

# higher education & training

Department: Higher Education and Training **REPUBLIC OF SOUTH AFRICA** 



TSHWANE NORTH TVET COLLEGE Technical and Vocational Education and Training College





# **TNC Programme Matrix 2021**

#### Business Studies N4-N6: SEMESTER PROGRAMME

Course per Campus	Mamelodi	Pretoria	Rosslyn	Soshanguve North	Soshanguve South	Temba	Open Learning
Management Assistant		•			۰	•	•
Financial Management	٠	•			٠	•	•
Art and Design		•					
Public Relations					٠		•
Clothing Production		•					
Tourism		•					
Hospitality and Catering Services		•					
Public Management	٠	•			۰	•	•
Legal Secretary		•					
Business Management		•					

#### Engineering Studies N1-N6: TRIMESTER PROGRAMME

Course per Campus	Mamelodi	Pretoria	Rosslyn	Soshanguve North	Soshanguve South	Temba	Open Learning
Civil Engineering	•		•	•			
Mechanical Engineering			•			•	
Electrical Engineering	•		•	•		•	

#### National Certificate (Vocational) NC (V) NQF Levels 2-4: YEAR PROGRAMME

**Engineering Studies** 

Course per Campus	Mamelodi	Pretoria	Rosslyn	Soshanguve North	Soshanguve South	Temba	Open Learning
Civil Engineering and Building Construction	•			0			
Electrical Infrastructure Construction	٠			٥		۰	
Engineering and Related Design (ERD)						٠	
Information Technology and Computer Science	٠						

#### **Business Studies**

Course per Campus	Mamelodi	Pretoria	Rosslyn	Soshanguve North	Soshanguve South	Temba	Open Learning
Marketing		•			•		
Generic Management		•					
Finance Economics and Accounting		•					
Office Administration	•				•		
Transport and Logistics					٠		

#### Utility Studies

Course per Campus	Mamelodi	Pretoria	Rosslyn	Soshanguve North	Soshanguve South	Temba	Open Learning
Safety in Society						•	
Hospitality		•					
Tourism		•					



# Pre-Learning Programmes (PLP): 1 YEAR BRIDGING PROGRAMME Engineering Studies

Course per Campus	Mamelodi	Pretoria	Rosslyn	Soshanguve North	Soshanguve South	Temba	Open Learning
Pre-Learning Programme (PLP)	•						



National Certificate (Vocational): Duration: Admission Requirements:

### Engineering Studies One year per NQF Level for all programmes

**NQF Level 2:** Passed Grade 9 or higher/ NQF Level 1 with a pass in Mathematics and English

NQF Levels 3 and 4: Competency in learning out comes at NQF Level 3/4 of the same subfield/programme A total of 7 subjects: 3 fundamental and 4 vocational subjects

#### To obtain a National Certificate:

# $^{7}$ ) Electrical Infrastructure Construction

Level 2	Level 3	Level 4
Fundamental Subjects:	Fundamental Subjects:	Eundamental Subjects:
English 1 <sup>st</sup> Additional	English 1 <sup>st</sup> Additional	English 1 <sup>st</sup> Additional
Language	Language	Language
Mathematics	Mathematics	Mathematics
Life Orientation	Life Orientation	Life Orientation
Vocational Subjects:	Vocational Subjects:	Vocational Subjects:
Electrical Principles and	Electrical Principles and	Electrical Principles and
Practice	Practice	Practice
Workshop Practice	Electrical Workmanship	Electrical Workmanship
Electronic Control and	Electronic Control and	Electronic Control and
Digital Electronics	Digital Electronics	Digital Electronics
Electrical Systems and	Electrical Systems and	Electrical Systems and
Construction	Construction	Construction
(Specialisation)	(Specialisation)	(Specialisation)

**Career opportunities:** It gives access to the following career sectors: Electrical construction engineering; industrial engineering; sound technology; theatre technology; process level control; digital electronics; instrumentation.



