

TABLE OF CONTENT

WELCOME TO OUR WORLD

WHO ARE WE?

APPLICATIONS AND REGISTRATIONS

VOCATIONAL PROGRAMMES

BUSINESS AND UTILITY STUDIES

ENGINEERING STUDIES

FARMING STUDIES

ACCOUNTING TECHNICIAN CERTIFICATE

MARITIME STUDIES

OCCUPATIONAL PROGRAMMES

CENTRE FOR ENTREPRENEURSHIP AND RAPID INCUBATOR

STUDENT FUNDING

WELCOME TO OUR WORLD

Dear Reader / Prospective Student

It is an honour for me as the Principal of Motheo TVET College to introduce you to this dynamic Centre of Learning. Motheo TVET College is one of the four public TVET Colleges in the Free State, serving the Motheo and Xhariep Districts.

The College is comprised of a Central Office and nine campuses namely: Bloemfontein, Hillside View, Thaba 'Nchu, National Artisan Development Academy, Plot 32, Botshabelo, Koffiefontein, Zastron and Centre for Entrepreneurship and Rapid Incubator (CfE and RI). The purpose of TVET Colleges is to develop young people and equip them with skills, knowledge and attitudes necessary for self-employment and employment in the labour market.

We have, since 2002 established a culture of learning with great achievement and success.

Why should you choose us?

- We are the Gateway to Employability;
- We offer affordable quality Education and Training;
- We adopt a holistic approach to the development of our students;
- We believe in serving our community to enhance National Economic Growth;
- We are accessible to all, young and old, qualified and not qualified;
- We offer a diverse range of accredited Occupational and Vocational Training Programmes.
- We are looking forward to your enrollment.

May your relationship with us be a fruitful and precious experience for you now and in the future.

On behalf of Executive Management, I wish you a prosperous and rewarding Academic Year.

PROF MDM PHUTSISI

PRINCIPAL: MOTHEO TVET COLLEGE

WHO ARE WE?

STRATEGIC OVERVIEW:

VISION

We are “The Gateway to Employability”

MISSION

To be a visionary and innovative provider of excellence, responsive to the needs of the community through establishing and maintaining effective partnerships with stakeholders.

VALUES

The college is committed to:

- Service excellence
- Adherence to the constitution
- Quality teaching and learning
- Accountability
- Transparency
- Confidentiality

OUR LOGO & IT'S MEANING

Rising from the bottom centre is the germinating seed (green), symbolizing the young mind, nourished by the knowledge and skills that envelop it (white). The jagged circular motif (black) of the emblem symbolizes the never-ending, life-long nature of learning. Blue symbolizes sky and water; cardinal sources of life. The unlocking of a better future throughout the acquisition of knowledge and skills. The use of the colours of the National Flag is indicative of national unity and the promise of a better life for all.

APPLICATIONS AND REGISTRATIONS

VISIT: www.motheotvet.edu.za or motheo.coltech.co.za/student/brochure

PLEASE NOTE: WE DO NOT TAKE WALK-IN, APPLICATIONS ARE ONLINE.

REGISTRATION REQUIREMENTS

- Must be accepted for the programme applied for
- Certified copy of ID and latest School qualification
- Bank printout of registration fee deposit
- Latest proof of resident

INTERNATIONAL STUDENTS

- Valid passport and study permit
- SAQA certificate of Evaluation (www.saqa.org.za)
- Full payment of tuition fee
- Apply for a study permit 2 months in advance
- Study permit must be valid for duration of programme/course

STUDENTS WITH DISABILITY

- Doctor's report stating type of Disability
- Kind of assistance, e.g. sign language interpreter, braille or extra time

VOCATIONAL PROGRAMMES

NQF LEVELS 2- 4

Motheo TVET College offers modern and relevant programmes of study on NQF levels 2-4.

These vocational programmes address the highly demanded skills, quality and up to date workplace requirements of the vocational business field.

The programmes are intended to respond directly to the skills demand of the modern economy.

After successfully completing NQF levels 2-4, the student will be awarded the National Certificate (Vocational).

Duration	One year per NQF levels for all NC(V) Programmes
Admission Requirements	NQF level 2: Grade 9 or higher/NQF level 1 NQF levels 3 and 4: Competency in learning outcomes NQF levels 2 and 3
Programme Requirements	A total of 7 subjects must be passed: 3 Fundamental Subjects and 4 Vocational Subjects
Compulsory Fundamental Subjects	English, Mathematics/ Mathematical Literacy and Life Orientation
Vocational Subjects	The four subjects per NQF level are called Vocational Subjects and these are aimed at preparing students for the world of work within the field of their choice.

NC(V) Programmes offered by Motheo TVET College:

Business Studies Field	Engineering and ICT Field
<ol style="list-style-type: none"> 1. Management 2. Marketing 3. Finance 4. Office Administration 5. Economics and Accounting 6. Education and Development 7. Hospitality 8. Tourism 9. Safety in Society 10. Transport and Logistics 	<ol style="list-style-type: none"> 1. Engineering and Related Design 2. Electrical Infrastructure Construction 3. Civil Engineering Construction 4. Information Technology and Computer Science

BUSINESS & UTILITY STUDIES

NATIONAL CERTIFICATE (VOCATIONAL)

NQF LEVELS 2-4

ADMISSION REQUIREMENTS:

- Pass Grade 9 and be 16 years of age or older
- Finance, Economics and Accounting: Grade 9 with 50% Pass in Mathematics
- Hospitality: Grade 9 with 40% Pass in English and Mathematics
- For all other programmes: Grade 9 with 40% Pass in English and 30% Pass in Mathematics
- Safety in Society: Students must undergo a fitness test
- You will be required to write a compulsory Learner Profiler Assessment

PASS REQUIREMENTS:

- Life Orientation 40%
- English First Additional Language 40%
- Mathematical Literacy 30%
- All Vocational Subjects 50%

EXAM ADMISSION REQUIREMENTS:

It is very important to take note that, according to the examination policy of TVET Colleges, as students will only be allowed to enter the examination venue and write examination with a valid ID document and the admission letter indicating the subject to be written on a specific day.

