor Trade Theory	• Mathematics • Engineering Science • Engineering Drawing • Diesel Trade Theory	• Mathematics • Engineering Science • Engineering Drawing • Diesel Trade Theory	MTC OLU
Admission Requirements	• Grade 11 with a pass in Mathematics • Subject to Admission Point Score	• Grade 12 with: relevant trade subject; Maths and Science (at least 40%); and Technical Drawing (at least 40%)	• Grade 12 with: relevant trade subject Maths and Science (at least 50%); and Technical Drawing (at least 50%)	
Duration (9 Months)	3 months	3 months	3 months	

Possible Career Paths

- Welder
- Rigger
- Diesel Mechanic



Majuba Technology Centre



Open Learning Unit

Course	N4	N5	N6	
Welder	• Mathematics • Engineering Science • Mechanical Draughting • Mechanotechnics	• Mathematics • Mechanotechnics • Fluid Mechanics • Power Machines • Strength of Materials And Structures	• Mathematics • Mechanotechnics • Fluid Mechanics • Power Machines • Strength of Materials And Structures	MTC OLU
Rigger	• Mathematics • Engineering Science • Mechanotechnics • Mechanical Draughting	• Mathematics • Mechanotechnics • Fluid Generations • Power Machines • Strength of Materials And Structures	• Mathematics • Mechanotechnics • Fluid Mechanics • Power Machines • Strength of Materials And Structures	OLU
Admission Requirements	• Grade 12 with: relevant trade subject; Maths and Science (at least 60%); and Technical Drawing (at least 75%) or • NCV Level 4 certificate in Engineering and Related Design • N3 in the relevant field • Subject to Admission Point Score	• N4 Level in the specific programme	• N5 Level in the specific programme	
Duration (9 Months)	3 months	3 months	3 months	

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THE COLLEGE RESERVES THE RIGHT TO:

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Change the location / venue of the programme offering.

ELECTRICAL ENGINEERING

HEAVY CURRENT ELECTRICIAN / LIGHT CURRENT ELECTRICIAN / INSTRUMENT MECHANICIAN / MILLWRIGHT (N1-N6)

NATIONAL CERTIFICATE (N-COURSES)

Course	N1	N2	N3	
Heavy Current Electrician	- Mathematics - Engineering Science - Industrial Electronics - Electrical Trade Theory	- Mathematics - Engineering Science - Industrial Electronics - Electrical Trade Theory	- Mathematics - Engineering Science - Industrial Electronics - Electrotechnology	   
Light Current Electrician	- Mathematics - Engineering Science - Industrial Electronics - Electrical Trade Theory	- Mathematics - Engineering Science - Industrial Electronics - Electrical Trade Theory	- Mathematics - Engineering Science - Industrial Electronics - Electrotechnology	  
Instrument Mechanician	- Mathematics - Engineering Science - Industrial Electronics - Electrical Trade Theory	- Mathematics - Engineering Science - Industrial Electronics - Instrument Trade Theory	- Mathematics - Engineering Science - Industrial Electronics - Instrument Trade Theory	  
Millwright	- Mathematics - Engineering Science - Electrical Trade Theory - Engineering Drawing or - Industrial Electronics	- Mathematics - Engineering Science - Electrical Trade Theory - Engineering Drawing or - Industrial Electronics	- Mathematics - Engineering Science - Electrotechnology - Engineering Drawing or - Industrial Electronics	   
Admission Requirements	- Grade 11 with a pass in Mathematics - Subject to Admission Point Score	Grade 12 with: relevant trade subject; Maths and Science (at least 40%)	Grade 12 with: relevant trade subject; Maths and Science (at least 50%)	
Duration (9 Months)	3 months	3 months	3 months	

-  Majuba Technology Centre
-  Newcastle Technology Centre
-  Dundee Technology Centre
-  Open Learning Unit

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

Possible Career Paths

- Electrician
- Instrumentation
- Millwright
- Electronics
- Low Current
- Heavy Current