#### **Civil Engineering and Building Construction**

Level 2	Level 3	Level 4
Eundamental Subjects:	Eundamental Subjects:	Eundamental Subjects:
English 1 <sup>st</sup> Additional	English 1 <sup>st</sup> Additional	English 1 <sup>st</sup> Additional
Language	Language	Language
Mathematics	Mathematics	Mathematics
Life Orientation	Life Orientation	Life Orientation
Vocational Subjects:	Vocational Subjects:	Vocational Subjects:
Plant and Equipment	Plant and Equipment	Construction Planning
Construction Planning	Construction Planning	Construction Supervision
Materials	Materials	Materials
Carpentry and Roof Work	Carpentry and Roof Work	Carpentry and Roof work
(specification)	(specification)	(specification)
Plumbing (Specification)	Plumbing (Specification)	Plumbing (Specification)
Concrete Structures	Concrete Structures	Concrete Structures
(Specialisation)	(Specialisation)	(Specialisation)
Masonry (Specialisation)	Masonry (Specialisation)	Masonry (Specialisation)

**Career Opportunities:** It gives access to the following career sector: architectural technology, drainage inspection, industrial designing; quantity surveying, town and regional planning; sanitation and reticulation; building construction.





#### Engineering and Related Design

Level 2	Level 3	Level 4
Fundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematics Life Orientation	Eundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematics Life Orientation	Eundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematics Life Orientation
Vocational Subjects: Engineering Fundamentals Engineering Technology Engineering Systems Fitting and Turning (optional) Or Engineering Fabrication (Optional) Or Automotive Repair and Maintenance (Optional)	Vocational Subjects: Engineering Practice and Maintenance Material Technology Engineering Graphics and Design Fitting and Turning (optional) Or Engineering Fabrication Boiler making (Optional) Or Automotive Repair and Maintenance (Optional)	Vocational Subjects: Engineering Processes Professional Engineering Practice Applied Engineering Technology Fitting and Turning (optional) Or Engineering Fabrication Boiler making (Optional) Or Automotive Repair and Maintenance (Optional)

Career opportunities: Depending on specific career field chosen:

**Fabrication:** The certificate holder will be able to design shafts and ventilation systems; plan and design mines and mining facilities; fabricate plate work and manufacturing of steel structures; interpret technical drawings.

Fitting and Turning: The certificate holder will be able to manufacture tools, machines and engines; operate and maintain machines; manufacture machines and other related components; interpret technical drawings.

Automotive Repair and Maintenance: The certificate holder will have access to the following sectors: car manufacturing; automotive repair and maintenance; motor mechanics.



#### Information Technology and Computer Science

Level 2	Level 3	Level 4
Fundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematics Life Orientation	Fundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematics Life Orientation	Eundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematics Life Orientation
Vocational Subjects: Introduction to Information Systems Introduction to Systems Development Electronics Contact Centre Operations	Vocational Subjects: Computer Hardware and Software Principles of Computer Programming System Analysis and Design Contact Centre Operations	Vocational Subjects: Computer Programming Data Communication and Networking System Analysis and Design Contact Centre Operations

**Career opportunities:** The certificate holder will have access to the following career Sectors: Computer programming; information technology management; computer system engineering and data processing.



National Certificate (Vocational):<br/>Duration:<br/>Admission Requirements:Business Studies<br/>One year per NQF Level for all programmes<br/>NQF Level 2: Passed Grade 9 or higher/ NQF<br/>Level 1/ AET Level 4 with a pass in Social<br/>Sciences subjects and English (Specific<br/>College Requirements apply)<br/>NQF Level 3/ and 4: Competency in learning<br/>out comes at NQF Level 3/4 of the same<br/>subfield/ programme<br/>A total of 7 subjects: 3 fundamental<br/>and 4 vocational subjects

# ) Generic Management

Level 2	Level 3	Level 4
Fundamental Subjects:	Fundamental Subjects:	Fundamental Subjects:
English 1 <sup>st</sup> Additional	English 1 <sup>st</sup> Additional	English 1 <sup>st</sup> Additional
Language	Language	Language
Mathematical Literacy	Mathematical Literacy	Mathematical Literacy
Life Orientation	Life Orientation	Life Orientation
Vocational Subjects:	Vocational Subjects:	Vocational Subjects:
Management Practice	Management Practice	Management Practice
Operations Management	Operations Management	Operations Management
Financial Management	Financial Management	Financial Management
Entrepreneurship	Project Management	Project Management

Career opportunities: Human resource; marketing; finance management; public relations.