International students must provide the study permit and passport.

PROMOTIONAL REQUIREMENTS:

Learners must pass all 7 subjects per programme in order to go the next level.

PROCEDURE OF CHANGING/ CANCELLATION OF SUBJECTS/ PROGRAMMES

If you wish to change or cancel a subject, contact the Head of your Faculty. If you cancel a subject after attending the classes for more than 2weeks, no class fees will be refunded. Students must make sure that they sign prelims.

Generic Management			
Available at: Bloemfontein & Thaba’Nchu Campus	Subjects Fundamentals: Life Orientation, English, Mathematical Literacy		
Job Opportunities	Level 2	Level 3	Level 4
Human Resources Management, Marketing Management, Financial Management, Public Relations & Office Administration	<ul style="list-style-type: none"> - Management Practice . Operations Management . Financial Management . Entrepreneurs 	<ul style="list-style-type: none"> . Management Practice . Operations Management . Financial Management . Project Management 	<ul style="list-style-type: none"> . Management Practice . Operations Management . Financial Management . Project Management

Marketing Management			
Available at: Bloemfontein & Thaba’Nchu Campus	Subjects Fundamentals: Life Orientation, English, Mathematical Literacy		
Job Opportunities	Level 2	Level 3	Level 4
Marketing, Business Management, Promotions & Advertising, Market Research, Public Relations, Sales and Brand Management, Sells Good & Services	<ul style="list-style-type: none"> . Marketing . Advertising & Promotions . Marketing Communication . Graphic Design 	<ul style="list-style-type: none"> . Marketing . Advertising & Promotions . Marketing Communication . Graphic Design 	<ul style="list-style-type: none"> . Marketing . Advertising & Promotions . Marketing Communication . Graphic Design

Finance, Economics and Accounting			
Available at: Bloemfontein & Thaba’Nchu Campus	Subjects Fundamentals: Life Orientation, English, Mathematical Literacy		
Job Opportunities	Level 2	Level 3	Level 4
Private and Public Accounting, Financial Services, Bookkeeping, Banking, Insurance Service, Investment Broking	<ul style="list-style-type: none"> . Applied Accounting . Financial Management . Economic Environment . Wholesale & Retail 	<ul style="list-style-type: none"> . Applied Accounting . Financial Management . Economic Environment . Wholesale & Retail 	<ul style="list-style-type: none"> . Applied Accounting . Financial Management . Economic Environment . Wholesale & Retail

Office Administration			
Available at: Bloemfontein Campus	Subjects Fundamentals: Life Orientation, English, Mathematical Literacy		
Job Opportunities	Level 2	Level 3	Level 4
Private Line Reception, Secretarial Service, Office Administration, Personnel Management, Legal Secretarial Services, Personal & General Secretarial Services	<ul style="list-style-type: none"> . Business Practice . Office Practice . Office Data Processing . New Venture Creation 	<ul style="list-style-type: none"> . Business Practice . Office Practice . Office Data Processing . New Venture Creation 	<ul style="list-style-type: none"> . Business Practice . Office Practice . Office Data Processing . New Venture Creation

Hospitality			
Available at: Bloemfontein Campus	Subjects Fundamentals: Life Orientation, English, Mathematical Literacy		
Job Opportunities	Level 2	Level 3	Level 4
Event Management, Housekeeping, Hotel Guest House Management, Assist Chef Waiter	<ul style="list-style-type: none"> . Hospitality Generics . Food Preparation . Client Service & Human Relations . Hospitality Service 	<ul style="list-style-type: none"> . Hospitality Generics . Food Preparation . Client Service & Human Relations . Hospitality Service 	<ul style="list-style-type: none"> . Hospitality Generics . Food Preparation . Client Service & Human Relations . Hospitality Service

Tourism			
Available at: Bloemfontein Campus	Subjects Fundamentals: Life Orientation, English, Mathematical Literacy		
Job Opportunities	Level 2	Level 3	Level 4
Tour Guide, Game Ranger, Safari Work, Tourism Development, Travelling Counselling	<ul style="list-style-type: none"> . Science of Tourism . Client Services and Human Relations . Sustainable Tourism in SA . Tourism Operations & Technology 	<ul style="list-style-type: none"> . Science of Tourism . Client Services and Human Relations . Sustainable Tourism in SA . Tourism Operations & Technology 	<ul style="list-style-type: none"> . Science of Tourism . Client Services and Human Relations . Sustainable Tourism in SA . Tourism Operations & Technology

Transport and Logistics			
Available at: Bloemfontein Campus	Subjects Fundamentals: Life Orientation, English, Mathematical Literacy		
Job Opportunities	Level 2	Level 3	Level 4
Management of activities associated with the planning movement of materials, parts and finished goods across companies, together with the information flow that accompanies it.	<ul style="list-style-type: none"> . Freight Logistics . Transport Economics . Transport Operations . Entrepreneurship 	<ul style="list-style-type: none"> . Freight Logistics . Transport Economics . Transport Operations . Project Management 	<ul style="list-style-type: none"> . Freight Logistics . Transport Economics . Transport Operations . Project Management

Education and Development			
Available at: Bloemfontein Campus	Subjects Fundamentals: Life Orientation, English, Mathematical Literacy		
Job Opportunities	Level 2	Level 3	Level 4
Teacher Aid, Community Education Aid, Early Childhood Care and Development Aid in community institutions and Private homes, In-house Corporate Care Centres, Special Needs, Learning Centres, Project Management	<ul style="list-style-type: none"> . Art and Science of Teaching . Human and Social Development . Learning Psychology . Early Childhood Development 	<ul style="list-style-type: none"> . Art and Science of Teaching . Human and Social Development . Learning Psychology . Early Childhood Development 	<ul style="list-style-type: none"> . Art and Science of Teaching . Human and Social Development . Learning Psychology . Early Childhood Development