Course	N4	N5	N6	
Heavy Current Electrician	- Mathematics - Engineering Science - Industrial Electronics - Electrotechnics	- Electrotechnics (Compulsory) Choose any 3 Subjects: - Mathematics - Power Machines - Industrial Electronics - Fault-Finding & Protective Devices	- Electrotechnics (Compulsory) Choose any 3 Subjects: - Control Systems - Fault-Finding & Protective Devices - Mathematics - Power Machines - Industrial Electronics	   
Light Current Electrician	- Digital Electronics - Engineering Science - Industrial Electronics - Mathematics	- Digital Electronics - Electrotechnics - Industrial Electronics - Mathematics	- Control Systems - Digital Electronics - Electrotechnics - Industrial Electronics - Mathematics	  
Instrument Mechanician	- Digital Electronics - Industrial Electronics - Industrial Instruments - Mathematics	- Digital Electronics - Industrial Electronics - Mathematics - Industrial Instruments	- Digital Electronics - Mathematics - Industrial Instruments - Industrial Electronics	  
Millwright	- Electrotechnics (Compulsory) - Mechanotechnics (Compulsory) Choose any 2 - Engineering Science - Fault-Finding and Protective Devices - Industrial Electronics - Mathematics	- Electrotechnics (Compulsory) - Mechanotechnics (Compulsory) Choose any 2 - Power Machines - Fault-Finding and Protective Devices - Industrial Electronics - Mathematics	- Mechanotechnics (Compulsory) - Electrotechnics (Compulsory) Choose any 2 - Power Machines - Fault-Finding and Protective Devices - Control Systems - Industrial Electronics - Mathematics	   
Admission Requirements	- Grade 12 with: relevant trade subject; Maths and Science (at least 60%) or - NVC Level 4 Certificate in Electrical Infrastructure Construction or - N3 in the relevant field - Subject to Admission Point Score	N4 Level in the specific programme	N5 Level in the specific programme	
Duration (9 Months)	3 months	3 months	3 months	

CIVIL ENGINEERING

PLUMBING / BRICKLAYING / PLASTERING (N1-N6)

NATIONAL CERTIFICATE (N-COURSES)

Course	N1	N2	N3	
Plumbing	- Mathematics - Building Science - Building Drawing - Plumbing Theory	- Mathematics - Building Science - Building Drawing - Plumbing Theory	- Mathematics - Building Science - Building Drawing - Building And Civil Technology	MTC OLU
Bricklaying / Plastering	- Mathematics - Building Science - Building Drawing - Bricklaying and Plastering Theory	- Mathematics - Building Science - Building Drawing - Bricklaying and Plastering Theory	- Mathematics - Building Science - Building Drawing - Building and Civil Technology	MTC OLU DTC
Admission Requirements	- Grade 11 with a pass in Mathematics - Subject to Admission Point Score	Grade 12 with: relevant trade subject; Maths and Science (at least 40%); and Technical Drawing (at least 40%)	Grade 12 with: relevant trade subject; Maths and Science (at least 50%); and Technical Drawing (at least 50%)	
Duration (9 Months)	3 months	3 months	3 months	

Possible Career Paths

- Quantity Surveyor
- Architectural Technologist
- Building Constructor
- Drainage Inspector
- Bricklayer
- Plasterer
- Carpenter
- Plumber

- MTC Majuba Technology Centre
- DTC Dundee Technology Centre
- OLU Open Learning Unit

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

Course	N4	N5	N6	
Civil Engineering	- Quantity Surveying - Building Administration - Building and Structural Surveying - Building and Structural Construction	- Quantity Surveying - Building Administration - Building and Structural Surveying - Building and Structural Construction	- Quantity Surveying - Building Administration - Building and Structural Surveying - Building and Structural Construction	MTC DTC OLU
Admission Requirements	- Grade 12 with: relevant trade subject; Maths and Science (at least 60%); and Technical Drawing (at least 75%) or - NCV Level 4 Certificate in Civil and Building Construction or - N3 in the relevant field - Subject to Admission Point Score	N4 Level in the specific programme	N5 Level in the specific programme	
Duration (9 Months)	3 months	3 months	3 months	

