



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**westcol**  
Technical and Vocational Education and Training College

*Your future starts here!*

These programmes are recommended for students who already passed **GRADE 12/ NCV Level 4 or an equivalent qualification** and would like to pursue a career in **VOCATIONAL** directive studies to join the **WORLD OF WORK.**

### **DURATION:**

1 Semester per certificate – 2 semester per year – 18 months in total.

### **APPLICATION AND REGISTRATION:**

1. Students **MUST** apply online on the website – online applications or can choose to go to the nearest campus to be assisted with online applications.
2. Successful applicants will be notified per SMS/email to come and register, **ONLY** after the **CLOSING DATE** of the application.
3. Please apply on time as space are limited.

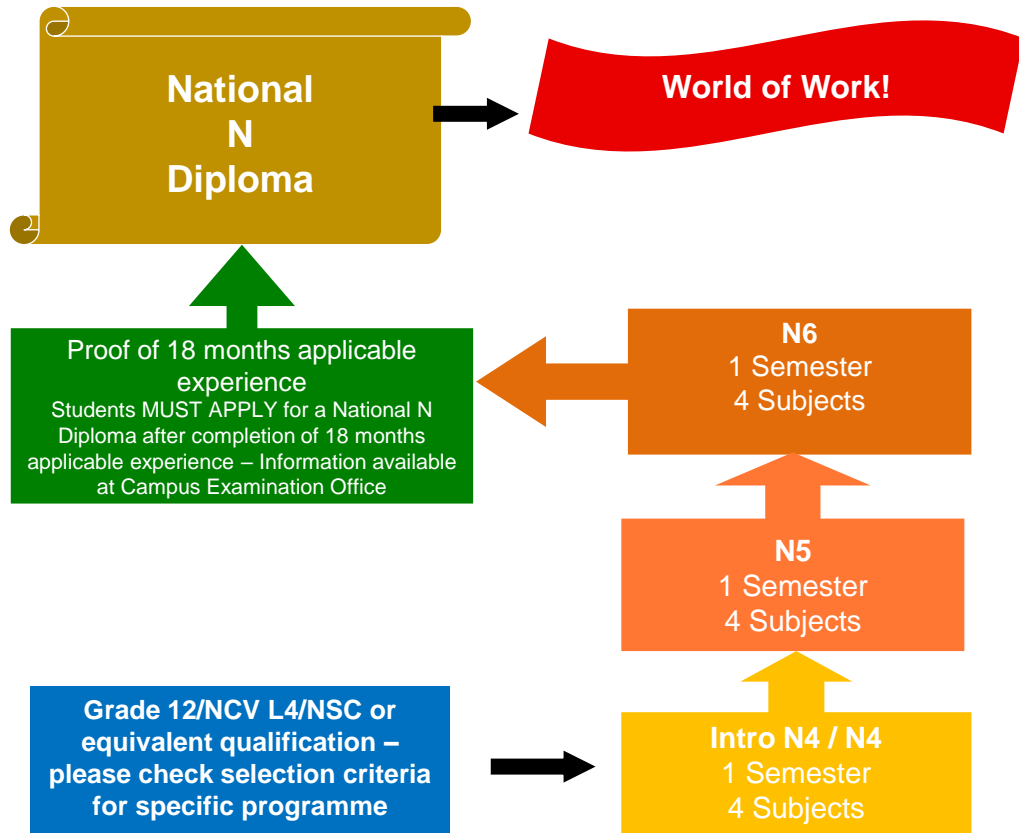
### **MODES OF DELIVERY:**

Full-Time **ONLY**

### **Please note:**

1. Westcol reserves the right to **ONLY** offer programmes that are justified by student numbers, to change the location/venue of the programme and to cancel programme/s.
2. Potential student are encouraged to apply for a NSFAS bursary online – [www.nsfas.org.za](http://www.nsfas.org.za)
3. The cost of text books is included in the fee structure of these programmes.
4. Westcol operates a cash free system.
5. All monies must be directly deposited in any **ABSA BANK.**

# LEARNING PATH



## FIELDS OF STUDY

Intro N4, N4 – N6 Programmes	Carletonville			Krugersdorp			Randfontein		
Introduction to N4	X	X	X						
Business Management	X	X							
Financial Management		X							
Hospitality								X	
Human Resources Management					X	X			
Management Assistant	X	X	X						
Marketing Management								X	
Public Management					X	X			
Tourism					X				

## Introductory N4 Business Studies

This programme is compulsory for Grade 12 learners without computer related subject intending to enrol for Management Assistant

### ENTRY REQUIREMENTS:

APS score of 22, using the best of six relevant NSC/NC(V) L4 subjects (inclusive of English); or an Equivalent NQF Level 4 occupational qualification

### COMPULSORY SUBJECTS

- 1.Introductory Communication N4
- 2.Introductory Entrepreneurship and Business Management N4

### Choose any TWO of the following subjects:

- Introductory Computer Practice
- Introductory Information Processing

### Please note the following:

- Should have passed Applied Accounting or Accounting NSC/N3

## Management Assistant

### ENTRY REQUIREMENTS:

- An Office Administration L4 certificate;
- Grade 12 with computer subjects/CAT;
- A National Introductory Certificate: N4 Business Studies; or an
- Typing skills Certificate;
- Equivalent NQF Level 4 occupational qualification; or an
- APS score of 24, using double the English and then the four (4) next best subjects of NSC.