Safety in Society			
Available at: Bloemfontein Campus	Subjects Fundamentals: Life Orientation, English, Mathematical Literacy		
Job Opportunities	Level 2	Level 3	Level 4
South African Police Service (SAPS), Security and Surveillance, Private Security, Community Policing, National Intelligence, Legal Assistance, Correctional Services, South African National Defense Force, Immigration and Customs, Criminal Justice Work and Matters Related to Advocacy of the South African Constitution	<ul style="list-style-type: none"> . Introduction to Governance . Introduction to Law Criminal Justice . Policing Practice . Principle of Criminal Justice 	<ul style="list-style-type: none"> . Governance . Criminal Law . Criminal Justice Structure and Mandates . Theory of Policing Practice 	<ul style="list-style-type: none"> . Governance . Law Procedures and Evidence . Criminal Justice Structure Process . Applied Policing

REPORT 191

N4 – N6

ADMISSION REQUIREMENTS:

- Grade 12/NCV Level 4 40% Pass in English
- Hospitality: Grade 12 with 50% Pass in Consumer Studies or 40% Pass in Hospitality Studies
- Tourism: Grade 12 with 50% Pass in Tourism or Geography
- Financial Management: Grade 12 with 40% Pass in Accounting

PASS REQUIREMENTS:

- All Business Studies Subjects 40%

Tourism N4 –N6:

- Travel Service: N4 – 50%
- Travel Service: N5 – 60%
- Travel Service: N6 – 70%
- All other Tourism Subjects: 50%

EXAM ADMISSION REQUIREMENTS:

It is very important to take note that, according to the examination policy of TVET Colleges, as students will only be allowed to enter the examination venue and write examination with a valid ID document and the admission letter indicating the subject to be written on a specific day.

International students must provide the study permit and passport.

PROMOTIONAL REQUIREMENTS:

Learners must pass all 4 subjects per programme in order to go the next level.

PROCEDURE OF CHANGING/ CANCELLATION OF SUBJECTS/ PROGRAMMES

If you wish to change or cancel a subject, contact the Head of your Faculty. If you cancel a subject after attending the classes for more than 2 weeks, no class fees will be refunded. Students must make sure that they sign prelims.

Tourism			
Available at: Bloemfontein Campus	Subjects		
Job Opportunities	N4	N5	N6
Tour Guide, Game Ranger, Safari Work, Tourism Development, Accommodation Management	. Travel Office Procedures . Tourism Communication . Travel Service . Tourist Destinations	. Travel Office Procedures . Tourism Communication . Travel Service . Tourist Destinations	. Travel Office Procedures . Tourist Destination . Travel Service . Hotel Reception

Hospitality Services			
Available at: Bloemfontein Campus	Subjects		
Job Opportunities	N4	N5	N6
Chef, Front Office Waiter, Kitchen Supervisor Assistant Manager, Caterer	. Applied Management . Sanitation and Safety . Catering Practical and Theory . Nutrition and Menu Planning	. Entrepreneurship and Applied Management . Catering Practical and Theory . Food and Beverages	. Applied Management . Communications and Human Relations . Computer Practice N4 . Catering Practical and Theory

Business Management			
Available at: Bloemfontein, Thaba’Nchu, Botshabelo & Koffiefontein Campus	Subjects		
Job Opportunities	N4	N5	N6
Accountant Clerk, Bank Official, Treasure, Debtors Clerk, Sales Manager, Teller	. Computer Practice . Entrepreneurship and Business Management . Introductory Accounting	. Computer Practice . Entrepreneurship and Business Management . Economics N4 . Sales Management	. Computer Practice . Entrepreneurship and Business Management . Economics N5 . Sales Management

Human Resources Management			
Available at: Bloemfontein, Thaba’Nchu, Botshabelo, Zastron & Koffiefontein Campus	Subjects		
Job Opportunities	N4	N5	N6
HR Manager, Personnel Trainer, Labour Relations Officer, Computer Operator, Personnel Manager	. Computer Practice . Entrepreneurship and Business Management . Management Communication . Personnel Management	. Labour Relations . Personnel Management . Personnel Training . Computer Practice	. Labour Relation . Personnel Management . Personnel Training . Entrepreneurship and Business Management

Marketing Management			
Available at: Bloemfontein, Thaba’Nchu, Botshabelo & Zastron Campus	Subjects		
Job Opportunities	N4	N5	N6
Marketing of services/ Products for Private/ Public Sector, Entrepreneur	<ul style="list-style-type: none"> . Economics . Entrepreneurship and Business Management . Management Communication . Marketing Management 	<ul style="list-style-type: none"> . Economics . Computer Practice . Marketing Management . Sales Management 	<ul style="list-style-type: none"> . Marketing Communications . Marketing Management . Marketing Research . Sales Management

Management Assistant			
Available at: Bloemfontein Campus	Subjects		
Job Opportunities	N4	N5	N6
Personal Assistant, Typist, Secretary Receptionist	<ul style="list-style-type: none"> . Office Practice . Communication . Introductory Information Processing . Information Processing . Computer Practice 	<ul style="list-style-type: none"> . Office Practice . Communication . Information Processing . Computer Practice 	<ul style="list-style-type: none"> . Office Practice . Communication . Information Processing . Computer Practice

Financial Management			
Available at: Bloemfontein, Thaba’Nchu Campus	Subjects		
Job Opportunities	N4	N5	N6
Administrative Financial Institution, Auditing Firms, Own Enterprise	<ul style="list-style-type: none"> . Financial Accounting . Computerised Financial System . Entrepreneurship and Business Management . Management Communication 	<ul style="list-style-type: none"> . Financial Accounting . Computerised Financial System . Cost and Management Accounting . Economics N4 	<ul style="list-style-type: none"> . Financial Accounting . Computerised Financial System . Cost and Management Accounting . Economics N5

