

CTUTRAINING.AC.ZA | 0861 100 396 | ENQUIRY@CTUTRAINING.CO.ZA

WORKFORCE DEVELOPMENT

2020 GUIDE | VERSION 2

CTU training solutions

TABLE OF CONTENTS

CTU OVERVIEW	3	DESIGN PROGRAMMES	
About Us	3	Computer Aided Draughting and Design	19
National Footprint	4	BUSINESS & MANAGEMENT PROGRAMMES	
WORKFORCE OFFERINGS	5	Business Analysis	20
Full Time Qualifications	5	Project Management	21
Part Time Qualifications	5	Generic Management	22
Short Courses	5	Contact Centre	23
Hybrid (VILT) Learning	5	SKILLS DEVELOPMENT - SHORT CREDIT	
LEARNERSHIPS	6	BEARING PROGRAMMES	24
Skills Development	6	GENERAL INFORMATION	29
Learnerships	6	Assessment	29
Registered Learnerships	8	National Qualification Requirements	29
INTERSHIPS	9	Credit Accumulation	29
THE VALUE OF CERTIFICATION	10	Credit Transfer	29
SUGGESTED PROGRAMME TRACKS	11	International Exams	29
IT PROGRAMMES		RPL - RECOGNITION OF PRIOR LEARNING	30
Technical Support & Cloud Solutions	13	What Is RPL?	30
Software Development	14	Gaining Access	30
Data Science	15	Advanced Standing Or Credits	30
App Development	16		
Games Development	17		
Web Development	18		

ABOUT US

CTU Training Solutions Corporate Co. Reg No: 2005/038949/07, opened its doors in 1987 and has been developing skilled professionals ever since.

With faculties in IT, Design, Business/Management, Engineering & Humanities, you have the choice to study full time (1 to 3 year qualifications and diplomas) or part time (qualifications, short courses and skills development programmes). Our national qualifications and international vendor-related certifications pave the road to success for our graduates.

Career opportunities for qualified and certified candidates, from entry level right through to professional level, are increasing rapidly. We have a passion to develop professionals and work together with the industry in creating up-to-date and relevant academic qualifications, in order to equip graduates with the right skills to successfully enter the South African job market.

CTU Training Solutions Corporate is a proud Level 2 BBBEE contributor.

AN INVESTMENT IN
KNOWLEDGE PAYS
THE BEST INTEREST

- BENJAMIN FRANKLIN

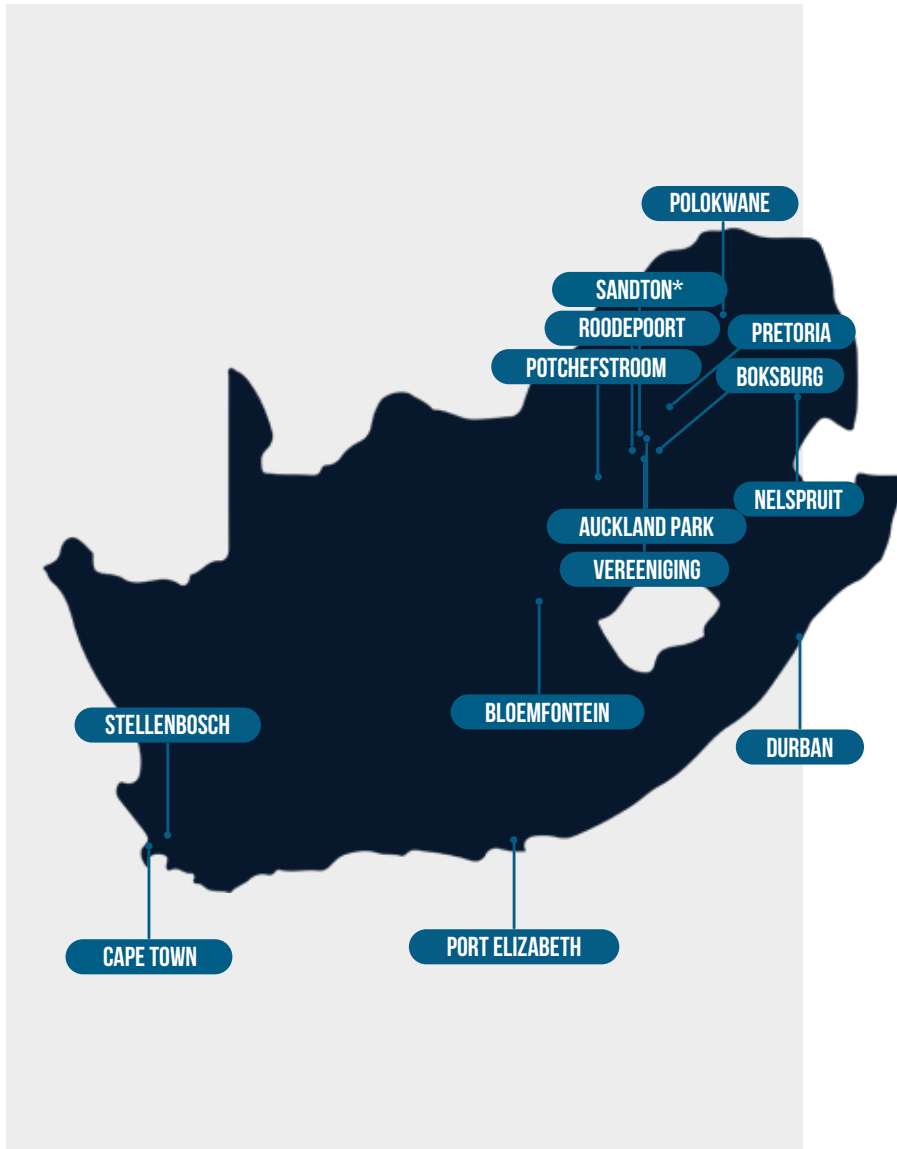
OUR VISION:

To create an exceptional educational experience.

OUR MISSION:

To make a significant contribution in the development of human capital in Southern Africa.

NATIONAL FOOTPRINT



AUCKLAND PARK Tel: 011 482 7422

Curatio Building, 3 Annet Road,

BLOEMFONTEIN Tel: 051 451 2210

1st Floor, Pretty Suites Office Block, Pretty Gardens Lifestyle Centre, Du Plessis Road, Langenhoven Park

BOKSBURG Tel: 011 918 1176

36 Edgar Street, Everleigh

CAPE TOWN Tel: 021 671 0280

Level 3, Stadium on Main, 99 Main Road, Claremont

DURBAN Tel: 031 303 1280

245 Peter Mokaba Road, Cnr. Valley View Road, Morningside

NELSPRUIT Tel: 013 757 0245

Riverside Junction Shopping Centre, Cnr. of R40 and Botanical Gardens Rd

POLOKWANE Tel: 015 297 3250

25 Devenish Street, Polokwane

PORT ELIZABETH Tel: 041 363 2911

26 Worraker Street, Newton Park

POTCHEFSTROOM Tel: 018 290 5340

39 Buskus Street, Baillie Park

PRETORIA Tel: 012 361 6688

Glen Manor Office Park, Block 6, Frikkie de Beer Street, Menlyn

ROODEPOORT Tel: 011 760 4321

Shop 59, The Village @ Horizon, Cnr. Sonop & Ontdekkers Road, Horizon

SANDTON Tel: 011 666 7431

Suite 21, Second Floor, Daisy Street Office Park, 135 Daisy Street
*(*Part Time & Corporate)*

STELLENBOSCH Tel: 021 887 5372/3

1st Floor, Memory Lane Building, Cnr. Andringa & Banghoek Street
(Career)

STELLENBOSCH Tel: 021 883 9939

Jan Celliers Street, Mullerhof Building, Ground Floor
(Part Time & Corporate)

VEREENIGING Tel: 016 423 7341

140 Genl. Hertzog Avenue, Three Rivers

WORKFORCE OFFERINGS

FULL TIME QUALIFICATIONS

We offer one/two and three year full time qualifications with sessions from Monday to Friday, after which the participant could obtain a national qualification and international certification/s (where applicable).

Read more: (ctutraining.ac.za/academic-qualifications/about-ctu/)

PART TIME QUALIFICATIONS

Qualifications vary from 1 year to 18 months part time with sessions in the evening, twice per week and two Saturdays per month, after which the participant will obtain a national qualification and international certification/s*. Selected programmes offer self-paced options – Hybrid (VILT) learning applies.

Higher Education Programmes i.e. Higher Certificates and Diplomas at the accredited Higher Education Campuses can also be offered on a part time basis over 2 or 5 years.

Read more: (ctutraining.ac.za/academic-qualifications/ctu-courses/)

SHORT COURSES

These are skills based and vendor-specific courses (non-credit bearing). International certifications are available to certain relevant courses.

Read more: (ctutraining.ac.za/part-time-courses/)

HYBRID (VILT) LEARNING

BACKGROUND:

Hybrid (VILT) learning is a knowledge and skills learning process (participant centered) that uses various training methods which integrates digital (internet and mobile), recorded and traditional face-to-face training activities in a planned manner. The method ensures that the participants can attend training after hours via VILT making use of material that is available to them electronically and online.

At CTU the Hybrid (VILT) approach to course delivery combines face-to-face sessions (theory and practical) with online activities (Safari books and ColCampus), as well as group and research activities.