Possible Career Paths

- Quantity Surveyor
- Architectural Technologist
- Building Constructor
- Drainage Inspector
- Bricklayer
- Plasterer
- Carpenter
- Plumber

- MTC Majuba Technology Centre
- DTC Dundee Technology Centre
- OLU Open Learning Unit

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

CHEMICAL ENGINEERING

WATER AND WASTE WATER TREATMENT (N1-N3)

NATIONAL CERTIFICATE (N-COURSES)

Course	N1	N2	N3	
Water And Waste Water Treatment	- Mathematics - Engineering Science - Plant Operation Theory - Water and Waste - Water Treatment Practice	- Mathematics - Engineering Science - Plant Operation Theory - Water and Waste - Water Treatment Practice	- Mathematics - Engineering Science - Plant Operation Theory - Waste Water Treatment Practice	 
Admission Requirements	- Grade 11 with a pass in Mathematics - Subject to Admission Point Score	Grade 12 with: relevant trade subject; Maths and Science (at least 40%)	Grade 12 with: relevant trade subject; Maths and Science (at least 50%)	
Duration (9 Months)	3 months	3 months	3 months	

Possible Career Paths

- Chemical Process Control
- Chemical Manufacturing



Majuba Technology Centre



Open Learning Unit

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

Course	N4	N5	N6	
Chemical Engineering	- Mathematics - Chemistry - Chemistry Plant Operation - Production And Quality Control	- Mathematics - Power Machines - Chemical Plant Operations - Production And Quality Control	- Mathematics - Chemical Plant Operation - Production And Quality Control - Chemical Technology (Elective) Or - Power Machines (Electives)	 
Admission Requirements	- Grade 12 with: relevant trade subject; maths and science (at least 60%); OR - S1 pass at a university of technology with relevant subjects	N4 Level in the specific programme	N5 Level in the specific programme	
Duration	3 months	3 months	3 months	

Possible Career Paths

- Chemical Process Control
- Chemical Manufacturing



Majuba Technology Centre



Open Learning Unit

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BUSINESS MANAGEMENT

(N4-N6)

NATIONAL CERTIFICATE (N-COURSES)

Course	N4	N5	N6	
Business Management	• Entrepreneurship and Business Management • Management Communication Choose any One of the following subjects: • Financial Accounting or • Introductory Accounting Choose any One of the following subjects: • Computer Practice or • Introductory Computer Practice	• Entrepreneurship and Business Management • Sale Management Choose any Two of the following subjects: • Computer Practice N4 • Computer Practice N5 • Public Relations N5 • Financial Accounting N4 • Financial Accounting N5	• Entrepreneurship and Business Management • Sales Management N6 Choose any One of the following subjects: • Marketing Communications N6 • Financial Accounting N6 Choose One of the following subjects: • Computer Practice N5 • Financial Accounting N5 • Public Relations N5 • Computer Practice N4 • Computerized Financial Systems N4	OLU
Admission Requirements	• Grade 12 certificate • Subject to Admission Point Score	• N4 Level in the specific programme	• N5 Level in the specific programme	
Duration (18 Months)	6 months	6 months	6 months	

Possible Career Paths

- Business Manager
- Small Business Manager
- Entrepreneurship
- Production Manager
- Store Supervisor
- Business Analyst

OLU Open Learning Unit

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

FINANCIAL MANAGEMENT

(N4-N6)

NATIONAL CERTIFICATE (N-COURSES)

Course	N4	N5	N6	
Financial Management	• Entrepreneurship and Business Management • Financial Accounting • Management Communication • Computerised Financial Systems	• Entrepreneurship and Business Management • Financial Accounting • Cost and Management Accounting • Computerised Financial Systems	• Financial Accounting • Cost and Management Accounting • Computerised Financial Systems Choose any One of the following subjects: • Entrepreneurship and Business Management • Income Tax	CPD ITB DTC OLU
Admission Requirements	• Grade 12 certificate with a pass in Accounting • Subject to Admission Point Score	• N4 Level in the specific programme	• N5 Level in the specific programme	
Duration (18 Months)	6 months	6 months	6 months	

Possible Career Paths

- Banking Industry
- Cash Controller
- Salary or Financial Clerk
- Private and Public Accounting
- Financial Services

CPD Centre For People Development
ITB IT And Business Campus
DTC Dundee Technology Centre
OLU Open Learning Unit

THE COLLEGE RESERVES THE RIGHT TO:

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Change the location / venue of the programme offering.