Clothing Production			
Available at: Thaba’Nchu Campus	Subjects		
Job Opportunities	N4	N5	N6
Clothing Industry Supervisor, Clothing Designer, Pattern Layer, Pattern Maker, Pattern Cutter, Entrepreneur, Final Presser, Fabric Dyer and Painter	<ul style="list-style-type: none"> . Pattern Construction . Fashion Drawing . Factory Organisation 	<ul style="list-style-type: none"> . Fashion Drawing . Pattern Construction . Clothing Construction . Entrepreneurship and Business Management 	<ul style="list-style-type: none"> . Fashion Drawing . Pattern Construction . Clothing Construction . Computer Practice N4

Art & Design			
Available at: National Artisan Development Academy	Subjects		
Course	N4	N5	N6
GRAPHICS 6 months per level	<ul style="list-style-type: none"> . Drawing . Graphic Design . Graphic processes . Entrepreneurship & Business Management 	<ul style="list-style-type: none"> . Drawing . Graphic Design . Graphic processes . History of Art 	<ul style="list-style-type: none"> . Drawing . Graphic Design . Graphic processes . History of Art
JEWELLERY 6 months per level	<ul style="list-style-type: none"> . Drawing . Jewellery Design . Jewellery Manufacturing . Entrepreneurship & Business Management 	<ul style="list-style-type: none"> . Drawing . Jewellery Design . Jewellery Manufacturing . History of Art 	<ul style="list-style-type: none"> . Drawing . Jewellery Design . Jewellery Manufacturing . History of Art
PAINTING & CEREMICS 6 months per level	<ul style="list-style-type: none"> . Drawing . Painting . Ceramics . Entrepreneurship & Business Management 	<ul style="list-style-type: none"> . Drawing . Painting . Ceramics . History of Art 	<ul style="list-style-type: none"> . Drawing . Painting . Ceramics . History of Art

ENGINEERING STUDIES

NATIONAL CERTIFICATE (VOCATIONAL)

NQF LEVELS 2-4

ADMISSION REQUIREMENTS:

- Pass Grade 9 and be 16 years of age or older
- Grade 9 with 30% Pass in Mathematics and Natural Sciences
- You will be required to write a compulsory Learner Profiler Assessment

PASS REQUIREMENTS:

- Life Orientation 40%
- English First Additional Language 40%
- Mathematical Literacy 30%
- All Vocational Subjects 50%

EXAM ADMISSION REQUIREMENTS:

It is very important to take note that, according to the examination policy of TVET Colleges, as students will only be allowed to enter the examination venue and write examination with a valid ID document and the admission letter indicating the subject to be written on a specific day.

International students must provide the study permit and passport.

PROMOTIONAL REQUIREMENTS:

Learners must pass all 7 subjects per programme in order to go the next level.

PROCEDURE OF CHANGING/ CANCELLATION OF SUBJECTS/ PROGRAMMES

If you wish to change or cancel a subject, contact the Head of your Faculty. If you cancel a subject after attending the classes for more than 2weeks, no class fees will be refunded. Students must make sure that they sign prelims.

Electrical Infrastructure Construction			
Available at: Hillside View & Thaba’Nchu Campus	Subjects		
Job Opportunities	Level 2	Level 3	Level 4
Electrician, Sound Technology, Electrical or Theatre Technology ,Process Level Control, Digital Electronics, Instrumentation	Fundamentals: . Life Orientation . English . Mathematics Vocational: . Electrical Principles & Practice . Workshop Practice . Workshop Practice . Electronic Control & Digital Electronics Optional (choose one) Electrical Systems & Construction or . Renewable Energy Technologies	Fundamentals: . Life Orientation . English . Mathematics Vocational: . Electrical Principles & Practice . Workshop Practice . Workshop Practice . Electronic Control & Digital Electronics Optional (choose one) Electrical Systems & Construction or . Renewable Energy Technologies	Fundamentals: . Life Orientation . English . Mathematics Vocational: . Electrical Principles & Practice . Workshop Practice . Workshop Practice . Electronic Control & Digital Electronics Optional (choose one) Electrical Systems & Construction or . Renewable Energy Technologies

Engineering & Related Design			
Available at: Hillside View & Thaba’Nchu Campus	Subjects		
Job Opportunities	Level 2	Level 3	Level 4
Fitting & Machining, Tool making, Metallurgical Engineering, Mining Engineering, Geographical Engineering, Maintenance & Diagnostics, Fitter/ Welder, Light & Heavy Fabrication, Automotive Industry, Hydraulic/Pneumatic	Fundamentals: . Life Orientation . English . Mathematics Vocational: . Engineering Fundamentals . Engineering Technology . Engineering System Optional (choose one): . Fitting & Turning or . Automotive Repair & Maintenance or . Welding	Fundamentals: . Life Orientation . English . Mathematics Vocational: . Engineering Practice & maintenance . Material Technology . Engineering Graphics & Designs (CAD) Optional (choose one): . Fitting & Turning or . Automotive Repair & Maintenance or . Welding	Fundamentals: . Life Orientation . English . Mathematics Vocational: . Engineering Process . Professional Engineering Practice . Applied Engineering Technology Optional (choose one): . Fitting & Turning or . Automotive Repair & Maintenance or . Welding