VIRTUAL INSTRUCTOR-LED TRAINING

“Virtual Instructor Led Training” (VILT) forms an integral part of Hybrid learning at CTU. Our senior facilitators, heads of programmes, faculty heads or industry specialist will be doing training to all campuses simultaneously via a live-streaming platform. Training facilities will be set up to ensure interaction between participants and the facilitator. These sessions will then be recorded and made available to participants via ColCampus. VILT sessions will be rescheduled if load shedding occurs. VILT theory sessions will be “podcast” and video recordings will be made available online daily. The participants of campuses experiencing electricity outages must connect with the VILT facilitator via Skype.

TEACHING METHODOLOGY:

From 2020 CTU will be making use of a flipped classroom approach. The flipped classroom approach will be used to blend the online learning and face-to-face learning environments. The participant, therefore, will use independent study time to watch lecture video content that introduces new concepts. They then use sessions to engage in discussion about this information, do exercises with the support of their teacher, and engage in group work and discussion.

All CTU study guides will guide the participant to ensure that all pre-reading on subjects and topics takes place prior to the participant attending a face to face session. During the training sessions, participants can then engage in an authentic, collaborative learning experience with the facilitator as well as other participants. The underlying premise is that participants review information outside of training session times and, instead of simply receiving information from the instructor/facilitator, come prepared to discuss concepts.

GROUP AND RESEARCH:

The hybrid (VILT) instruction method allows the participants to interact with content and engage in learning activities before, during, and after the face-to-face sessions. This interaction will take place in the group and research sessions.

To enable participants to be fully active in the Hybrid (VILT) Learning approach each participant must have a device with data. Please see “Bring your own device information.”

Read more: (ctutraining.ac.za/part-time-courses/hybrid-training/)

* Refer to course breakdown for more information on international certification offerings.

All information was correct at the time of print. However, courses might have changed by course delivery date. Please ensure that you receive the latest course content from your nearest campus or the website.

*Only selected registered campuses. Pending DHET registration.

LEARNERSHIPS

SKILLS DEVELOPMENT

Skills shortages are a key threat to the future growth of South African businesses. Upskilling the existing workforce is vital for securing a business's future and ensuring it remains competitive. If you or your employees are well trained they'll be more productive, leading to increased efficiency, and higher profits for your business.

LEARNERSHIPS

A learnership is a work-based route to obtaining a qualification. It is an education and training programme comprising of both structured practical workplace (on-the-job) experience and structured theoretical training. The duration of a learnership is approximately twelve months and results in a full national qualification. CTU has over 14 registered ICT Learnerships up to NQF Level 5 and 6.

At CTU the learnership best practice is identified as follows:

- All training is instructor-led.
- Training times are structured according to required notional hours per learnership.
- Learners attend training and workplace learning sessions based on an agreed schedule.

Various other options can be offered. However, CTU suggests the 6 months theoretical session and 6 months' workplace experience as the best option - depending on accreditation requirements. Learnership groups smaller than 20 will fall into various available programme schedules. Groups larger than 20 are not restricted to specific starting dates and their schedules can be customized according to the client's needs.

PRIMARY BENEFITS OF LEARNERSHIPS:

Upskilling of Employees and Related Benefits

There are immediate benefits to upskilling employees on learnerships for the employer:

- Increased loyalty towards the employer – Employees are less likely to leave a company that takes interest and invests in their personal and professional development.
- Technical expertise is enhanced.
- Learnerships involve a high portion of on-the-job training. Work performance and productivity are not negatively impacted as much when compared to traditional learning methods.
- Increased productivity and profitability – Employees tend to be more motivated and strive to add greater value to the organisation.

BENEFITS FOR THE PARTICIPANT:

- Participants need learnerships because they cannot afford the loss of income that would result in full-time studying.
- Participants gain technical expertise and knowledge through learnerships that are directly and practically related to their field of work.
- Learnerships enable further learning and allow participants the opportunity to gain a nationally recognised qualification through a structured learning programme.
- A good qualification provides a basis for further personal development. Work standards and job satisfaction are improved and the participant has a greater self-image and self-esteem.

B-BBEE BENEFITS:

One of the major benefits of a learnership to a company is the impact on the skills development aspect of your B-BBEE scorecard. CTU Training Solutions has B-BBEE experts available to assist in ensuring that learnership interventions are implemented in a manner that maximises the B-BBEE scorecard. Points are based on a Generic Scorecard.

LEARNERSHIP B-BBEE RECOGNITION:

In many aspects, a company could earn points under employment equity for black people.

SKILLS DEVELOPMENT EXPENDITURE

The skills development element requires that 6% of the annual payroll is spent on black employees. The thresholds for classification as an Exempted Micro Enterprise (EME), Qualifying Small Enterprise (QSE) or Generic Entity are as follows:

EME: Annual Turnover under R 10 mil - exempt from BEE.

QSE: Annual turnover between R10 million and R50 million.

Generic (Large) Entity: Annual turnover of R50 million or more.

For a Generic Entity, in total 6% of the leviable amount should be spent on training specified in the Learning Programmes Matrix for black people. At least 0.3% of the leviable amount should be spent on training specified in the Learning Programmes Matrix for black people with disabilities. Learnerships, apprenticeships or internships for black employees and black unemployed people are required for a Generic Entity. The target is 2.5% of the entity's total workforce for black employees and black unemployed people.

All information was relevant and correct at the time of publish.

LEARNERSHIPS

The Economic Active Population (EAP) targets are applied to each indicator for the Skills Development element for a Generic Entity.

For a QSE, in total 3% of the leviable amount should be spent on training.

As per the B-BBEE Learning Programme Matrix, learnership programmes fulfil the requirements of B, C and D categories – therefore ensuring that the total amount of Training Force invoice and salaries paid to employees on the learnership programme are recognised as part of skills development expenditure which makes the 6% target more attainable. Bonus points - an additional 5 points available upon the successful employment of unemployed youth (18.2's).

PREFERENTIAL PROCUREMENT SCORECARD

CTU Training Solution's B-BBEE credentials are measured through the group's rating process. CTU has been awarded a Level Two (2) B-BBEE rating by Empowerdex. This enables you to account for 125% of your procurement spend with us on your B-BBEE scorecard.

TAX ALLOWANCE BENEFITS

One of the benefits to United Stations running learnerships is the tax allowance (Section 12H of the Income Tax Act 58 of 1962 and subsequent amendments) which is associated with them.

The tax allowance available to companies running learnerships is as follows:

Commencement allowance: R40 000 based on pro rata over a 12 month period (R60 000 for disabled participants)

Completion allowance: R40 000, when the learnership is successfully completed (R60 000 for disabled participants), over a minimum of a 12 month period.

Using learnerships, tax allowances can significantly decrease the cost of training for each participant

Youth Wage Subsidy

In the case of employing a previously unemployed youth under the age of 30, the employer might qualify to claim back monthly youth wage subsidy based on the remuneration paid to the identified employee for the first two years of full time employment.

WORK INTEGRATED LEARNING (WIL)

All learnerships have practical workplace-based experience. Learners will be required to complete a Workplace Logbook signed off by the appointed workplace mentors.

HOW ARE LEARNERSHIPS FUNDED?

Funded learnerships are funded by a SETA where the company is registered and has applied for funding, while unfunded learnerships are self-funded by a private company. With funded learnerships, SETAs will advise when funding is available, while with unfunded learnerships, the company needs to send a letter of intent to the SETA it is registered with, indicating when it would like to run the learnership, the programme that it intends to run and the number of participants it would like to host.

SETAs advertise in national newspapers and on websites. They also send e-mails to companies that submit a Workplace

Skills Plan or participate in other projects with them. In most instances, SETAs indicate programmes and NQF levels that address skills shortages at that time.

Companies wanting to engage in learnerships must ensure that their Workplace Skills Plan includes the learnerships they want to host, as well as the scarce and critical skills being addressed. When asked for funding, certain SETAs consider whether the applicant has identified critical or scarce skills in their proposed learnership plan.

When companies submit their Workplace Skills Plans, some SETAs expect them to submit the learnership funding request at the same time, as these run concurrently. Certain SETAs' funding windows open after submission of a Workplace Skills Plan, while others open twice a year. Companies must know which model their SETA follows so that they can prepare properly.

Regardless of whether the learnership is funded or unfunded, companies can claim Company Tax rebates at the beginning and end of the learnership. This is subject to the registration of the participants at the SETA and the completion of the learnerships by these participants. It is also pro-rated according to the tax year. In order to claim the tax rebate from the SA Revenue Service, the company must have a form from the SETA stating each participant's registration and progress/completion.

<https://www.itweb.co.za/office/ctu-training-solutions-pty-ltd/content/xA9POvNYVYAqo4J8>

All information was relevant and correct at the time of publish.