#### Marketing

Level 2	Level 3	Level 4
Fundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematical Literacy Life Orientation	Eundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1st Additional Language Mathematical Literacy Life Orientation
Vocational Subjects: Marketing Advertising and Promotions Marketing Communication Consumer Behavior	Vocational Subjects: Marketing Advertising and Promotions Marketing Communications Consumer Behavior	Vocational Subjects: Marketing Advertising and Promotions Marketing Communications Consumer Behavior

Career opportunities: Marketing new products; research needs and development; sales assistants; sales representatives.

# $\tilde{j}$ ) Office Administration

Level 2	Level 3	Level 4
Fundamental Subjects:	Fundamental Subjects:	Fundamental Subjects:
English 1 <sup>st</sup> Additional	English 1 <sup>st</sup> Additional	English 1st Additional
Language	Language	Language
Mathematical Literacy	Mathematical Literacy	Mathematical Literacy
Life Orientation	Life Orientation	Life Orientation

Level 2	Level 3	Level 4
Vocational Subjects:	Vocational Subjects:	Vocational Subjects:
Business Practice	Business Practice	Business Practice
New Venture Creation OR	New Venture Creation OR	Office Data Processing
Applied Accounting	Applied Accounting	Office Practice
Office Data Processing	Office Data Processing	New Venture Creature or
Office Practice	Office Practice	Applied Accounting

**Career opportunities:** private and public accounting; financial services; insurance services; investment services and bookkeeping. Vocational activities: Perform bookkeeping duties, keeping record of wages, salaries, petty cash, etc. Prepare financial statements.



#### Finance, Economics and Accounting

Level 2	Level 3	Level 4
Fundamental Subjects:	Fundamental Subjects:	Eundamental Subjects:
English 1 <sup>st</sup> Additional	English 1 <sup>st</sup> Additional	English 1 <sup>st</sup> Additional
Language	Language	Language
Mathematical Literacy	Mathematical Literacy	Mathematical Literacy
Life Orientation	Life Orientation	Life Orientation
Vocational Subjects:	Vocational Subjects:	Vocational Subjects:
Applied Accounting	Applied Accounting	Applied Accounting
Economic Environment	Economic Environment	Economic Environment
Financial Management	Financial Management	Financial Management
New Venture Creation	New Venture Creation	New Venture Creation

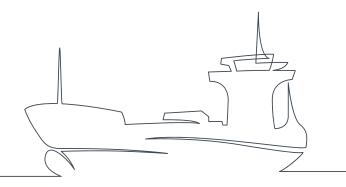
**Career opportunities:** Private and public accounting; financial services; insurance services; investment services and bookkeeping. Vocational activities: Perform bookkeeping duties, keeping record of wages, salaries, petty cash, etc. Prepare financial statements.



#### **Transport and Logistics**

Level 2	Level 3	Level 4
Fundamental Subjects:	Fundamental Subjects:	Fundamental Subjects:
English 1 <sup>st</sup> Additional	English 1st Additional	English 1st Additional
Language	Language	Language
Mathematical Literacy	Mathematical Literacy	Mathematical Literacy
Life Orientation	Life Orientation	Life Orientation
Vocational Subjects:	Vocational Subjects:	Vocational Subjects:
Freight Logistics	Freight Logistics	Freight Logistics
Transport Economics	Transport Economics	Transport Economics
Transport Operations	Transport Operations	Transport Operations
New Venture Creation	New Venture Creation	New Venture Creation

**Career Opportunities:** Marketing and Sales through to ware housing logistics and freight transport, Air Cabin Crew, Freight Forwarder, Air Traffic Controller, Logistic and Distribution Manager, Passenger Transport Manager, Transport Planner.