HUMAN RESOURCE MANAGEMENT

(N4-N6)

NATIONAL CERTIFICATE (N-COURSES)

Course	N4	N5	N6	
Human Resource Management	- Personnel Management - Entrepreneurship and Business Management - Management Communication Choose any One of the following subjects: - Introductory Computer Practice - Computer Practice	- Personnel Management - Labour Relations - Personnel Training Choose any One of the following subjects: - Public Relations - Computer Practice - Entrepreneurship and Business Management	- Personnel Management - Labour Relations - Personnel Training Choose any One of the following subjects: - Computer Practice N5 - Computer Practice N6 - Entrepreneurship and Business Management N5 - Entrepreneurship and Business Management N6	CPD DTC OLU
Admission Requirements	- Grade 12 certificate with a pass in English (at least 50%) - Subject to Admission Point Score	N4 Level in the specific programme	N5 Level in the specific programme	
Duration (18 Months)	6 months	6 months	6 months	

Possible Career Paths

- Personnel Agency / Division
- Recruitment Officer / Agent
- Managing Employee Relations
- Labour Relations
- Workforce Planning

CPD Centre For People Development

DTC Dundee Technology Centre

OLU Open Learning Unit

THE COLLEGE RESERVES THE RIGHT TO:

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Change the location / venue of the programme offering.

MANAGEMENT ASSISTANT

(N4-N6)

NATIONAL CERTIFICATE (N-COURSES)

Course	N4	N5	N6	
Management Assistant	- Information Processing - Computer Practice - Office Practice - Communication	- Information Processing - Computer Practice - Office Practice - Communication	- Information Processing - Computer Practice - Office Practice - Communication	ITB DTC OLU
Admission Requirements	- Grade 12 certificate with a pass in a Computer subject or - NCV Level 4 Certificate with a pass in the Computer subject - Subject to Admission Point Score NB: Students with a Grade 12 certificate who do not meet Admission requirements can enrol in the Introduction to Management Assistant Course which is 6 months duration.	N4 Level in the specific programme	N5 Level in the specific programme	
Duration (18 Months)	6 months	6 months	6 months	

Possible Career Paths

- Personal Assistant
- Secretary
- Receptionist
- Administration Clerk

ITB IT And Business Campus

DTC Dundee Technology Centre

OLU Open Learning Unit

THE COLLEGE RESERVES THE RIGHT TO:

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Change the location / venue of the programme offering.



FARMING MANAGEMENT

(N4-N6)

NATIONAL CERTIFICATE (N-COURSES)



HOSPITALITY

(N4-N6)

NATIONAL CERTIFICATE (N-COURSES)

Course	N4	N5	N6	
Farming Management	- Data Management - Financial Management - Maintenance Management - Management	- Data Management - Financial Management - Maintenance Management - Management	- Data Management - Financial Management - Human Resource Management	ITB DTC OLU
Admission Requirements	- Grade 12 with a pass in Agricultural Science subject (at least 40%) or - NVC level 4 certificate in Primary Agriculture - Subject to Admission Point Score	N4 Level in the specific programme	N5 Level in the specific programme	
Duration (18 Months)	6 months	6 months	6 months	

Possible Career Paths

- Farm Management
- Assistant Farm Management
- Agriculturist Management
- Agricultural Economics



IT And Business Campus



Open Learning Unit



Dundee Technology Centre

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.