REGISTERED LEARNERSHIPS

CTU DESCRIPTION	QUALIFICATION NAME	DOL NUMBERS	OFO CODES
Contact Centre Support	71490: LP73269 National Certificate: Contact Centre Support - NQF 2	23Q230021151282	422206
End User Computing 1	61591: National Certificate: End User Computing - NQF 3	12Q120020401303	334102
Web Design	78965: FET Certificate: Systems Development - NQF 4	12Q120021241315	251901
Programming Foundation	78965: FET Certificate: Systems Development - NQF 4	12Q120021241315	251901
IT Technical Support	78964: FET Certificate: IT Technical Support - NQF 4	12Q000016451754	252902, 351301
Project Management 1	*50080: FET Certificate: Project Management - NQF 4	23Q230068281364	441903, 121905, 862913
Computer Aided Draughting 1	66071: FET Certificate: Computer Aided Drawing Office Practice (CAD) - NQF 4	23Q230030291504	311801
Bookkeeper	58375: FET Certificate: Bookkeeping - NQF 4	01/Q010027/26/120/3	242209, 331301, 431101
Generic Management 1	*57712: FET Certificate: Generic Management - NQF 4	23Q230075281504 23Q230074261504	142103
End User Computing 2	71853: National Certificate: End User Computing - NQF 4	12Q120039001324	334102
Contact Centre Operations	93996: LP71489: Further Education and Training Certificate: Contact Centre Operations- NQF 4	23Q230022141454	422206
IT Cloud Solutions Administrator	48573: National Certificate: IT Systems Support - NQF 5	12Q120011001205	252301, 252101/201
IT Cloud Solutions Administrator (Cloud and Security Professional: CISCO)	48573: National Certificate: IT Systems Support - NQF 5 (CISCO Add-on)	12Q120011001205	252301, 252101/201
Software Development	48872: National Certificate: IT Systems Development NQF 5	12Q120021241315	251401, 251201,251901
Data Science	48872: National Certificate: IT Systems Development NQF 5	12Q120021241315	251401, 251201,251901
App Development	48872: National Certificate: IT Systems Development NQF 5	12Q120021241315	251401, 251201,251901
Web Development	48872: National Certificate: IT Systems Development NQF 5	12Q120021241315	251401, 251201,251901
Games Development	48872: National Certificate: IT Systems Development NQF 5	12Q120021241315	251401, 251201,251901
Business Analysis	63769: National Certificate: Business Analysis Support Practice - NQF 5		
Project Management 2	*58395: National Certificate: Project Management - NQF 5	02Q020039001205	441903, 121905, 862914
Office Administrator	23618: Certificate: Office Administration - NQF 5	01/Q010021/00/120/5	422601, 431301, 441501
IT Solutions Expert: Open Source	48573: National Certificate: IT Systems Support - NQF 5	12Q120011001205	252301, 252101/201
Database Development (Business Intelligence)	71850: Certificate: IT Database Development - NQF 6	12Q120038001206	252101, 251401, 251901
Data Analysis	71850: Certificate: IT Database Development - NQF 6	12Q120038001206	252101, 251401, 251901
Cyber Security	71850: Certificate: IT Database Development - NQF 6	12Q120038001206	252101, 251401, 251901
AI and Machine learning	71850: Certificate: IT Database Development - NQF 6	12Q120038001206	252101, 251401, 251901
Advanced App Development	71850: Certificate: IT Database Development - NQF 6	12Q120038001206	252101, 251401, 251901
Advanced Games Development	71850: Certificate: IT Database Development - NQF 6	12Q120038001206	252101, 251401, 251901
IT Cloud Solutions Engineer	71869: Certificate: IT Database Administration - NQF 6	12Q120037001206	252101

* Self-paced options are available for the following registered qualifications: 50080 QCTO FET Certificate: Project Management - NQF 4. 58395 QCTO National Certificate: Project Management - NQF 5 and 57712 QCTO FET Certificate: Generic Management - NQF 4.

INTERNSHIPS

An internship is a programme designed to give higher education graduates an opportunity to extend their academic qualifications with structured workplace exposure and specialised training. The MICT SETA utilizes the concept of internships to fast-track high level skills, to offer needed work experience to unemployed graduates and to empower graduates with practical knowledge aligned with their qualification. CTU provides companies and participants the opportunity to develop unemployed youth or graduates through CTU accredited programmes. The IT industry increasingly requires participants to enter companies with real-life, structured practical experience, as well as an in-depth theoretical background.

WE PROVIDE AN OPPORTUNITY FOR:

- Graduates looking for structured workplace exposure in the IT, Design and Business & Management fields to extend and build on their academic qualification.
- Previously disadvantaged participants looking for an opportunity to study within the ICT industry.
- Organisations wanting to recruit participants with the skills to meet the demands of today's technology without any training cost obligation.

CTU offers organisations the opportunity to participate in our various internship projects and to offer a participant/s workplace experience after graduation where they will gain invaluable marketing, technical sales or customer service skills. These courses are delivered online or face-to-face in real-time, enabling participants to interact with established industry experts. The vision for our internship projects is to give graduates the opportunity to study market-relevant technologies and receive relevant exposure from companies, making them more employable.

The stakeholder companies will be required to compensate a participant with a monthly stipend. Speak to a Human Resource Development Consultant at CTU if you wish to participate in any future funded or non-funded internship projects, and help give a graduate the opportunity to succeed.

CTU RECRUITS

CTU Recruitment Solutions, a division of CTU Training Solutions, has a team of professional recruitment consultants that can assist in the screening of potential candidates for learnership and internship projects, assisting in finding the right fit for any organisation.

SELF-PACED: FLEXIBLE LEARNING SOLUTIONS

A FLEXIBLE STUDY METHOD CONSISTING OF CONTACT SESSIONS, SELF STUDY AND ONLINE TRAINING - IDEAL FOR SOMEONE WHO WANTS TO STUDY WHILE WORKING.

Self study & contact sessions

- All participants must keep a workplace experience log book. Only experience related to the participant's studies should be captured.
- Induction day and first session attendance are compulsory.
- Participants will build an electronic Portfolio of Evidence. Summative assessments as per academic calendar (x4 sessions) to take place on-site.
- Confirm graduation date with campus manager.
- Please refer to study guide for more information.

THE VALUE OF CERTIFICATION

The debate of **certificates, certifications, diplomas, degrees** and **experience** has been going on for a long time and no definite conclusion has been reached.

It all basically comes down to **personal preference** and the **academic** and **workplace end goal**.

According to **Scott Skinger**, CEO & Founder of **TrainSignal**, a lot of hiring managers said **IT certifications, hands-on experience** and **education** are the main three factors that catch their eyes.

The question then arises as to why certify when you can get a 'higher rated' diploma or degree? The answer is quite straight forward.

Certifications are a clear indication of how up-to-date a person's skills are. Most certifications are reviewed and updated regularly to keep up to date with the technology and business trends in the workplace environment.

"In an industry that is constantly advancing, the most valuable employee is one who shows a willingness to continue growing and adapting to a quickly-evolving workplace," Skinger said.

If you study towards a diploma or degree which take two to three years, the knowledge you have obtained in your first year will likely be outdated.

Sure the basic & foundational information taught will still be applicable, but the knowledge of the latest and more advanced technologies & programmes won't be there.

Nothing stops you to certify during your studies or after you have obtained a diploma or degree.

To be considered for an IT position at any company, you will need to have the right combination of education, experience and certification/s.

Companies would rather hire someone with a certification, because it gives you recognition.

It is a means to stand out in your field with a set of qualifications that demonstrate your commitment to staying current with the very latest technological advances. Also, a company will likely choose a certified professional than a professional without the right certifications.

A certification will open the door to a new career since it is proof that you are skilled in a specific area.

Certifications are not only important in the IT industry, but in most other industries as well.

Designers need to keep up to date with the latest programme versions, everyone (or mostly everyone) in the office needs to know how the office programmes work, and the list goes on and on.

To certify, or not to certify? It is up to you to decide what you want out of your work life.

Just remember, if you want to differentiate yourself from the rest of the crowd as skilled on the newest technologies and increase your employability – certification is the way to go.

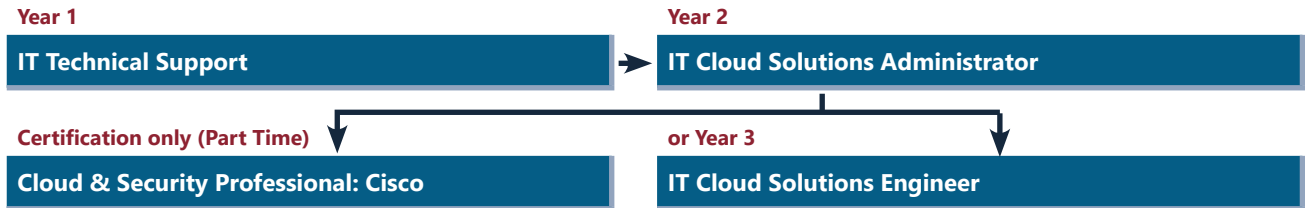
Sources: Number of college grads with IT degrees down (techrepublic.com) & IT Certifications vs. Experience vs. Degree (community.spiceworks.com)

IT PROGRAMMES

TECHNICAL SUPPORT & CLOUD SOLUTIONS

NATIONAL SENIOR CERTIFICATE (GRADE 12), INCLUDING AN ACHIEVEMENT RATING OF AT LEAST 3 (40-49%) IN MATHEMATICS LITERACY & LANGUAGE OR ENGLISH FIRST ADDITIONAL LANGUAGE. APPLICATION FORM & DIAGNOSTICS ASSESSMENT AT THE CAMPUS

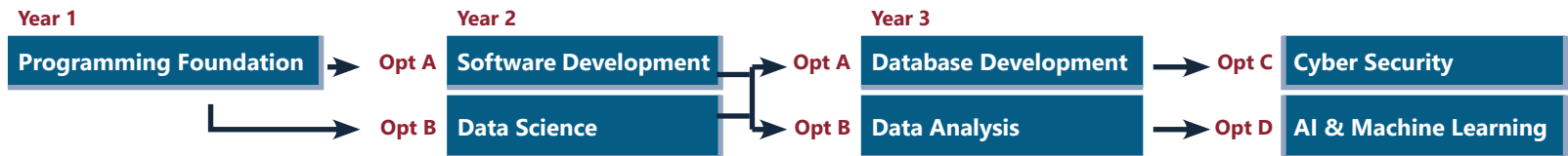
In this department the it Technical Support qualification creates entry level systems support professionals with good fundamental knowledge of the technical support field. The next qualification in the Technical Support & Cloud Solutions track, it Cloud Solutions Administrator further builds on the technical skills required to progress to the it Cloud Solutions Engineer. These qualifications are aligned to international certifications that prepare learners to write the selected international exams



SOFTWARE DEVELOPMENT

NATIONAL SENIOR CERTIFICATE (GRADE 12). MATH LITERACY / MATHEMATICS/TECHNICAL MATHS. APPLICATION FORM & DIAGNOSTICS ASSESSMENT AT THE CAMPUS

Microsoft Certified Solutions Developer is a certification for IT professionals seeking to demonstrate their ability to build innovative solutions across multiple technologies, both on-premises and in the cloud.