Civil Engineering Construction			
Available at: Hillside View & Thaba’Nchu Campus	Subjects		
Job Opportunities	Level 2	Level 3	Level 4
Road Construction or Civil Construction, Drainage Inspection, Industrial Engineering, Sanitation Engineering, Quantity surveying, Architectural Technology	Fundamentals: . Life Orientation . English . Mathematics Vocational: . Construction Planning . Plant and Equipment . Materials Optional (choose one): . Carpentry & Roof work or . Plumbing or . Masonry	Fundamentals: . Life Orientation . English . Mathematics Vocational: . Construction Planning . Plant and Equipment . Materials Optional (choose one): . Carpentry & Roof work or . Plumbing or . Masonry	Fundamentals: . Life Orientation . English . Mathematics Vocational: . Construction Planning . Construction Supervision . Construction Technology Optional (choose one): . Drawing, Setting Out . Quantities & Costing . Construction Materials

Information Technology & Computer Science			
Available at: Hillside View Campus	Subjects		
Job Opportunities	Level 2	Level 3	Level 4
Computer Programming, Computer systems, Engineering and Data Processing	Fundamentals: . Life Orientation . English . Mathematics Vocational: Introduction to Information System . Electronics . Introduction to Systems Development . Contact Centre Operations	Fundamentals: . Life Orientation . English . Mathematics Vocational: . Systems Analysis & Design . Computer Hardware & Software . Principles of Computer Programming . Contact Centre Operations	Fundamentals: . Life Orientation . English . Mathematics Vocational: . Systems Analysis & Design . Data Communications & Networking . Computer Programming . Contact Centre Operations

Robotics

Available at:
Hillside View Campus

THREE COMPULSORY VOCATIONAL SUBJECT	Level 2	Level 3	Level 4
Entry Requirements: Grade 9: English 75% English 50% Grade 10/11: Maths 70% Technical/Physical Science: 70% English: 50% Grade 12: Maths 65% Technical/Physical Science: 65% English: 50%	Electronic and digital concepts for Robotics	Electronic and digital concepts for Robotics	Electronic and digital concepts for Robotics
	Robotics fundamental	Introduction to Robotics	Robotics and Industrial Automation
	Basic Principles of Computer Programming and Computer Literacy	Introduction to Technical Programming	Technical Programming
One Elective Vocational Subject	Physical Science (O)*	Physical Science (O)*	Physical Science (O)*
	Engineering Graphics and Technology (O)*	Engineering Graphics and Technology (O)*	Mechanical Draughting Technology (O)*
	Electro Technology (O)*	Electro Technology (O)*	Electro Technology (O)*
	Mechatronic System (O)*	Mechatronic System (O)*	Mechatronic System (O)*
	Instrumentation Technology (O)*	Instrumentation Technology (O)*	Instrumentation Technology (O)*

ENGINEERING: REPORT 191

N2 – N3

NOTE: Report 191 N1 has been effectively phased out, subsequently, N2 and N3 are due to be phased out respectively.

ADMISSION REQUIREMENTS:

- Grade 12 with 30% Pass in Mathematics
- Grade 12 with 40% Pass in English

PASS REQUIREMENTS:

All programmes consist of 4 subjects and each subject must be passed by a student with a minimum of 40%

EXAM ADMISSION REQUIREMENTS:

It is very important to take note that, according to the examination policy of TVET Colleges, as students will only be allowed to enter the examination venue and write examination with a valid ID document and the admission letter indicating the subject to be written on a specific day.

International students must provide the study permit and passport.

PROMOTIONAL REQUIREMENTS:

Learners must pass all 4 subjects per programme in order to go the next level.

PROCEDURE OF CHANGING/ CANCELLATION OF SUBJECTS/ PROGRAMMES

If you wish to change or cancel a subject, contact the Head of your Faculty. If you cancel a subject after attending the classes for more than 2weeks, no class fees will be refunded. Students must make sure that they sign prelims.

Civil Engineering		
Available at: Hillside View, Koffiefontein & Thaba' Nchu Campus	Subjects	
Job Opportunities	N2	N3
Apprenticeship Engineering Assistant Technician, Foreman, Workshop Manager	. Carpentry and Roofing Theory . Building Drawing . Mathematics . Building Science	. Building and Civil Technology . Building Drawing . Mathematics . Building Science

Electrical Engineering: Heavy Current		
Available at: Hillside View, Koffiefontein & Thaba 'Nchu Campus	Subjects	
Job Opportunities	N2	N3
Apprenticeship Engineering Assistant Technician, Foreman, Workshop Manager	. Electrotechnology . Industrial Technology . Engineering science . Mathematics . Electronics	. Electrotechnology . Industrial Technology . Engineering science . Mathematics . Electronics

Electrical Engineering: Light Current		
Available at: Hillside View & Koffiefontein Campus	Subjects	
Job Opportunities	N2	N3
Apprenticeship Engineering Assistant Technician, Foreman, Workshop Manager	. Radio and TV Theory . Industrial Electronics . Engineering Science . Mathematics	. Radio and TV Theory . Industrial Electronics . Engineering Science . Mathematics

Mechanical Engineering: Fitting and Turning		
Available at: Hillside View Campus	Subjects	
Job Opportunities	N2	N3
Apprenticeship Engineering Assistant Technician, Foreman, Workshop Manager	. Engineering Drawing . Mathematics . Engineering Science . Fitting & Machining Theory	. Engineering Drawing . Mathematics . Engineering Science . Fitting & Machining Theory

Mechanical Engineering: Motor and Diesel		
Available at: Hillside View Campus	Subjects	
Job Opportunities	N2	N3
Apprenticeship Engineering Assistant Technician, Foreman, Workshop Manager	. Motor Trade Theory/ Diesel Trade Theory . Engineering . Mathematics . Engineering Science	. Motor Trade Theory/ Diesel Trade Theory . Engineering . Mathematics . Engineering Science

N4 – N6

Civil Engineering			
Available at: Hillside View Campus	Subjects		
Job Opportunities	N4	N5	N6
Apprenticeship Engineering Assistant Technician, Foreman, Workshop Manager	. Building Administration . Building and Structural Construction . Building and Structural Surveying . Quantity Surveying	. Building Administration . Building and Structural Construction . Building and Structural Surveying . Quantity Surveying	. Building Administration . Building and Structural Construction . Building and Structural Surveying . Quantity Surveying