Course	N4	N5	N6	
Hospitality	- Catering: Theory and Practical - Applied Management - Sanitation and Housekeeping - Nutrition and Menu Planning	- Catering: Theory and Practical - Applied Management - Food and Beverage Services - Entrepreneurship and Business Management N4	- Catering: Theory and Practical - Communication and Human Relations - Applied Management - Computer Practice N4	ITB
Admission Requirements	- Grade 12 certificate with a pass in Consumer Studies or Hospitality Studies or Home Economics or NVC Level 4 in Hospitality - Subject to Admission Point Score	N4 Level in the specific programme	N5 Level in the specific programme	
Duration (18 Months)	6 months	6 months	6 months	

Possible Career Paths

- Personal Assistant
- Secretary
- Receptionist
- Administration Clerk



IT And Business Campus

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.



Available Anywhere.

Access the Majuba TVET College website from any device - anywhere.

PUBLIC MANAGEMENT

(N4-N6)

NATIONAL CERTIFICATE (N-COURSES)

Course	N4	N5	N6	
Public Management Course	- Public Administration - Management Communication - Intro Accounting - Computer Practice	- Public Administration - Municipal Administration - Public Finance Choose any One of the following subjects: - Public Relations - Computer Practice	- Public Administration - Municipal Administration - Public Finance - Public Law	CPD ITB OLU
Admission Requirements	- Grade 12 with a pass in English subject (at least 50%) Or NCV level 4 with a pass in English subject (at least 50%) - Subject to Admission Point Score	N4 Level in the specific programme	N5 Level in the specific programme	
Duration (18 Months)	6 months	6 months	6 months	

Possible Career Paths

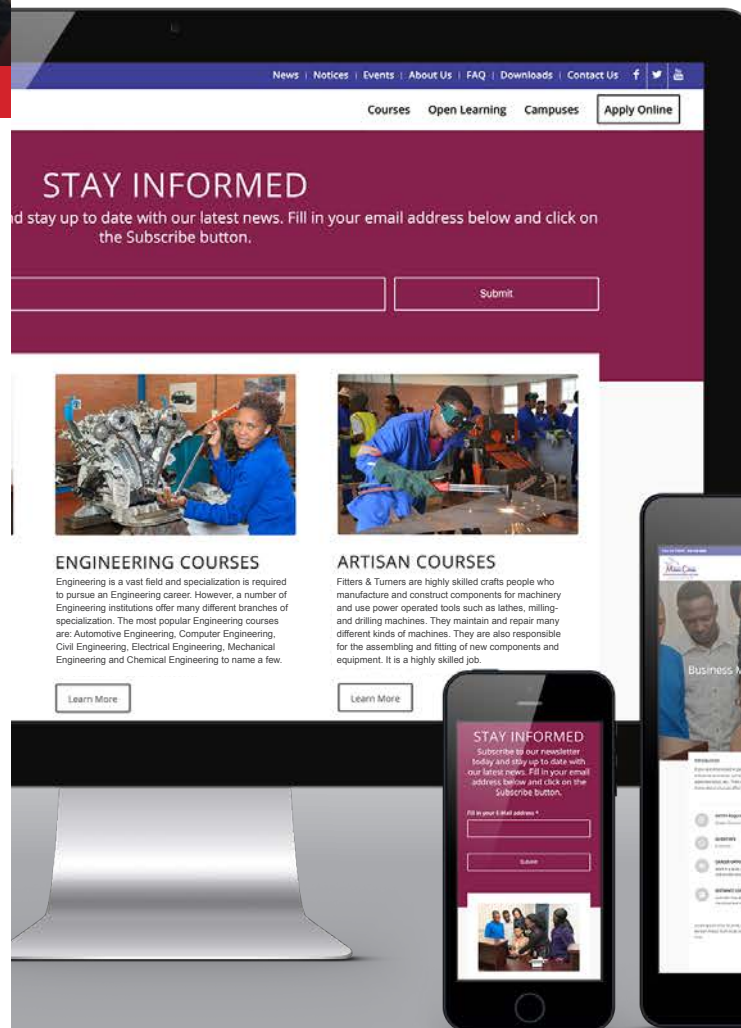
Administrative work within the following Public Sectors:

- Public Institutions
- City Councils
- Regional Services
- Local Government
- Provincial Government
- National Government
- District Councils
- Local Authorities
- Small Businesses

-  Centre for People Development Campus
-  IT and Business Campus
-  Open Learning Unit

THE COLLEGE RESERVES THE RIGHT TO:

Only offer programmes that are justified by student numbers.
Change the location / venue of the programme offering.