APP DEVELOPMENT

NATIONAL SENIOR CERTIFICATE (GRADE 12). MATH LITERACY / MATHEMATICS/TECHNICAL MATHS. APPLICATION FORM & DIAGNOSTICS ASSESSMENT AT THE CAMPUS

Learn to develop & design mobile and web applications by using JAVA, HTML 5 and more.



GAMES DEVELOPMENT

NATIONAL SENIOR CERTIFICATE (GRADE 12). MATH LITERACY / MATHEMATICS/TECHNICAL MATHS. APPLICATION FORM & DIAGNOSTICS ASSESSMENT AT THE CAMPUS

Create, design and develop games in this games development programme. Get skilled in JAVA, C#, Unity and more...



WEB DESIGN & DEVELOPMENT

NATIONAL SENIOR CERTIFICATE (GRADE 12), INCLUDING AN ACHIEVEMENT RATING OF AT LEAST 3 (40-49%) IN COMMUNICATION APPLICATION FORM & DIAGNOSTICS ASSESSMENT AT THE CAMPUS

Web development is a broad term for the work involved in developing a website. Among web professionals, "web development" usually refers to the main non-design aspects of building websites: writing mark-up & coding. Web development can range from developing the simplest static single page of plain text to the most complex web-based internet applications, electronic businesses, or social network services.



DESIGN PROGRAMMES

COMPUTER AIDED DRAUGHTING & DESIGN

As the world moves forward into a globally competitive market, trends, designs & developments are changing daily. Architects, engineers, designers, manufacturers & shop fitters are now using AutoCAD, Revit and Inventor, making Computer Aided Drawing (CAD) operators a much needed commodity. A CAD operator visualises a given sketch of an idea into a Computer Aided Drawing (CAD) 2-dimensional drawing through to a 3-dimensional Computer Aided Drawing (CAD) model.

NATIONAL SENIOR CERTIFICATE (GRADE 12) MATHEMATICS/MATHEMATICS LITERACY & ENGINEERING GRAPHICS & DESIGN (TECHNICAL DRAWING) APPLICATION FORM & DIAGNOSTICS ASSESSMENT AT THE CAMPUS

Foundation Programme

Computer Aided Draughting & Design 1

BUSINESS & MANAGEMENT PROGRAMMES

MANAGEMENT

NATIONAL SENIOR CERTIFICATE (GRADE 12) & APPLICATION FORM AND DIAGNOSTICS ASSESSMENT AT THE CAMPUS REQUIRED FOR ALL

The primary purpose of the Project Management qualification is to provide learners with a foundation of basic project management knowledge and skills which can be used to build further project management related competencies. The Generic Management qualification is aimed at improving the effectiveness and leadership abilities of middle managers in various occupations in South Africa, in private and public business entities as well as non-governmental organisations. The HR qualification will provide skills and knowledge in: strategic planning for human resources management and practices; acquisitions, development and utilisation of people; establishment and improvement of labour and employee relations; compensation and administration related to human resources management and practices.


Project Management 1





Project Management 2

Generic Management 1 (Year 1)

TECHNICAL SUPPORT & CLOUD SOLUTIONS



	IT TECHNICAL SUPPORT	IT CLOUD SOLUTIONS ADMINISTRATOR	IT CLOUD SOLUTIONS ENGINEER	NETWORK PROFESSIONAL: CISCO
MODULES	<p>CPS511: Computer Technology Principles and Support</p> <p>NA511: Network Architecture</p> <p>PSS511: PowerShell (OpenEDX–Desktop Support)</p> <p>MDA512: Modern Desktop Administration</p> <p>IBP412: IT and Business Planning</p>	<p>SS521: Introduction to Server Management</p> <p>ML521: Machine Learning</p> <p>CC521: COFI Curriculum for Fibre Optics</p> <p>CF521: Cloud Fundamentals</p> <p>ADS522: Advanced Server Systems</p> <p>ITIL522: Information Technology Infrastructure Foundation</p>	<p>CA621: Cloud Administration</p> <p>CCS621: Computer and Cloud Security</p> <p>IPM411: Intro to Project Management</p> <p>CAT622: Cloud Architect Technologies and Design</p> <p>MA622: Messaging Administration</p>	<p>CN511: Core Networks A</p> <p>CSA511: Cyber Security Analyst</p> <p>IPM611: Project Management (SCRUM)</p> <p>CN512: Core Networks B</p> <p>CS512: Computer Structures</p>
NATIONAL QUALIFICATION	<p>FET Certificate: IT Technical Support (SAQA ID 78964, NQF Level 4, 163 Credits) Certificate issued by MICT SETA</p>	<p>National Certificate: IT Systems Support (SAQA ID 48573, NQF Level 5, 147 Credits) Certificate issued by MICT SETA</p>	<p>Certificate: IT Database Administration (SAQA ID 71869, NQF Level 6, 120 Credits) Certificate issued by MICT SETA</p>	<p>QCTO National Certificate: IT Systems Support (SAQA ID 48573, NQF Level 5, 147 Credits) Certificate issued by MICT SETA</p>
INTERNATIONAL CERTIFICATIONS	SUGGESTED INTERNATIONAL EXAMS - AT ADDITIONAL COSTS			
 <p>220-1001 CompTIA A+ Core 1</p> <p>220-1002 CompTIA A+ Core 2</p> <p>MD-100 Windows 10</p> <p>MD-101 Managing Modern Desktops</p> <p>N10-007 CompTIA Network+</p>	<p>MS-100: Microsoft 365 Identity and Services</p> <p>MS-101: Microsoft 365 Mobility and Security Outcome - Microsoft 365 Certified: Enterprise Administrator Expert</p> <p>AZ-900 Microsoft Azure Fundamentals</p>	<p>Outcome - Microsoft Certified Azure Cloud Administrator</p> <p>AZ-103 Microsoft Azure Administrator Outcome - Microsoft Certified Azure Solution Architect Expert</p> <p>AZ-300 Microsoft Azure Architect Technologies</p> <p>AZ-301 Microsoft Azure Architect Design Outcome - Microsoft Certified Azure Security Engineer Associate</p> <p>AZ-500 Microsoft Azure Security Technologies</p> <p>Outcome - Microsoft Certified Azure Data Engineer Associate</p> <p>DP-201 Designing an Azure Data Solution</p> <p>MS-200 Planning and Configuring a Messaging Platform</p> <p>MS-201 Implementing a Hybrid and Secure Messaging Platform</p>	<p>210-250 Understanding Cisco Cybersecurity Fundamentals SECFND</p> <p>210-225 Implementing Cisco Cybersecurity Operations (SECOPS)</p> <p>200-301: Implementing and Administering CISCO Solutions (CCNA) <i>*Optional (for student's own account)</i> <i>**New exam (CCNA v3); also known as CCNAX</i></p> <p>200-125** CCNA Routing and Switching</p> <p>CS0-001* Cyber Security Analyst</p> <p>On completion of international exams: CCNA: CISCO Certified Network Associate</p>	
ENTRANCE REQUIREMENTS	<p>National Senior Certificate (Grade 12), including an achievement rating of at least 3 (40-49%) in Mathematics Literacy & language or English first additional language Application form & diagnostics assessment at the campus</p>	<p>FET Certificate: IT Technical Support (SAQA ID 78964, NQF Level 4, 163 Credits)</p>	<p>National Certificate: IT Systems Support (SAQA ID 48573, NQF Level 5, 147 Credits)</p>	<p>QCTO FET Certificate: IT Technical Support (SAQA ID 78964, NQF Level 4, 164 Credits)</p>
PLEASE REQUEST UPDATED PROGRAMME INFORMATION FROM YOUR CAMPUS				