Electrical Engineering: Heavy Current			
Available at: Hillside View Campus	Subjects		
Job Opportunities	N4	N5	N6
Apprenticeship Engineering Assistant Technician, Foreman, Workshop Manager	. Electrotechnology . Industrial Electronics . Mathematics . Engineering Science	. Electrotechnology . Industrial Electronics . Mathematics . Strength of Materials and Structures or Power Machines	. Electrotechnology . Industrial Electronics . Mathematics . Strength of Materials and Structures or Power Machines

Electrical Engineering: Light Current			
Available at: Hillside View Campus	Subjects		
Job Opportunities	N4	N5	N6
Apprenticeship Engineering Assistant Technician, Foreman, Workshop Manager	<ul style="list-style-type: none"> . Industrial Electronics . Mathematics . Digital Electronics . Communication Electronics 	<ul style="list-style-type: none"> . Industrial Electronics . Mathematics . Digital Electronics . Communication Electronics 	<ul style="list-style-type: none"> . Industrial Electronics . Mathematics . Digital Electronics . Communication Electronics

Mechanical Engineering			
Available at: Hillside View Campus	Subjects		
Job Opportunities	N4	N5	N6
Apprenticeship Engineering Assistant Technician, Foreman, Workshop Manager	<ul style="list-style-type: none"> . Mechanotechnics . Mathematics . Mechanical Draughting or Supervisory Management . Engineering Science 	<ul style="list-style-type: none"> . Mechanotechnics . Mathematics . Mechanical Drawing & Design Strength of . Materials and Structure . Power Machines or Supervisory Management 	<ul style="list-style-type: none"> . Mechanotechnics . Mathematics . Mechanical Drawing & Design Strength of . Materials and Structure . Power Machines or Supervisory Management or Control System

MDDOP: Multidisciplinary Drawing Office Practice		
Available at: Hillside View Campus	Subjects	
Job Opportunities	N4	N5
Apprenticeship Draughts Person Designer	<ul style="list-style-type: none"> . General Draughting . Mechanical Draughting . Mechanical and Drawing Office Orientation . Pictorial Draughting 	<ul style="list-style-type: none"> . Building Draughting . Electrical Draughting . Structural Steel Detailing . Computer Aided Draughting . Technical Illustration

AGRICULTURAL STUDIES

NATIONAL CERTIFICATE (VOCATIONAL)

NQF LEVEL 2 - 4

ADMISSION REQUIREMENTS:

- Pass Grade 9 and be 16 years of age or older
- Grade 9 with 40% Pass in Mathematics or Grade 11 with 40% Pass in Mathematical Literacy
- Grade 9 with 40% Pass in English

PASS REQUIREMENTS:

- Life Orientation 40%
- English First Additional Language 40%
- Mathematical Literacy 30%
- All Vocational Subjects 50%

EXAM ADMISSION REQUIREMENTS:

It is very important to take note that, according to the examination policy of TVET Colleges, as students will only be allowed to enter the examination venue and write examination with a valid ID document and the admission letter indicating the subject to be written on a specific day.

International students must provide the study permit and passport.

PROMOTIONAL REQUIREMENTS:

Learners must pass all 7 subjects per programme in order to go the next level.

PROCEDURE OF CHANGING/ CANCELLATION OF SUBJECTS/ PROGRAMMES

If you wish to change or cancel a subject, contact the Head of your Faculty. If you cancel a subject after attending the classes for more than 2weeks, no class fees will be refunded. Students must make sure that they sign prelims.

Primary Agriculture			
Available at: Plot 32 Campus	Subjects		
Job Opportunities	Level 2	Level 3	Level 4
Farmer or Farm Line Management	<ul style="list-style-type: none"> • English • Mathematics • Life Orientation • Soil Science • Plant Production • Animal Production • Agri-Business 	<ul style="list-style-type: none"> • English • Mathematics • Life Orientation • Soil Science • Plant Production • Animal Production • Agri-Business 	<ul style="list-style-type: none"> • English • Mathematics • Life Orientation • Soil Science • Plant Production • Animal Production • Agri-Business

REPORT 191

N4 – N6

ADMISSION REQUIREMENTS:

- Grade 12/ NC(V) L4 with 40% Pass in English
- Grade 12/ NC(V) L4 with 40% Pass in Mathematics
- Grade 12/ NC(V) L4 with 40% Pass in Science or Agricultural Studies

PASS REQUIREMENTS:

All programmes consist of 4 subjects and each subject must be passed by a student with a minimum of 40%

EXAM ADMISSION REQUIREMENTS:

It is very important to take note that, according to the examination policy of TVET Colleges, as students will only be allowed to enter the examination venue and write examination with a valid ID document and the admission letter indicating the subject to be written on a specific day.

International students must provide the study permit and passport.

PROMOTIONAL REQUIREMENTS:

Learners must pass all 4 subjects per programme in order to go the next level.

PROCEDURE OF CHANGING/ CANCELLATION OF SUBJECTS/ PROGRAMMES

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Farming Management			
Available at: Plot 32 Campus & Zastron Campus	Subjects		
Job Opportunities	N4	N5	N6
Farmer, Farm Line Management, Agricultural Products Representative	<ul style="list-style-type: none"> • Computer Practice • Financial Management • Management Farming • Farming Technology and Mechanisation • Plant and Animal Production 	<ul style="list-style-type: none"> • Computer Practice • Financial Management • Management Farming • Farming Technology and Mechanisation • Plant and Animal Production 	<ul style="list-style-type: none"> • Computer Practice • Financial Management • Management Farming • Farming Technology and Mechanisation • Plant and Animal Production

ACCOUNTING TECHNICIAN CERTIFICATE

AT(SA) QUALIFICATION

NQF LEVEL 3 – 5

Certificate: Accounting Technician NQF Level 3

The certified developed skills in double entry booking and gives and understanding of management and administrative processes. Learners will be taught manual and computerized accounting systems and will show learners how to work with purchase ledgers, sales ledgers and general ledgers.