Visit us online and get all the latest benefits:

- Career Guidance
- Course Information
- Campus Information
- Latest Events
- Online Registration
- Downloads
- Student Portal
- Contact Details
- ...and more

Visit us online at www.majuba.edu.za

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 @majuba_tveta_college

 Search for Majuba TVET College



CAMPUSES AT MAJUBA TVET COLLEGE

MAJUBA TECHNOLOGY CENTRE (MTC)



Majuba Technology Centre (MTC) is a fully integrated Engineering studies campus situated on Inkosi Albert Luthuli Drive, Section 5, Madadeni.

This campus boasts new high-tech workshops which are fully equipped with relevant, modern equipment and machinery. Majuba TVET College is one of the few educational institutions in KwaZulu-Natal that offers Primary Agriculture as a field of study. MTC has a 2-hectare farming area which is accessed by Agriculture students to gain hands-on practical skills.

A fully operational hydroponics production system has been set up in the farming practical area that will enable students do their practical training for vegetable production. The system mimics that which is used by modern-day Farmers and Horticulturists. The Civil Engineering division at this Campus includes a fully-fitted plumbing workshop, Carpentry workshop as well as a Bricklaying workshop.

NATIONAL CERTIFICATE (VOCATIONAL) COURSES OFFERED:

- Civil Engineering and Building Construction
- Electrical Infrastructure Construction
- Engineering and Related Design
- Primary Agriculture

NATIONAL CERTIFICATE COURSES OFFERED:

- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Mechanical Engineering



CAMPUSES AT MAJUBA TVET COLLEGE

NEWCASTLE TECHNOLOGY CENTRE

Newcastle Technology Centre (Newtech), is a fully integrated Engineering studies campus situated on FW Beyers Avenue in Barry Hertzog Park. Newcastle Technology Centre offers a diverse range of exciting and innovative courses to enhance entry into the labour market, and improve career opportunities in the Engineering field.

This campus boasts new high-tech workshops which are equipped with relevant, modern equipment and machinery. Classrooms and workshop have recently been built to accommodate

the growing demand for the National Certificate (Vocational) Programme.

NATIONAL CERTIFICATE (VOCATIONAL) COURSES OFFERED:

- Electrical Infrastructure Construction
- Engineering and Related Design

NATIONAL CERTIFICATE COURSES OFFERED:

- Electrical Engineering
- Mechanical Engineering
- Instrumentation



CAMPUSES AT MAJUBA TVET COLLEGE CENTRE FOR PEOPLE DEVELOPMENT

Centre for People Development (CPD), is a fully integrated Business studies campus situated on Dr. Nelson Mandela Road, Section 2 in Madadeni. The campus is ideally situated to give access to previously disadvantaged communities. It has always been instrumental in community development, focusing on providing people with appropriate skills to enable them to become employable or self-employed. This has contributed to poverty alleviation by creating opportunities for unemployed people to become economically active. The Centre for People Development offers a diverse range of exciting and innovative courses to enhance entry into the labour market, and improve career opportunity in the Business field.

Classrooms have recently been upgraded to accommodate the growing demand

for the National Certificate Vocational and National Certificate Programmes. This campus also boasts the state-of-the-art, fully-fitted industrial kitchen in which Hospitality learners perform all their practical lessons as well as a fully functional Office Practicum room, where Office Administration students conduct their practical lessons.

NATIONAL CERTIFICATE (VOCATIONAL) COURSES OFFERED:

- Hospitality
- Office Administration
- Tourism

NATIONAL CERTIFICATE COURSES OFFERED:

- Financial Management
- Human Resource Management
- Public Management

NB : All courses include Computer subjects.



CAMPUSES AT MAJUBA TVET COLLEGE

IT AND BUSINESS CAMPUS (ITB)

IT and Business Campus (ITB), is a fully integrated Business studies campus situated on Tommy Boydell Avenue in Barry Hertzog Park. The IT and Business Campus offers a diverse range of exciting and innovative courses to enhance entry into the labour market, and improve career opportunities in the Business field.