SOFTWARE DEVELOPMENT

	PROGRAMMING FOUNDATION	SOFTWARE DEVELOPMENT	DATABASE DEVELOPMENT	DATA ANALYSIS	CYBER SECURITY	AI AND MACHINE LEARNING
MODULES	<p>PPD411: Principles of Programme Design</p> <p>CAF411: Computer Architecture</p> <p>DLP411: Digital Literacy & Proficiency</p> <p>CYB411: Cybernetics</p> <p>BP411: Basic Programming</p> <p>RD412: Robotic Development</p> <p>CWD412: Core Web Development</p> <p>PRGE412: Programmer Ethics</p> <p>NA412: Network Architecture</p> <p>RDD412: Relational Database Development</p>	<p>JD521: Beginner JAVA</p> <p>PRG521: Intermediate Programming</p> <p>IPG521: Intermediate Web Development</p> <p>PRG522: Advanced Programming</p> <p>JD522: Advanced JAVA (Data Science Add-on available)</p>	<p>DBD631: Database Development</p> <p>BSM631: Basic Server Management</p> <p>CM631: Change Management</p> <p>DWD632: Data Warehouse Development</p> <p>DDQ632: Database Data Querying</p>	<p>DBD631: Database Development</p> <p>BSM631: Basic Server Management</p> <p>CM631: Change Management</p> <p>AVP632: Analyzing and Visualizing Data 1</p> <p>AVE632: Analyzing and Visualizing Data 2</p>	<p>DBD631: Database Development</p> <p>BSM631: Basic Server Management</p> <p>CM631: Change Management</p> <p>ADI632: Administering Database Infrastructure</p> <p>AS632: Advanced Server Security</p>	<p>DBD631: Database Development</p> <p>BSM631: Basic Server Management</p> <p>CM631: Change Management</p> <p>DDQ632: Database Data Querying</p> <p>DAS632: Designing and Implementing AI Solution</p>
NATIONAL QUALIFICATION	<p>FET Certificate: Systems Development (SAQA ID: 78965 NQF Level 4, 165 Credits). Certificate issued by MICT SETA</p>	<p>National Certificate: IT Systems Development (SAQA ID 48872, NQF 5, 131 Credits). Certificate issued by MICT SETA</p>	<p>Certificate: IT Database Development (SAQA ID 71850, NQF 6, 120 Credits). Certificate issued by MICT SETA</p>			
INTERNATIONAL CERTIFICATIONS	SUGGESTED INTERNATIONAL EXAMS - AT ADDITIONAL COSTS					
 	<p>98-381 Introduction to Programming Using Python</p> <p>98-382 Introduction to Programming Using JavaScript</p> <p>98-383 Introduction to Programming Using HTML and CSS</p> <p>220-1001 CompTIA A+ Hardware</p> <p>98-366 Networking Fundamentals</p> <p>AZ-900 Microsoft Azure Fundamentals</p>	<p>AZ-400 Microsoft Azure DevOps</p> <p>Outcome - Microsoft Certified: Azure DevOps Engineer Expert</p> <p>AZ-204 Developing Solutions for Microsoft Azure</p> <p>Outcome - Microsoft Certified: Azure Developer Associate</p> <p>1Z0-808 Java SE 8 Programmer 1</p> <p>Outcome - Microsoft Certified: Azure Cloud Administrator</p>	<p>DP-200 Implementing an Azure Data Solution</p> <p>DP-201 Designing an Azure Data Solution</p> <p>Outcome - Microsoft Certified: Azure Data Engineer Associate</p> <p>AZ-220 Microsoft Azure IoT Developer</p> <p>Outcome - Microsoft Certified: Azure IoT Developer Specialty</p>	<p>DP-200 Implementing an Azure Data Solution</p> <p>DP-201 Designing an Azure Data Solution</p> <p>Outcome - Microsoft Certified: Azure Data Engineer Associate</p> <p>77-728 Excel 2016 Expert: Interpreting Data for Insights</p> <p>Outcome - Microsoft Office Specialist: Microsoft Excel 2016 Expert</p> <p>DA-100 Analysing Data with Microsoft Power BI</p> <p>Outcome - Microsoft Certified: Azure Data Scientist Associate</p>	<p>DP-200 Implementing an Azure Data Solution</p> <p>DP-201 Designing an Azure Data Solution</p> <p>Outcome - Microsoft Certified: Azure Data Engineer Associate</p> <p>DP-300 Microsoft Certified: Azure Database Administrator Associate</p> <p>Outcome - Microsoft Certified: Azure Database Administrator Associate</p> <p>CEH Certified Ethical Hacker</p>	<p>DP-200 Implementing an Azure Data Solution</p> <p>DP-201 Designing an Azure Data Solution</p> <p>Outcome - Microsoft Certified: Azure Data Engineer Associate</p> <p>AI-100 Designing and Implementing an Azure AI Solution</p>
ENTRANCE REQUIREMENTS	<p>NQF3 Qualification. Should the NQF3 qualification not include fundamental modules, this will be done as part of Programming Foundation SAQA ID: 78965 Level 4. <i>Recommended:</i> National Senior Certificate (Grade 12). Math Literacy/ Mathematics/ Technical Maths. Application form & diagnostics assessment at the campus</p>	<p>National Senior Certificate (Grade 12), Math Literacy/Mathematics/ Technical Maths. Diagnostic assessment at campus on induction. <i>Recommended:</i> FET Certificate: Systems Development (SAQA ID: 78965 NQF Level 4, 165 Credits)</p>	<p>National Certificate: IT Systems Development (SAQA ID 48872, NQF 5, 131 Credits)</p>			

PLEASE REQUEST UPDATED PROGRAMME INFORMATION FROM YOUR CAMPUS

DATA SCIENCE

	PROGRAMMING FOUNDATION	DATA SCIENCE	DATABASE DEVELOPMENT	DATA ANALYSIS	CYBER SECURITY	AI AND MACHINE LEARNING
MODULES	<p>PPD411: Principles of Programme Design</p> <p>CA411: Computer Architecture</p> <p>DLP411: Digital Literacy & Proficiency</p> <p>CYB411: Cybernetics</p> <p>BP411: Basic Programming</p> <p>RD412: Robotic Development</p> <p>CWD412: Core Web Development</p> <p>PRGE412: Programmer Ethics</p> <p>NA412: Network Architecture</p> <p>RDD412: Relational Database Development</p>	<p>PPD521: Principles of program Design</p> <p>IPG521: Internet Programming</p> <p>DBD521: Database Development</p> <p>DAM522: Data Mining</p> <p>DAV522: Data Analysis and Visualisation</p> <p>MLD522: Machine Learning in Data Science</p>	<p>DBD631: Database Development</p> <p>BSM631: Basic Server Management</p> <p>CM631: Change Management</p> <p>DWD632: Data Warehouse Development</p> <p>DDQ632: Database Data Querying</p>	<p>DBD631: Database Development</p> <p>BSM631: Basic Server Management</p> <p>CM631: Change Management</p> <p>AVP632: Analyzing and Visualizing Data 1</p> <p>AVE632: Analyzing and Visualizing Data 2</p>	<p>DBD631: Database Development</p> <p>BSM631: Basic Server Management</p> <p>CM631: Change Management</p> <p>ADI632: Administering Database Infrastructure</p> <p>AS632: Advanced Server Security</p>	<p>DBD631: Database Development</p> <p>BSM631: Basic Server Management</p> <p>CM631: Change Management</p> <p>DDQ632: Database Data Querying</p> <p>DAS632: Designing and Implementing AI Solution</p>
NATIONAL QUALIFICATION	<p>FET Certificate: Systems Development (SAQA ID: 78965 NQF Level 4, 165 Credits). Certificate issued by MICT SETA</p>	<p>National Certificate: IT Systems Development (SAQA ID 48872, NQF 5, 131 Credits). Certificate issued by MICT SETA</p>	<p>Certificate: IT Database Development (SAQA ID 71850, NQF 6, 120 Credits). Certificate issued by MICT SETA</p>			
SUGGESTED INTERNATIONAL EXAMS - AT ADDITIONAL COSTS						
INTERNATIONAL CERTIFICATIONS	<p>98-382 Introduction to Programming Using JavaScript</p> <p>98-383 Introduction to Programming Using HTML and CSS</p> <p>220-1001* CompTIA A+ Hardware</p> <p>98-381* Introduction to Programming Using Python</p> <p>98-366* Networking Fundamentals</p> <p>AZ-900 Microsoft Azure Fundamentals</p>  	<p>DP-100 Designing and Implementing a Data Science Solution on Azure</p> <p>Outcome - Microsoft Certified: Azure Data Scientist Associate</p> <p>DP-200 Implementing an Azure Data Solution</p> <p>DP-201 Designing an Azure Data Solution</p> <p>Outcome - Microsoft Certified: Azure Data Engineer Associate</p> <p>DA-100 Analyzing Data with Microsoft Power BI</p> <p>Outcome - Microsoft Certified: Data Analyst Associate</p>	<p>DP-200 Implementing an Azure Data Solution</p> <p>DP-201 Designing an Azure Data Solution</p> <p>Outcome - Microsoft Certified: Azure Data Engineer Associate</p> <p>AZ-220 Microsoft Azure IoT Developer</p> <p>Outcome - Microsoft Certified: Azure IoT Developer Specialty</p>	<p>DP-200 Implementing an Azure Data Solution</p> <p>DP-201 Designing an Azure Data Solution</p> <p>Outcome - Microsoft Certified: Azure Data Engineer Associate</p> <p>77-728 Excel 2016 Expert: Interpreting Data for Insights</p> <p>Outcome - Microsoft Office Specialist: Microsoft Excel 2016 Expert</p> <p>DA-100 Analysing Data with Microsoft Power BI</p> <p>Outcome - Microsoft Certified: Azure Data Scientist Associate</p>	<p>DP-200 Implementing an Azure Data Solution</p> <p>DP-201 Designing an Azure Data Solution</p> <p>Outcome - Microsoft Certified: Azure Data Engineer Associate</p> <p>DP-300 Microsoft Certified: Azure Database Administrator Associate</p> <p>Outcome - Microsoft Certified: Azure Database Administrator Associate</p> <p>CEH* Certified Ethical Hacker</p>	<p>DP-200 Implementing an Azure Data Solution</p> <p>DP-201 Designing an Azure Data Solution</p> <p>Outcome - Microsoft Certified: Azure Data Engineer Associate</p> <p>AI-100 Designing and Implementing an Azure AI Solution</p>
ENTRANCE REQUIREMENTS	<p>NQF3 Qualification. Should the NQF3 qualification not include fundamental modules, this will be done as part of Programming Foundation SAQA ID: 78965 Level 4. <i>Recommended:</i> National Senior Certificate (Grade 12). Math Literacy/ Mathematics/ Technical Maths. Application form & diagnostics assessment at the campus</p>	<p>National Senior Certificate (Grade 12), Math Literacy/Mathematics/ Technical Maths. Diagnostic assessment at campus on induction. <i>Recommended:</i> FET Certificate: Systems Development (SAQA ID: 78965 NQF Level 4, 165 Credits)</p>	<p>National Certificate: IT Systems Development (SAQA ID 48872, NQF 5, 131 Credits)</p>			
PLEASE REQUEST UPDATED PROGRAMME INFORMATION FROM YOUR CAMPUS						