#### National Certificate (Vocational): **Duration:** Admission Requirements:

#### **General/Utility Studies** One year per NQF Level for all programmes

NQF Level 2: Passed Grade 9 or higher/ NQF Level 1/ AET Level 4 with a pass in Social Sciences subjects and English (Specific College Requirements apply) NQF Levels 3 and 4: Competency in learning out comes at NOF Level 3/4 of the same subfield/programme A total of 7 subjects: 3 fundamental

#### To obtain a National Certificate:

and 4 vocational subjects



Level 2	Level 3	Level 4
Fundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematical Literacy Life Orientation
Vocational Subjects: Science of Tourism Client Services and Human Relations Sustainable Tourism in South Africa Tourism Operations	Vocational Subjects: Science of Tourism Client Services and Human Relations Sustainable Tourism in South Africa and Regional Travel Tourism Operations	Vocational Subjects: Science of Tourism Client Services and Human Relations Sustainable Tourism in South Africa and International Travel Tourism Operations

Career opportunities: Accommodation management, conference and events planning, restaurants and food services, travel counselling and arrangements, game range and safari work.



Level 2	Level 3	Level 4
Fundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematical Literacy Life Orientation	Fundamental Subjects: English 1 <sup>st</sup> Additional Language Mathematical Literacy Life Orientation
Vocational Subjects: Introduction to Governance Introduction to Law Principles of Criminal Justice Introduction to Policing Practices OR Criminology	Vocational Subjects: Governance Criminal Law Criminal Justice Structures and Mandates Theory of Policing Practices OR Criminology	Vocational Subjects: Governance Law of Procedures and Evidence Criminal Justice Process Applied Policing OR Criminology

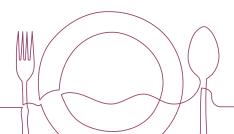
**Career opportunities:** It gives access to the following career sectors: Correctional services; immigration and customs; security service; policing; trafficking and metro policing.





Level 2	Level 3	Level 4
Fundamental Subjects:	Fundamental Subjects:	Eundamental Subjects:
English 1 <sup>st</sup> Additional	English 1 <sup>st</sup> Additional	English 1 <sup>st</sup> Additional
Language	Language	Language
Mathematical Literacy	Mathematical Literacy	Mathematical Literacy
Life Orientation	Life Orientation	Life Orientation
Vocational Subjects:	Vocational Subjects:	Vocational Subjects:
Hospitality Generics	Hospitality Generics	Hospitality Generics
Food Preparation	Food Preparation	Food Preparation
Client Services and	Client Services and	Client Services and
Human Relations	Human Relations	Human Relations
Hospitality Services	Hospitality Services	Hospitality Services

**Career opportunities:** It gives access to the following career sectors: housekeeping; food and beverage management; hotel management; accommodation services; events management; catering services. Vocational Activities: managing a guest house; deal with clients; services in an accommodation facility; work as waiter/waitress; work as a housekeeper in a hotel/inn and guesthouse; entrepreneur; caterer.



National (N) Diploma:	General/Utility Studies
Duration:	Theory: 6 (Six) months per N level for all
	programmes = 18 months PLUS
	Practical (Work Integrated Learning)
	18 months = 36 months or 3 years
Admission Requirements:	N4: Passed Grade 12 or NQF Level 4
	with a pass in Utility Studies subjects and
	English. Introductory programme for Art and
	Design and Clothing Production *(Specific
	College Requirements apply)
	N5: Passed N4 subjects and N6: Passed N4
	and N5 Subjects of the same subfield or
	programme
To obtain a National (N) Certificate:	A total of 4 subjects per level for N4,
	N5 and N6

TRA	Art	and	Design
JIHV.		ana	Deolgii

Into N4	N4	N5	N6
Space and Volume Form and Colour Graphics Interpretation Introductory Drawing	Painting N4 Drawing N4 Graphic Design N4 Entrepreneurship and Business Management N4	Painting N5 Drawing N5 Graphic Design N5 History of Art N5	Painting N6 Drawing N6 Graphic Design N6 History of Art N6

**Career opportunities:** Graphic designer; art curator; a cartoonist; (animation) art director; museum instructor; art teacher/lecturer; illustrator artist, contemporary artist, visual artist, history of art specialist; an art examiner/moderator.