This campus boasts upgraded practicum rooms which are fully equipped with relevant, modern equipment and machinery. The campus also has a conference and meeting venue with a fully-fitted industrial kitchen. The facility is used to train the Hospitality students.

NATIONAL CERTIFICATE (VOCATIONAL) COURSES OFFERED:

- Hospitality
- Office Administration

NATIONAL CERTIFICATE COURSES OFFERED:

- Financial Management
- Hospitality
- Management Assistant
- Public Management
- Farming Management

CAMPUSES AT MAJUBA TVET COLLEGE

DUNDEE TECHNOLOGY CENTRE

Dundee Technology Centre (DTC), is a fully integrated Engineering and Business studies campus situated on 93 Karellandman Street. DTC is a key contributor towards social, cultural diversity and economic and ensures that the demand for intermediate skills is met, not only in KwaZulu-Natal, but also in South Africa. The Dundee Technology Centre offers a diverse range of exciting and innovative courses to enhance entry into the labour market, and improve career opportunities in the Engineering and Business field.

NATIONAL CERTIFICATE (VOCATIONAL) COURSES OFFERED:

- Civil Engineering and Building Construction (NQF L2-4)
- Office Administration (NQF L2-4)
- Tourism (NQF L2-4)

NATIONAL CERTIFICATE COURSES OFFERED:

- Civil Engineering (N1-N6)
- Electrical Engineering (N1-N6)
- Mechanical Engineering (N1-N6)
- Financial Management (N4-N6)
- Human Resource Management (N4-N6)
- Management Assistant (N4-N6)
- Farming Management (N4-N6)



OPEN LEARNING UNIT (OLU)

The Open Learning Unit is primarily a distance education Unit that offers the Nated programmes (N-courses) on Business and Engineering Studies.

The programme offerings are as follows:

BUSINESS STUDIES

- Human Resource Management
- Business Management
- Management Assistant
- Farming Management
- Public Management
- Financial Management

ENGINEERING STUDIES

- Mechanical Engineering
- Electrical Engineering
- Civil Engineering
- Chemical Process Control

STUDENT SUPPORT ENCOMPASSES THE FOLLOWING:

- Contact sessions (weekends)
- Question papers and marking guidelines
- E-mail support
- Information letters
- Dedicated tutors

Course mark requirements require formal assessments are as per department requirements for full-time classes. These assessments are scheduled on weekends.



STUDENT SUPPORT SERVICES

Our Student Support Services Department has specially trained staff to assist students with challenges that may arise whilst they are studying at Majuba TVET College.

Our main aim is to support our students to achieve their potential, and overcome barriers that may be impacting negatively on their academic performance. Mindful that our students need to be developed holistically, we provide opportunities for our students to participate in co-curricular activities (namely, on-course academic support and sporting events).

PERSONAL COUNSELLING:

The College offers career counselling and advice to our students to ensure that they make informed career choices.

Our Student Development Practitioners (SDPs) offer confidential personal or emotional support, via counselling sessions. Counselling is made available, to assist students who may be facing crisis situations or adjustment issues. Where required, students may be referred to specialist services outside of the College.

STUDENT REPRESENTATIVE COUNCIL (SRC)

The Further Education and Training Colleges Act, 16 of 2006 (as amended by Act 3 of 2012), Section 9 (1) stipulates that:

"Every public college must establish a Council, an Academic Board and a Student Representative Council (SRC)." Accordingly, designated members of the Majuba SRC serve on the two statutory

College structures, namely the College Council and the Academic Board.

Student leadership development initiatives are provided to ensure that student leaders are provided with the necessary support and skills, to become effective student leaders. This entails an experiential approach grounded in a theoretical framework, which emphasises that student leaders are valued, appreciated and considered to be integral to the governing structures of the College.

SRC PROGRAMMES INCLUDE:

- Campus SRC Elections;
- Majuba SRC Elections;
- Induction Programme/s; and
- Leadership Workshops.

Student Support Services encourages you to live your life fearlessly, learn constantly, and explore what it means to be human.