APP DEVELOPMENT

	PROGRAMMING FOUNDATION	APP DEVELOPMENT	ADVANCED APP DEVELOPMENT
MODULES	<p>PPD411: Principles of Programme Design CA411: Computer Architecture DLP411: Digital Literacy & Proficiency CYB411: Cybernetics BP411: Basic Programming RD412: Robotic Development CWD412: Core Web Development PRGE412: Programmer Ethics NA412: Network Architecture RDD412: Relational Database Development</p>	<p>JD521: Beginner JAVA PRG521: Intermediate Programming IPG521: Intermediate Web Development JD522: Advanced JAVA IPG522: Advanced Web Development</p>	<p>CM631: Change Management DBD631: Database Development BSM631: Basic Server Management DDQ632: Database Data Querying MD632: Mobile Developer</p>
NATIONAL QUALIFICATION	<p>FET Certificate: Systems Development (SAQA ID: 78965 NQF Level 4, 165 Credits). Certificate issued by MICT SETA</p>	<p>National Certificate: IT Systems Development (SAQA ID 48872, NQF 5, 131 Credits) Certificate issued by MICT SETA</p>	<p>Certificate: IT Database Development (SAQA ID 71850, NQF 6, 120 Credits) Certificate issued by MICT SETA</p>
INTERNATIONAL CERTIFICATIONS	SUGGESTED INTERNATIONAL EXAMS - AT ADDITIONAL COSTS		
 	<p>98-381 Introduction to Programming Using Python 98-382 Introduction to Programming Using JavaScript 98-383 Introduction to Programming Using HTML and CSS 220-1001 CompTIA A+ Hardware 98-366 Networking Fundamentals AZ-900 Microsoft Azure Fundamentals</p>	<p>MS-600 Building Applications and Solutions with Microsoft 365 Core Services Outcome - Microsoft 365 Certified: Developer Associate AZ-204 Developing Solutions for Microsoft Azure Outcome - Microsoft Certified: Azure Developer Associate 1Z0-808 Java SE 8 Programmer 1 Outcome - Microsoft Certified Azure Cloud Administrator</p>	<p>DP-200 Implementing an Azure Data Solution DP-201 Designing an Azure Data Solution Outcome - Microsoft Certified: Azure Data Engineer Associate * Associate Android Developer</p>
ENTRANCE REQUIREMENTS	<p>NQF3 Qualification. Should the NQF3 qualification not include Fundamental modules, this will be done as part of Programming Foundation SAQA ID: 78965 Level 4. <i>Recommended:</i> National Senior Certificate (Grade 12). Math Literacy / Mathematics/Technical Maths. Application form & diagnostics assessment at the campus</p>	<p>Systems Development (SAQA ID: 78965 NQF Level 4, 165 Credits)</p>	<p>National Certificate: IT Systems Development (SAQA ID 48872, NQF 5, 131 Credits)</p>
PLEASE REQUEST UPDATED PROGRAMME INFORMATION FROM YOUR CAMPUS			

GAMES DEVELOPMENT

	PROGRAMMING FOUNDATION	GAMES DEVELOPMENT	ADVANCED GAMES DEVELOPMENT
MODULES	<p>PPD411: Principles of Programme Design CA411: Computer Architecture DLP411: Digital Literacy & Proficiency CYB411: Cybernetics BP411: Basic Programming RD412: Robotic Development CWD412: Core Web Development PRGE412: Programmer Ethics NA412: Network Architecture RDD412: Relational Database Development</p>	<p>JD521: Beginner JAVA PRG521: Intermediate Programming IPG521: Intermediate Web Development GDP522: Game Design Platform GTS522: Game Design Theory and Story telling GAM522: Game Digital Art and Modeling</p>	<p>CM631: Change Management DBD631: Database Development BSM631: Basic Server Management DDQ632: Database Data Querying MD632: Mobile Developer GED632: Game environment Design AGM632: Advance Game Modeling GDS632: Game Scripting</p>
NATIONAL QUALIFICATION	<p>FET Certificate: Systems Development (SAQA ID: 78965 NQF Level 4, 165 Credits). Certificate issued by MICT SETA</p>	<p>National Certificate: IT Systems Development (SAQA ID 48872, NQF 5, 131 Credits) Certificate issued by MICT SETA</p>	<p>Certificate: IT Database Development (SAQA ID 71850, NQF 6, 120 Credits) Certificate issued by MICT SETA</p>
INTERNATIONAL CERTIFICATIONS	SUGGESTED INTERNATIONAL EXAMS - AT ADDITIONAL COSTS		
 	<p>98-382 Introduction to Programming Using JavaScript 98-383 Introduction to Programming Using HTML and CSS 220-1001 CompTIA A+ Hardware 98-381 Introduction to Programming Using Python 98-366 Networking Fundamentals AZ-900 Microsoft Azure Fundamentals</p>	<p>AZ-204 Developing Solutions for Microsoft Azure Outcome - Microsoft Certified: Azure Developer Associate 1Z0-808 Java SE 8 Programmer 1 Outcome - Microsoft Certified Azure Cloud Administrator</p>	<p>Unity Expert Gameplay Programmer Unity User: Programmer DP-200 Implementing an Azure Data Solution DP-201 Designing an Azure Data Solution Outcome - Microsoft Certified: Azure Data Engineer Associate</p>
ENTRANCE REQUIREMENTS	<p>NQF3 Qualification. Should the NQF3 qualification not include fundamental modules, this will be done as part of Programming Foundation SAQA ID: 78965 Level 4. <i>Recommended:</i> National Senior Certificate (Grade 12). Math Literacy / Mathematics/Technical Maths. Application form & diagnostics assessment at the campus</p>	<p>FET Certificate: Systems Development (SAQA ID: 78965 NQF Level 4, 165 Credits)</p>	<p>National Certificate: IT Systems Development (SAQA ID 48872, NQF 5, 131 Credits)</p>
PLEASE REQUEST UPDATED PROGRAMME INFORMATION FROM YOUR CAMPUS			

WEB DEVELOPMENT

	WEB DESIGN	WEB DEVELOPMENT
MODULES	<p>GUI411: Graphic User Interface Design (Adobe Photoshop)</p> <p>INS411: Information Systems 1A (ICT for Business)</p> <p>LOGIC 411: Logical Thinking with Python</p> <p>WEP411: Web Programming A</p> <p>WWM411: World Wide Marketing (Social Media Marketing)</p> <p>VR412: Designing games with Unity</p> <p>GUI412: Graphic User Interface Design (Adobe Dreamweaver)</p> <p>WEP412: Web Programming B (Server Admin and WordPress)</p> <p>SWD412: Software Development (Introduction to Java)</p> <p>ON412: Networking and Security</p>	<p>GUI521: Graphical User Interface Design 2A (Web Design Specialist)</p> <p>IPG 521: Internet Programming 1A (Advanced HTML5, CSS3, JavaScript)</p> <p>PG521: Programming 1A (Advanced Python/ Introduction to C#)</p> <p>WWM521: World Wide Marketing (Digital Marketing)</p> <p>GUI522: Graphical User Interface Design 2B (Mobile Application Developer)</p> <p>PG522: Programming 1B (ASP.Net with MVC)</p> <p>IPG522: Internet Programming 1B (PHP and MySQL)</p> <p>GPG522: Gaming Programming (Unity)</p> <p>WEM522: Web Management B (E-Commerce Specialist)</p>
NATIONAL QUALIFICATION	<p>FET Certificate: Systems Development (SAQA ID: 78965 NQF Level 4, 165 Credits) Certificate issued by MICT SETA</p>	<p>National Certificate: IT Systems Development (SAQA ID 48872, NQF 5, 161 Credits) Certificate issued by MICT SETA</p>
INTERNATIONAL CERTIFICATIONS	<p>ACA (Adobe Certified Associate) Photoshop CC</p> <p>ACA (Adobe Certified Associate) Dreamweaver CC</p> <p>CIW Site Development Associate</p>	<p>CIW Advanced HTML5, CSS3 & JavaScript Specialist</p> <p>CIW E-Commerce</p> <p>CIW Web Design Specialist</p>
ENTRANCE REQUIREMENTS	<p>National Senior Certificate (Grade 12), including an achievement rating of at least 3 (40-49%) in Communication Application form & diagnostics assessment at the campus</p>	<p>Adobe Certified Associate (ACA) CIW Foundation Associate FET Certificate: Systems Development (SAQA ID: 78965 NQF Level 4, 165 Credits)</p>