#### **Clothing Production**

Into N4	N4	N5	N6
Intro Clothing Construction N4 Intro Factory Organisation N4 Intro Fashion Drawing N4 Intro Pattern Construction N4	Clothing Construction N4 Fashion Drawing N4 Pattern Construction N4 Intro Entrepreneurship N4	Clothing Construction N5 Fashion Drawing N5 Pattern Construction N5 Entrepreneurship and Business Management N4	Clothing Construction N6 Fashion Drawing N6 Pattern Construction N6 Computer Practice N4

Career opportunities: Entrepreneur, factory seamstress, fashion designer, garment maker.

#### Hospitality and Catering Services

N4	N5	N6
Catering: Theory and Practical N4 Applied Management N4 Sanitation and Safety N4 Nutrition and Menu Planning N4	Catering: Theory and Practical N5 Applied Management N5 Food and Beverages Services N5 Entrepreneurship and Business Management N4	Catering: Theory and Practical N6 Applied Management N6 Communication and Human Relations N6 Computer Practice N4

Career opportunities: Housekeeping; food and beverage management; events management; accommodation service; caterer; entrepreneurship.





N4	N5	N6
Travel Services N4	Travel Services N5	Travel Services N6
Travel Office Procedures N4	Travel Office Procedures N5	Travel Office Procedures N6
Tourist Destinations N4	Tourist Destinations N5	Tourist Destinations N6
Tourism Communication N4	Tourism Communication N5	Hotel Reception N6

Career opportunities: Accommodation management; conference and events planning; restaurant and food services; travel counselling and arrangement; game range and safari work.



National (N) Diploma: Duration:

Admission Requirements:

#### To obtain a National (N) Certificate:

#### Business Studies

Theory: 6 (Six) months per N level for all programmes = 18 months PLUS Practical (Work Integrated Learning) 18 months = 36 months or 3 years

N4: Passed Grade 12 or NQF Level 4 with a pass in Business Studies subjects and English \*(Specific College Requirements apply) N5: Passed N4 subjects and N6: Passed N4 and N5 Subjects of the same subfield or programme

A total of 4 subjects per level for N4, N5 and N6  $\,$ 



#### \*Business Management

N4	N5	N6
Management Communication N4 Entrepreneurship and Business Management N4 Computer Practice N4 Financial Accounting N4	Cost and Management Accounting N5 Entrepreneurship and Business Management N5 Computerized Financial Systems N5 Financial Accounting N5	Cost and Management Accounting N6 Computerized Financial Systems N6 Income Tax N6 Financial Accounting N6

Career opportunities: Asset controllers; debtor's clerk; creditor's clerk and entry level financial management careers.





#### \*Public Management

N4	N5	N6
Entrepreneurship and Business Management N4 Management Communication N4 Computer Practice N4 Public Administration N4	Public Finance N5 Municipal Administration N5 Computer Practice N5 Public Administration N5	Public Finance N6 Municipal Administration N6 Public Law N6 Public Administration N6

**Career opportunities:** Entry levels in the administrative, Human Resources and other divisions of the public sector, National Governments and Local Governments.

#### ) \*Financial Management

N4	N5	N6
Management Communication N4 Entrepreneurship and Business Management N4 Computerized Financial Systems N4 Financial Accounting N4	Cost and Management Accounting N5 Entrepreneurship and Business Management N5 Computerized Financial Systems N5 Financial Accounting N5	Cost and Management Accounting N6 Computerized Financial Systems N6 Income Tax N6 Financial Accounting N6

**Career opportunities:** Asset controllers; debtor's clerk; creditor's clerk and entry level financial management careers.