STUDENT SUPPORT SERVICES

PRE-ENTRY SUPPORT

- Career Advice and Career Guidance
- Placement of Students into Appropriate Programmes
- Student Code of Conduct
- Student Induction and Orientation

ON-COURSE SUPPORT

Financial Aid

Academic Support:

- Study Skills
- Peer Tutors
- Exam Preparation
- Monitoring of Absenteeism
- Study Resources

Extra-Curricular Activities: Soccer, Volleyball, Table Tennis, Chess, Karate, Choral Music, Athletics, Netball and Basketball

Health and Wellness:

- Teenage Pregnancy
- Voluntary Counselling and Testing
- Personal Counselling
- Mobile Clinics
- HIV/AIDS Support Programmes
- Disability Programmes

EXIT SUPPORT

- Graduation Ceremony
- Job-Hunting Skills
- CV-Writing Skills
- Student Placement

STUDENT WORK-PLACEMENT/INTERNSHIP OPPORTUNITIES

Majuba TVET College has established a dedicated Work-Integrated Learning Unit.

The main objectives of the Work-Integrated Learning unit are to:

- Collaborate with Business and Industry to identify opportunities to:
- expose our students to the world-of-work in their specific vocational areas;
- place our students in work-integrated-learning opportunities, in order to assist our students to become employable.
- Increase the number of students successfully entering the labour market upon completion of training.

STUDENTS AT MAJUBA TVET COLLEGE ARE PLACED WITHIN THE FOLLOWING INITIATIVES:

• WORK INTEGRATED LEARNING (WIL):

The College sources Internship opportunities for our:

- N6 students who require 18 to 24 months experiential practical training, in the field that they have studied, in order to meet the requirements for the issue of their National 3 Year N-Diploma.
- NCV Level 4 students for a period of 12 months in either Engineering or the Business fields, as per the student's field of study.
- Engineering students to be placed in Apprenticeship Training, so that they may qualify as artisans.

Apply to SETA's and the National Skills

Fund for funding for the disbursements of Stipends

• WORKPLACE-BASED EXPOSURE (WBE):

The College collaborates with SSACI (Swiss South African Cooperation Initiative) to place our students in Business or Industry, during their recess period (holiday period) for 5 – 10 days. Host-Companies are required to assess our students and complete logbooks for such students.

• JOB READINESS PROGRAMMES:

Exit-level NCV Level 4 and N6 graduates are exposed to soft skills, namely:

- Interview Skills;
- Office Etiquette;
- CV Writing Skills; and
- Computer Skills.



STUDENT WORK-PLACEMENT OPPORTUNITIES



STUDENTS PLACED AT THE FOLLOWING COMPANIES



PARTNERSHIPS WITH THE FOLLOWING SETA'S



CONTACT DETAILS



MAJUBA TECHNOLOGY CENTRE

TEL: 034 329 1182/3/5

FAX: 034 329 2580

Inkosi Albert Luthuli Road, Section 5 -
Madadeni



NEWCASTLE TECHNOLOGY CENTRE

TEL: 034 318 3041

FAX: 034 318 3044

FW Beyers Avenue, Barry Hertzog Park,
Newcastle



CENTRE FOR PEOPLE DEVELOPMENT

TEL: 034 329 2004

FAX: 034 329 2538

Dr. Nelson Mandela Drive, Section 2
Madadeni



IT & BUSINESS CAMPUS

TEL: 034 318 1206

FAX: 034 318 1262

4 Tommy Boydell Avenue, Barry Hertzog Park,
Newcastle



DUNDEE TECHNOLOGY CENTRE

93 Karellandman Street,
(Next to Traffic Department)
Dundee

TEL: 034 212 2815



OPEN LEARNING UNIT

TEL: 034 314 1044

FAX: 034 314 1016

Situated at CPD Campus
Dr. Nelson Mandela Drive, Section 2
Madadeni



Majuba College

Technical and Vocational Education and Training

reaching greater heights together

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83 Allen Street
Newcastle
2940

Tel : 034 326 4888

Fax : 034 326 4889

Web : www.majuba.edu.za