COMPUTER AIDED DRAUGHTING AND DESIGN

	COMPUTER AIDED DRAUGHTING AND DESIGN 1
MODULES	<p>DT411: Design Theory 1</p> <p>SW411: Studio Work 1A</p> <p>CA411: Computer Applications 1A</p> <p>FDM411: Fundamentals A</p> <p>CM412: Construction Materials 1</p> <p>SW412: Studio Work 1B</p> <p>CA412: Computer Applications 1B</p> <p>DOP412: Drawing Office Practice 1B</p>
NATIONAL QUALIFICATION	<p>FET Certificate: Computer Aided Drawing Office Practice (CAD) (SAQA 66071, NQF 4, 131 Credits)</p> <p>Certificate issued by CETA</p>
INTERNATIONAL CERTIFICATIONS	SUGGESTED INTERNATIONAL EXAMS - AT ADDITIONAL COSTS
 <p>AUTODESK Authorized Training Center</p>	<p>On completion of international exams:</p> <p>Autodesk Certified User AutoCAD</p> <p>Autodesk Certified User Revit Architecture</p> <p>Autodesk Certified User Inventor</p>
ENTRANCE REQUIREMENTS	<p>National Senior Certificate (Grade 12) Mathematics/Mathematics Literacy & Engineering Graphics & Design (Technical Drawing)</p> <p>Application form & diagnostics assessment at the campus</p>
	PLEASE REQUEST UPDATED PROGRAMME INFORMATION FROM YOUR CAMPUS

BUSINESS ANALYSIS

	BUSINESS ANALYSIS
MODULES	<p>SPM511: Systems and Process Management</p> <p>BPE511: Business Principles, Ethics and Communication</p> <p>IPM412: Introduction to Project Management</p> <p>RDE512: Research and Development</p>
NATIONAL QUALIFICATION	<p>National Certificate: Business Analysis Support Practice (SAQA ID: 63769 NQF Level 5, 138 Credits)</p> <p>Certificate issued by MICT SETA</p>
INTERNATIONAL CERTIFICATIONS	SUGGESTED INTERNATIONAL EXAMS - AT ADDITIONAL COSTS
ENTRANCE REQUIREMENTS	National Senior Certificate (Grade 12), including an achievement rating of at least 3 (40-49%) in Mathematics Literacy & language or English first additional language
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NEW

PROJECT MANAGEMENT

	PROJECT MANAGEMENT 1	PROJECT MANAGEMENT 2
MODULES	<p>PML411: Project Management Life Cycle Introduction</p> <p>AMP411: Administration in Project Management</p> <p>GPS411: Getting the Project Started</p> <p>TSP412: Timing and Sequence of Project Activities</p> <p>PTQ412: Project Team Dynamics and Quality Management</p> <p>PRM412: Project Resources and Monitoring</p>	<p>PMS521: Introduction to Project Methodologies and Software</p> <p>PSC521: Develop a Project Scope and Charter</p> <p>PPP521: Prepare the Project Plan</p> <p>TRM521: Project Time and Resource Management</p> <p>PCP522: Project Cost and Procurement</p> <p>PRM522: Project Risk Management</p> <p>PMC522: Project Monitor and Control</p> <p>PCO522: Project Close Out</p>
NATIONAL QUALIFICATION 	<p>FET Certificate: Project Management (SAQA ID: 50080, NQF level 4, 136 Credits)</p> <p>Certificate issued by Services SETA</p>	<p>National Certificate: Project Management (SAQA ID: 58395, NQF Level 5, 128 Credits)</p> <p>Certificate issued by Services SETA</p>
INTERNATIONAL CERTIFICATIONS	SUGGESTED INTERNATIONAL EXAMS - AT ADDITIONAL COSTS	
	<p>77-422 MS PowerPoint</p> <p>77-427 MS Excel</p>	<p>PKO-004 CompTIA Project+</p> <p>CAPM (CA0-001) Certified Associate in Project Management</p>
ENTRANCE REQUIREMENTS	<p>National Senior Certificate (Grade 12)</p> <p>Application form & diagnostics assessment at the campus</p>	<p>FET Certificate: Project Management (SAQA ID: 50080, NQF level 4, 136 Credits)</p>
PLEASE REQUEST UPDATED PROGRAMME INFORMATION FROM YOUR CAMPUS		

GENERIC MANAGEMENT

	GENERIC MANAGEMENT 1
MODULES	<p>BES411: Business Environment & Strategy ITM411: Introduction to Management BCM411: Business Communication BNM411: Business Numeracy FIN411: Finance BPR412: Business Practice TMD412: Team Dynamics HRP412: Human Resources CRL412: Customer Relations</p>
NATIONAL QUALIFICATION 	<p>FET Certificate: Generic Management (SAQA 57712, NQF 4, 150 Credits) (Administration LP: 58344) or (General Management LP: 74630) Certificate issued by Services SETA</p>
INTERNATIONAL CERTIFICATIONS 	SUGGESTED INTERNATIONAL EXAMS - AT ADDITIONAL COSTS
	<p>Microsoft Office Excel C10-506 CBP Leadership</p>
ENTRANCE REQUIREMENTS	<p>National Senior Certificate (Grade 12) Application form & diagnostics assessment at the campus</p>
	PLEASE REQUEST UPDATED PROGRAMME INFORMATION FROM YOUR CAMPUS

CONTACT CENTRE

	CONTACT CENTRE SUPPORT	CONTACT CENTRE OPERATIONS	END USER COMPUTING I	END USER COMPUTING II
MODULES	<ul style="list-style-type: none"> • Communication Skills • Mathematical Literacy • Customer Management • Customer Data Handling • Leadership Skills • Contact Centre Operations 	<ul style="list-style-type: none"> • Communication Skills • Language Proficiency • Mathematical Literacy • Principles of contact centre operations • Contact Centre Operations • Contact Centre Customer Handling • Contact Centre Data Management 	<ul style="list-style-type: none"> • Using ICT in the Organisation • Using Microsoft Office Word • Communication • Mathematical Literacy • Using a Web Browser • Using Microsoft Office PowerPoint • Using Microsoft Office Excel • Using Microsoft Office Outlook • Using Microsoft Office Access 	<ul style="list-style-type: none"> • Business Communication Fundamentals • Computer Literacy Fundamentals • Windows 10 • Telephone and Front line Skills • Customer Service • Microsoft Office • Word • Excel • PowerPoint • Outlook • Access • Introduction to Project Management
NATIONAL QUALIFICATION	<p>National Certificate: Contact Centre Support (SAQA ID: 71490 - LP73269, NQF Level 2, 128 Credits) Certificate issued by Services SETA</p>	<p>Further Education and Training Certificate: Contact Centre Operations (SAQA ID: 93996 - LP71489, NQF Level 4, 132 Credits) Certificate issued by Services SETA</p>	<p>National Certificate: Information Technology: End User Computing (SAQA ID 61591, NQF Level 03, 130 Credits)</p>	<p>Further Education and Training Certificate: Information Technology: End User Computing (SAQA ID 71853, NQF Level 04, 132 Credits)</p>
INTERNATIONAL CERTIFICATIONS	SUGGESTED INTERNATIONAL EXAMS - AT ADDITIONAL COSTS			
	<p>77-420 MS Excel 77-418 MS Word</p>	<p>77-420 MS Excel 77-418 MS Word</p>	<p>77-420 MS Excel 77-418 MS Word</p>	<p>77-420 MS Excel 77-418 MS Word</p>
ENTRANCE REQUIREMENTS	National Senior Certificate (Grade 12)	National Senior Certificate (Grade 12)	Grade 10	National Senior Certificate (Grade 12)
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SKILLS DEVELOPMENT PROGRAMMES

MODULE	DURATION	CREDITS
IT Faculty		
National Certificate: End User Computing - SAQA ID 61591		
Using ICT in the Organisation (UIO)	5 Days	30
Using Microsoft Office Word (UMOW)	3 Days	13
Communication (COMM)	5 Days	25
Mathematical Literacy (ML)	5 Days	22
Web Browsing (WB)	3 Days	10
Microsoft Office PowerPoint (MOP)	3 Days	10
Microsoft Office Excel (MOE)	3 Days	13
Microsoft Office Outlook and Access (MOOA)	3 Days	13
48573 Cloud Solutions Engineer - SAQA ID 61591		
Cloud Administration (Microsoft Azure Admin)	6 Days	24
Cloud Security (Azure Security Technologies)	8 Days	30
Introduction to Project Management	6 Days	24
IT Cloud Solutions Admin - SAQA ID 78964		
Fibre Optics Cloud	6 Days	24
Fundamentals (Azure)	4 Days	17
Machine Learning	8 Days	30
Windows Server 2016	12 Days	49
IT Technical Support - SAQA ID 78964		
Core Network Part I (CCNA)	18 Days	70
Computer Structures	4 Days	17
Computer Repairs and Maintenance	11 Days	44
Computer Principles and Support	8 Days	33
Network Architecture (N+)	1 Days	5
IT and Business Planning	7 Days	26