Certificate: Accounting Technician NQF Level 4

The TVET certificate introduces more complicated accounting tasks, including the preparation of final accounting for sole traders and partnerships. Learners develop skills in maintaining cos accounting records, preparing reports and returns. Financial spreadsheet, cash management, indirect taxation and professional ethics are also covered.

Certificate: Accounting Technician NQF Level 5

Here you'll learn how to draft financial statements of limited companies, perform complex management accounting tasks and develop your own management skills. The certificate: Accounting technician includes a choice of specialist units, which means that learners can focus their efforts on the areas of accounting most relevant to your needs taxation unit tailored to SOUTH African Tax Legislation.

INTERNATIONALLY ACCREDITED

The AT(SA) Qualification is internationally recognised yet tailored for the local market. Our programme works with UK and South African currency and local tax laws, giving skills that are tailored to our own economy. AT(SA)'S offers qualifications and professional membership that are recognised in 90 countries-giving you international exposure with local focus.

FLEXIBLE

AT(SA)'S membership gives you the flexibility to move through the different membership levels to match your experience and knowledge level. The qualification gives to quality at a pace that suits you. You can work and study with ease. AT(SA)'S qualifications are competence based and offer a practical and skillsbased approach to learning. This means you can implement as you learn.

Certificate Accounting Technician Level 3

Available at:

Bloemfontein and Thaba’Nchu Campus

Job Opportunities

- . cashier
- . Junior Bookkeeping

Subjects

- . Basic Accounting I
- . Basic Accounting II
- . work Effective in Accounting & finance
- . Basic costing
- . Computerised Accounting

Certificate Accounting Technician Level 4

Available at:

Bloemfontein and Thaba’Nchu Campus

Job Opportunities

- . Bookkeeping/keeper
- . VAT Consultant Bank
- . Teller Financial Clerk

Subjects

- . Accounting Preparation I
- . Accounting Preparation II
- . Cash Management
- . Cost & Revenue
- . Indirect tax (SA)
- . Spreadsheet software
- . professional Ethics in Accounting & Finance
- . Second Language

Certificate Accounting Technician Level 5

Available at:

Bloemfontein and Thaba’Nchu Campus

Job Opportunities

- . Bank Teller
- . Accountant
- . Bookkeeper
- . Trainee Accountant Finance Officer
- . Cooperate Recovery Analyst
- . credit control
- . Insolvency Executive
- . Audit Trainee

Subjects

- . Financial statements
- . Financial Performance
- . Internal Control & Accounting System
- . Budgeting
- . Personal Tax
- . Business Tax

MARITIME STUDIES

ABOUT MARITIME STUDIES

All sectors that have a direct relationship with the sea. All direct shipping related operations such as shipping lines, cargo owners, terminal operators, ships chandlers, ship and boat building, maintenance and repairs.

All direct port-related transport and logistics. These include activities such as clearing and forwarding restrictions to operate sea, air or other transport services within and into a particular country, warehousing, cargo handling, and security, customs and harbor carriers.

All indirect shipping-related services such as administration, legal, financial services, skills development and training.

Marine related activities such as boating, yachting, sailing, cruising, fishing, diving and swimming.

Programme	NQF Level	Entry Requirements	Duration
National Certificate in International Trade – 59326	NQF Level 2	Grade 12 with English and Mathematical Literacy	12 months
National Certificate: Freight Forwarding & Customs Compliance – 53365	NQF Level 3	Articulation from NQF Level 2 or Grade 12 with English and Mathematical Literacy, Bachelor's Pass	12 months
Further Education and Training Certificate: Shipping – 49155	NQF Level 4	Articulation from Level 3 or any Other Transport and Logistics qualification at level 3(NC: FF and CC)	12 months
National Certificate: Supply Chain Management – 74149	NQF Level 5	Articulation from NQF Level 3 and 4 of Any of Transport and Logistics Qualification.	12 months
National Diploma: Freight Handling Logistics – 58473	NQF Level 5	Shipping NQF Level 4, Supply Chain Management NQF Level 5 or any Other Transport and Logistics qualification at NQF Level 4	12 months

OCCUPATIONAL PROGRAMMES

Accredited Occupational Qualifications

No.	SAQA QUAL ID	Qualification	Entry Requirements	Campus
1.	97542	Occupational Certificate: Early Childhood Development Practitioner NQF L4	National Certificate Vocational (NCV) at NQF Level 3 Or Any other NQF Level 3 qualification	Motheo
2.	102497	Occupational Certificate: Hairdresser NQF L4	NQF Level 2 Qualification	National Artisan Development Academy
3.	80646	Further Education and Training Certificate: Beauty and Nail Technology NQF L4	NQF Level 3 Qualification	National Artisan Development Academy
4.	94100	Occupational Certificate: Welder NQF L4	NQF Level 3 Qualification	National Artisan Development Academy
5.	93626	Occupational Certificate: Boilermaker NQF L4	NQF Level 3 Qualification	National Artisan Development Academy
6.	91761	Occupational Certificate: Electrician NQF L4	NQF Level 3 Qualification	National Artisan Development Academy Thaba 'Nchu Campus
7.	93627	Occupational Certificate: Bricklayer NQF L4	NQF Level 3 Qualification	National Artisan Development Academy Thaba 'Nchu Campus
8.	91782	Occupational Certificate: Plumber NQF L4	NQF Level 3 Qualification	National Artisan Development Academy