#### Management Assistant

N4	N5	N6
Communication N4	Communication N5	Communication N6
Computer Practice N4	Computer Practice N5	Computer Practice N6
Information Processing N4	Information Processing N5	Information Processing N6
Office Practice N4	Office Practice N5	Office Practice N6

Career opportunities: Management assistant; telephonist; receptionist; secretary; personal assistant; general office clerk; typist and audio typist.

# \*Legal Secretary

N4	N5	N6
Computer Practice N4	Legal Practice N5	Legal Practice N6
Information Processing N4	Information Processing N5	Information Processing N6
Communication N4	Communication N5	Communication N6
Office Practice N4	Office Practice N5	Office Practice N6

**Career opportunities:** Legal secretaries may also find interesting career opportunities in courts, with police, or in the barrister's chambers. They can also move into other skilled secretarial work such as working as medical secretary, solicitors and legal executives.

# ) \*Public Relations

N4	N5	N6
Communication N4	Communication N5	Communication N6
Computer Practice N4	Office Practice N5	Computer Practice N5
Information Processing N4	Information Processing N5	Information Processing N6
Office Practice N4	Public Relations N5	Public Relations N6

Career opportunities: Assistant to Public Relations Officer; Assistant to Marketing and Communications Officer; Personal Assistant; telephonist; receptionist; secretary; personal assistant; general office clerk; typist and audio typist. Pre-Learning Programme (PLP) Duration:

1 year programme

Passed Grade 9 or higher with a pass in Mathematics and English (Specific College Requirements apply)

**Promotional Requirements:** 

Admission Requirements:

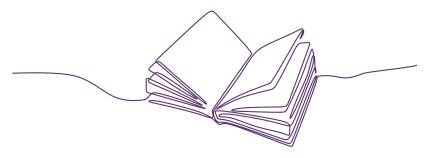
Passed 4 (Four) Foundational Learning subjects



#### One (1) Year Bridging Programme

Subjects: Foundational English Foundational Mathematics Foundational Life Skills Foundational Science

**Opportunities**: It gives access to the Report 191/National Certificate (Vocational) Engineering programmes that the student would not have qualified for once successfully completed



National (N) Certificate: Duration:	Engineering Studies (N1 – N3) Theory: Eleven (11) weeks/three (3 months per N Level (Trimester) for all programme Practical (Work Integrated Learning) 24 months = 36 months or 3 years	
Admission Requirements:	N1: Passed Grade 10 or higher with a pass in Mathematics and English (Specific College Requirements apply) N2: Passed N1 subjects and N3: Passed N1 and N2 Subjects of the same subfield or programme	
To obtain a National Certificate:	A total of 4 subjects at the same level $4$	

# Civil Engineering

N1	N2	N3
Mathematics N1 Building Science N1 Building Drawing N1 <u>Optional</u> Engineering Science N1 Bricklaying and Plastering Theory N1 Plumbing Theory N1 Carpentry and Roofing Theory N1 Metal Workers Theory N1	Mathematics N2 Building Science N2 Building Drawing N2 <u>Optional</u> Engineering Science N2 Bricklaying and Plastering Theory N2 Plumbing Theory N2 Carpentry and Roofing Theory N2	Mathematics N3 Building Science N3 Building Drawing N3 <u>Optional</u> Engineering Science N3 Building and Civil Technology N3

Career opportunities: Architectural technician; quantity surveyor; drainage inspector; builder; plumber.



#### **Electrical Engineering**

N1	N2	N3
Mathematics N1	Mathematics N2	Mathematics N3
Engineering Science N1	Engineering Science N2	Engineering Science N3
Industrial Electronics N1	Industrial Electronics N2	Industrial Electronics N3
Electrical Trade Theory N1	Electrical Trade Theory N2	Electro technology N3

Career Opportunities: Electrician installation; domestic appliance repairs; house wiring.