SKILLS DEVELOPMENT PROGRAMMES

MODULE	DURATION	CREDITS
Systems Development - SAQA ID 48872		
Change Management	10 Days	40
Databases Development (SQL)	10 Days	40
Server Management (SharePoint)	10 Days	40
IT Faculty		
Introduction to Java Programming	8 Days	32
Web Programming (ASP.NET MVC 4 Web Applications)	6 Days	22
Designing Modern Cross-platform Applications (C# and .NET)	5 Days	20
Systems Development (Foundation) - SAQA ID 79865		
Principles of Programme Design	4 Days	14
Computer Architecture	6 Days	24
Digital Literacy & Proficiency (Microsoft Office)	7 Days	26
Cybernetics	3 Days	13
Basic Programming	5 Days	21
National Certificate: End User Computing - SAQA ID 71853		
Use effective communication skills within the workplace	2 Days	8
Use mathematics in real life and work situations	2 Days	8
Apply word processing skills in a GUI-based application (MS Word)	2 Days	8
Apply presentation skills in a GUI-based application (MS PowerPoint)	2 Days	8
Apply spreadsheet skills in a GUI-based application (MS Excel)	2 Days	8
Apply electronic mail (e-mail) skills in a GUI-based application (MS Outlook)	2 Days	8
Apply Web Browser skills in a GUI-based application to search for and use information from the internet relating to customer service	2 Days	8
Design Faculty		
Design Foundation - NQF 4 - SAQA ID: 49127		
Drawing fundamentals	5 Days	10

SKILLS DEVELOPMENT PROGRAMMES

MODULE	DURATION	CREDITS
Introduction to graphic design thinking	15 Days	27
Adobe Illustrator SDP	4 Days	14
Adobe Photoshop SDP	4 Days	14
Design Techniques NQF 5 - SAQA ID: 90721		
Layout Design (Adobe Indesign)	3 Days	12
Motion Design (Adobe Premier Pro)	4 Days	12
Design Management	4 Days	16
Web Design (Wordpress)	4 Days	8
Design Faculty		
Computer Aided Drawing Office Practice (CAD) NQF 4 - SAQA ID 66071		
AutoCad (User) SDP	8 Days	22
Basic 3D Mechanical Modelling (Autodesk Inventor)	N/A	6
Business Faculty		
Project Management - NQF 4 - SAQA ID: 50080		
Explain the fundamentals of project management	3 Days	5
Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems		
Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts		
Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	2 Days	6
Engage in sustained oral communication and evaluate spoken texts		
Conduct project documentation management to support project processes		
Work as a project team member	3 Days	8
Implement project administration processes according to requirements		
Contribute to project initiation, scope definition and scope change control	3 Days	9
Use the writing process to compose texts required in the business environment		
Manage expenditure against a budget	2 Days	6

SKILLS DEVELOPMENT PROGRAMMES

MODULE	DURATION	CREDITS
Contact Centre		
Provide coaching to personnel within a Contact Centre	3 Days	10
Identify and analyse customer and market related trends impacting on Contact Centres	3 Days	10
Identify customers of Contact Centres	2 Days	4
Monitor and maintain performance standards in a Contact Centre		
Describe features, advantages and benefits of a range of products or services	2 Days	6
Implement Contact Centre specific sales techniques to generate sales through a Contact Centre	4 Days	12
Comply with service levels as set out in a Contact Centre Operation	4 Days	10
Retrieve and correlate statistical data applicable to Contact Centres	5 Days	12
Read/view, analyse and respond to a variety of texts	2 Days	5
Business Faculty		
Accommodate audience and context needs in oral/signed communication	2 Days	5
Engage in sustained oral/signed communication and evaluate spoken/signed texts		
Conduct a structured meeting	2 Days	5
Conduct a disciplinary hearing	2 Days	5
Conduct a disciplinary hearing	4 Days	15
Apply the principles of employment equity to organisational transformation	4 Days	10
Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	3 Days	8
Induct a member into a team	2 Days	4
Use language and communication in occupational learning programmes		
Lead people development and talent management	3 Days	8
Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act	2 Days	4

SKILLS DEVELOPMENT PROGRAMMES

MODULE	DURATION	CREDITS
Manage individual and team performance	3 Days	8
Monitor team members and measure effectiveness of performance	2 Days	4
Plan and prepare meeting communications	2 Days	4
Monitor, assess and manage risk	3 Days	8
Build teams to achieve goals and objectives	2 Days	6
Create and manage an environment that promotes innovation	2 Days	6
Analyse leadership and related theories in a work context		
Monitor and evaluate team members against performance standards		
Interpret and use information from texts		
Identify responsibilities of a team leader in ensuring that organisational standards are met	2 Days	6
Write/present/sign for a wide range of contexts		
Write/present/sign texts for a range of communicative contexts		
Education Faculty		
Conduct outcome-based assessment	5 Days	15
Design and develop outcomes-based assessments	3 Days	10
Conduct moderation of outcomes-based assessments	3 Days	10
SDF (Skills Development Facilitator)	5 Days	6
• Develop an organisational training and development plan		4
• Conduct an analysis to determine outcomes of learning for skills development and other purposes		6
• Coordinate planned skills development interventions in an organisation		4
• Conduct skills development administration in an organisation		4
• Provide information and advice regarding skills development and related issues		5
• Promote a learning culture in an organisation		
Facilitate learning using a variety of given methodologies	3 Days	10
Design outcomes-based learning programmes	3 Days	10

GENERAL INFORMATION

ASSESSMENT

It is a process in which evidence of performance is gathered and evaluated against agreed criteria in order to make a judgement as to whether the learning required for the achievement of specific outcomes is taking place. During assessment, an assessor collects evidence to identify the level of knowledge/skills acquired so that he or she can make decisions related to the participant and/or the module/learning programme, depending on the purpose of the assessment. All participants will be assessed formatively and summatively.

NATIONAL QUALIFICATION REQUIREMENTS

Qualifications are awarded to a participant, in his/her specific course based on the following conditions:

- All fees owed to CTU Training Solutions must have been paid, as per enrolment contract.
- Participant must be found competent on all formative & summative assessments.

Workplace Portfolios of Evidence should be completed with required evidence in conjunction with the course specific qualification requirements. Portfolios of Evidence should

be completed with required evidence in conjunction with the course specific qualification requirements. Absenteeism should be less than ten 10 days, as per absenteeism threshold.

CREDIT ACCUMULATION

Credit accumulation is the process where participants are able to register learning outcomes achieved in one programme at one date and have them counted towards the full programme at a later date. This can take place within sub-systems, for example subject, programme, department, faculty, institution, awarding body, educational sector, occupational sector and/or country.

CREDIT TRANSFER*

Credit transfer is the process where participants are able to register learning outcomes achieved in one programme at one date and have them counted towards another programme at a later date. This transfer can operate between programmes, but more importantly between organisations or sectors.

INTERNATIONAL EXAMS

The pass mark for an international preliminary exam is 80%. If a participant fails this exam, he/she will not be allowed to

write the international exam. The preliminary exam is there to prepare and evaluate the participants in preparation for their international exams. Participants will be given two attempts at the preliminary exam. After the second failed attempt the campus manager will contact parents to discuss the academic progress of the participant in question.

The pass mark for an international exam depends on the nature and number of the exam, as well as the specific exam provider (e.g. Microsoft, CompTIA, Cisco, Adobe, CIW, Autodesk etc.).

Should the participants fail any one of their international exams and wish to rewrite the international exam, he or she will have to do so in their own time and at their own cost.

International exams are scheduled in a specific order (per programme), therefore a participant will not be allowed to continue to the next international exam if he/she did not pass a previous exam as per programme schedule.

A participant will not be allowed to rewrite an exam which he or she has passed in an attempt to gain a higher mark.

**CTU can only offer programmes we are accredited for and cannot confirm that any of our programmes (national credits/international certifications) will receive further recognition from any other tertiary or higher education providers.*

RPL - RECOGNITION OF PRIOR LEARNING

WHAT IS RPL?

Recognition of Prior Learning (RPL) is a process of identifying your knowledge and skills against a qualification or part thereof. The process involves the identification, mediation, assessment and acknowledgement of knowledge and skills obtained through informal, non-formal and/or formal learning.

Recognition of Prior Learning provides an opportunity for you to identify your learning, have it assessed and formally acknowledged. At CTU, RPL can only be done against qualifications offered by CTU.

GAINING ACCESS

If you have considerable work experience but you don't meet the entry requirements of your chosen course, you may want to apply for entry into a qualification. This is referred to as "access". The RPL application is evaluated against the entry requirements of the qualification. If access is granted, the qualification on the lower level is not awarded.

ADVANCED STANDING OR CREDITS

As an individual, you might have gained knowledge in specific areas. When compared to outcomes against a CTU qualification, your knowledge might cover some subjects. You may apply for recognition of these subjects and this called "advanced standing" or "credits".

Once the assessment is done, recognition might be given for specific subjects, but not for the entire qualification. You will be required to complete the outstanding subjects before the qualification is awarded.

Apply for an RPL by completing your profile on our CCP and by submitting all required documentation.

CTUTRAINING.AC.ZA | 0861 100 396 | ENQUIRY@CTUTRAINING.CO.ZA

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