				Thaba 'Nchu Campus
9.	94022	Occupational Certificate: Carpenter NQF L4	NQF Level 3 Qualification	National Artisan Development Academy Thaba 'Nchu Campus
10.	103199	Occupational Certificate: Furniture Upholsterer NQF L4	NQF Level 1 qualification with Mathematics	Hillside View Campus
11.	94182	Occupational Certificate: Vehicle Painter NQF L4	NQF Level 1 with Mathematics and Science	Hillside View Campus
12.	96364	Occupational Certificate: Panel Beater NQF L4	NQF Level 2 qualification with Mathematics	Hillside View Campus
13.	97990	Occupational Certificate: Automotive Motor Mechanic NQF L4	NQF Level 1 qualification with Mathematics	Hillside View Campus
14.	101697	Occupational Certificate: Chef NQF L4	Level 2 with Mathematical Literacy	Bloemfontein Campus

Accredited Occupational Skills Programmes

No.	SAQA QUAL ID	Qualification	Entry Requirements	Campus
1.	230301	Occupational Skills Programme: Chemical Hair Reformation Attendant NQF L4	NQF Level 3	National Artisan Development Academy
2.	230302	Occupational Skills Programme: Hair and Scalp Treatment Attendant NQF L2	NQF Level 1	National Artisan Development Academy
3.	230303	Occupational Skills Programme: Hair Colouring Attendant NQF L4	NQF Level 3	National Artisan Development Academy
4.	230304	Occupational Skills Programme: Hair Cutting Attendant NQF L4	NQF Level 3	National Artisan Development Academy
5.	230305	Occupational Skills Programme: Hairstylist NQF L3	NQF Level 2	National Artisan Development Academy
6.	191215	Occupational Skills Programme: Barber NQF L3	NQF Level 2	National Artisan Development Academy
7.	SP-191202	Occupational Skills Programme: General Residential Repairer NQF L3	NQF Level 2	National Artisan Development Academy
8.	SP-210403	Occupational Skills Programme: : Plumbing Hand NQF L3	NQF Level 2	National Artisan Development Academy
9.	SP-210501	Occupational Skills Programme: Assistant Handyman NQF L3	NQF Level 2	National Artisan Development Academy
10.	SP-191217	Occupational Skills Programme: Bricklayer Assistant NQF L1	NQF Level 1	National Artisan Development Academy

CENTRE FOR ENTREPRENEURSHIP AND RAPID INCUBATOR

Welcome!

The Motheo TVET College Centre for Entrepreneurship and Rapid Incubator (CfE and RI) is an exciting special project at Motheo TVET College, situated at 46 St Georges Street, Bloemfontein, Free State. The project is imposed by Small Enterprise Development Agency (Seda) under the Department of Small Business Development and Trade and Industry, ascending from the need to address the issue of youth unemployment rate.

What is happening at 46 St Georges Street?

Linked directly to the vision of Motheo TVET College: "The Gateway to Employability", the centre of Entrepreneurship and Rapid Incubator opportunity to qualified students of the college, unemployed youth graduates and women between ages 18 - 35, business owners, NGO's aiming to become entrepreneurs, to set up their own businesses and start contributing to the economy of South Africa, thus to be their own job creators not job seekers.

EMPHATHIZE

DEFINE

IDEATE

PROTOTYPE

TEST

Centre Activities:

1. Business Facilitation

Facilitation of assistance towards growth and development aspects of SMME's and Start-up Businesses:

- Business advice and information
- Small Enterprise Training Workshop
- Business Registration

2. Business Start Ups

Facilitation focus on providing tools and techniques for clients who are ready to start a business, need assistance and direction:

- Business Planning (Growth Wheel)
- Business Counselling
- Facilitation of access to Finance
- Business Support

3. Business Build

Here we focus on clients who want skills to sustain and strengthen their business

- Capacity building systems
- Mentoring and Coaching

Which products or services do our current SMME's provide?

- Designing and manufacturing of different attires, custom made clothing, reparations, event décor materials, curtains, bedding, and table cloths
- Graphic designing of logos, corporate identity development, stationery, advertising and marketing materials, branding, website and digital designs
- Jewellery designing and manufacturing of necklaces, bracelets, earrings, watches, rings using a variety of material e.g. leather, beads, metals
- Designing and manufacturing of metal and steel products such as fences, gates, braai stands, burglar proofing, devil's fork supply and installation amongst others
- Plastering, bricklaying, upholstery, ceiling and dry wall installation

What can be part of the Centre for Entrepreneurship and Rapid Incubator?

Innovative, dedicated, target driven, business and profit orientated Motheo TVET College students who work with perseverance qualified in:

- N2 Civil Engineering, Motor and Welding
- N6 Clothing Products
- N6 Graphic Design
- N3 Jewellery Design and Industry experienced and internship completed
- NC(V) NQF Level 4
- NC(V) Level 4 Marketing, Civil Engineering, Construction, Engineering and related Design

How to enter the project:

Contact or visit us for guided tour:

Tel: 051 813 9017

Email Address: incubator@motheotvet.edu.za

Physical Address: 46 St Georges Street, Bloemfontein, 9301, Free State

LEARNERSHIPS AND SKILLS TRAINING

What is Learnership?

- A Learnership is a mode of delivering a learning programme that combines work based experience structured learning, (theory and practical)
- It also one of the routes to a career
- It assists current employees to improve skills, have existing recognised and assessed and to gain qualification.
- It assists people who are unemployed to find access into the world of work.

Registration Requirements:

- Certified Copy of ID
- Results
- Proof of Bank Account

MOTHEO TVET College offers a variety of Learnerships, for further information,

Contact: 051 406 9300

STUDENT FUNDING

How do I apply for NSFAS?

Visit www.nsfas.org.za , press on “My NSFAS” and follow instructions to apply.

Ensure to correctly upload the required documents.

If you have any questions on funding you may contact the toll free NSFAS numbers 021 763 3200 / 0800 067 327.

You may also contact our Student Support Services: Bursary Office on 051 409 3326.

For further assistance and enquiries, visit the Student Support Services Unit at your nearest Campus.