# Mechanical Engineering

N1	N2	N3
Mathematics N1 Engineering Science N1 Engineering Drawing <i>Optional</i> Fitting and Machine Theory N1 or Motor Trade Theory N1 or Metal Workers Theory N1	Mathematics N2 Engineering Science N2 Engineering Drawing <u>Optional</u> Fitting and Machine Theory N2 or Motor Trade Theory N2 or Diesel Trade Theory N2	Mathematics N3 Engineering Science N3 Engineering Drawing <u>Optional</u> Motor Trade Theory N3 Diesel Trade Theory N3 Mechanotechnology N3

Career Opportunities: Mill Wright; fitter and turner; technically related career opportunities; mechanical technician; power station worker; mechanical draughtsman; welder; tool maker.



Beauty Qualification:	ITEC DIPLOMA for Beauty Specialist (Level 2) and Facial Electrical treatments (Level 3)	
Duration:	1 Year (Full time)	۲Ĉ٦
Admission Requirements:	Passed Grade 12 or NQF Level 4 Certificate	

Learning areas to be covered		
Make-up	Professional Conduct and Business	
Manicure and Pedicure	Awareness	
Waxing	Facial Electrical Treatment	

#### Short Skills Programmes offered at the Pretoria Campus

Skills programme	Duration	Certification
<ul> <li>Baking</li> <li>Costing of a recipe.</li> <li>Baking a variety of cakes, tarts, bread, buns, rusks and scones.</li> </ul>	12 Saturdays	College Certificate
Event Management • Types of events • How to choose a venue • Etiquette • Event Elements • Finances and administration	12 Saturdays	College Certificate

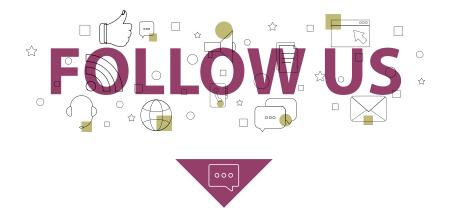


Skills programme	Duration	Certification
<ul> <li>Fashion Design</li> <li>Measuring and calculation</li> <li>Draw of a block pattern</li> <li>Elaborate different styles using block pattern</li> </ul>	12 Saturdays	College Certificate
Flower Arranging <ul> <li>Identify different flowers, and use of it</li> <li>Storage and watering of flowers</li> <li>20 different bouquets, practical</li> <li>How to do a quotation, finances and planning</li> </ul>	12 Saturdays	College Certificate
<ul> <li>Garment Making</li> <li>How to use a sewing machine</li> <li>How to use an industrial pattern, layout and cut of garment and ensemble parts of pattern</li> <li>Make 6 different garments</li> </ul>	12 Saturdays	College Certificate
Manicure and Pedicure <ul> <li>Basic Manicure</li> <li>Oil manicure</li> <li>Paraffin wax manicure</li> </ul>	12 Saturdays	College Certificate
<ul> <li>Make-up</li> <li>Foundation application and corrective make-up</li> <li>Day make-up</li> <li>Evening make-up</li> <li>Bridal make-up</li> </ul>	12 Saturdays	College Certificate



Skills programme	Duration	Certification
<ul> <li>Nail Technology</li> <li>Perform nail services</li> <li>Apply gel nail enhancement</li> <li>Apply liquid and powder nail enhancement</li> </ul>	12 Saturdays	College Certificate
<ul> <li>Project Management</li> <li>Explain the fundamentals of project management</li> <li>Develop a simple schedule to facilitate effective project execution</li> </ul>	12 Saturdays	College Certificate
End User Computing • Word • Excel • PowerPoint • Email and Internet • Access	18 Saturdays	MICT SETA. Certificate





# f 🕑 🞯 🖸 in @OfficialTNCTVET www.tnc.edu.za

# #WeAreTNC







#### Central Office Switchboard: (012) 401 1600

Mamelodi Campus Switchboard: (012) 401 1800

Pretoria Campus Switchboard: (012) 401 1601

Rosslyn Campus Switchboard: (012) 401 1750 Soshanguve North Campus Switchboard: (012) 401 1999

Soshanguve South Campus Switchboard: (012) 401 1900

Temba Campus Switchboard: (012) 401 1700