## N4

### COMPULSORY SUBJECTS

- Information Processing N4
- Office Practice N4
- Communication N4

Choose any ONE of the following subjects:

- Introductory Computer Practice N4
- Computer Practice N4

## N5

### COMPULSORY SUBJECTS

1. Office Practice N5
2. Information Processing N5
3. Communication N5

Choose any ONE of the following subjects:

- Computer Practice N4 or Computer Practice N5

## N6

### COMPULSORY SUBJECTS

1. Office Practice N6
2. Information Processing N6
3. Communication N6

Choose any ONE of the following subjects:

- Computer Practice N5 or N6
- Legal Practice N5

## Business Management

### ENTRY REQUIREMENTS:

- Any of the following NC(V) L4 Certificates:
  - Management
  - Office Administration
  - Information Technology
  - Finance, Economics and Accounting
  - Transport and Logistics.
- A National Introductory Certificate: N4 Business Studies;
- Equivalent occupational qualification;
- APS score of 24, using double the English and Accounting/ Mathematics/Mathematical Literacy/Economics/Business Studies subjects plus the two (2) next best subjects of NSC.

## N4

### COMPULSORY SUBJECTS:

- 1.Introductory Accounting or Financial Accounting N4\*
- 2.Management Communication N4
- 3.Entrepreneurship & Business Management N4
- 4.Computer Practice N4

- Should have passed Applied Accounting or Grade 12 Accounting

## Business Management

## N5

### COMPULSORY SUBJECTS

- 1.Entrepreneurship & Business Management N5
- 2.Sales Management

Choose any TWO of the following subjects:

- Labour Relations N5
- Computer Practice N5
- Computerised Financial Systems N4\*
- Financial Accounting\*\*

\* Should have passed Applied Accounting NSC/N3 or Grade 12 Accounting.

\*\* Compulsory to do Financial Accounting N4 or should have passed this subject.

## N6

### COMPULSORY SUBJECTS

- 1.Entrepreneurship & Business Management N6

Choose any ONE of the following subjects:

- Labour Relations N5 or N6
- Sales Management N6
- Marketing Communication N6

Choose any TWO of the following subjects:

- Computer Practice N6
- Personnel Management N6
- Marketing Management N4
- Computerised Financial Systems N4\* or N5\*\*
- Financial Accounting N5 or N6

\* Compulsory to do Financial Accounting N4 or should have passed this subject.

\*\* Compulsory to do Financial Accounting N5

## Financial Management

### ENTRY REQUIREMENTS:

- Any of the following NC(V) L4 Certificates:
  - Finance, Economics and Accounting
  - Office Administration with Applied Accounting L4
  - Any other NC(V) Level 4 certificate with Applied Accounting L4 as a subject
- A National Introductory Certificate: N4 Business Studies with Introductory Accounting; or an
- Equivalent occupational qualification; or an
- APS score of 24, using double the English and then Accounting/ Mathematics/ Business Studies/Economics subjects, and the three (3) next best subjects of NSC.

### N4

### COMPULSORY SUBJECTS

1. Entrepreneurship & Business Management N4
2. Financial Accounting N4\*
3. Computerised Financial Systems N4\*\*
4. Management Communication N4

- Should have passed Applied Accounting, NSC/N3 or Grade 12 Accounting.
- \*\* Compulsory to do Financial Accounting N4 or should have passed this.

### N5

### COMPULSORY SUBJECTS

1. Financial Accounting N5
2. Cost and Management Accounting N5
3. Computerised Financial Systems N5\*
4. Entrepreneurship & Business Management N4

- Compulsory to do Financial Accounting N4 or should have passed this.

### N6

### COMPULSORY SUBJECTS

1. Financial Accounting N6
2. Cost and Management Accounting N6
3. Computerised Financial Systems N6\*

- Compulsory to do Financial Accounting N4 or should have passed this.

### Choose any ONE of the following subjects:

- Entrepreneurship & Business Management N5
- Entrepreneurship & Business Management N6

## Introductory Certificate: Food Services N4

### ENTRY REQUIREMENTS:

- A Hospitality NC(V) L4 Certificate;
- National Introductory Certificate: N4 Food Services;
- Equivalent occupational qualification;
- APS score of 24, using double the English and four (4) next best subjects of NSC.

### Introductory N4

### COMPULSORY SUBJECTS

1. Introductory Catering: Theory and Practical
2. Introductory Serving Techniques
3. Introductory Hygiene and Safety
4. Introductory Communication

## Hospitality and Catering Services N4

### COMPULSORY SUBJECTS

1. Catering Theory and Practical N4
2. Nutritional and Menu Planning N4
3. Sanitation and Safety N4
4. Applied Management N4

### N5

### COMPULSORY SUBJECTS

1. Catering Theory and Practical N5
2. Food and Beverage Management N5
3. Entrepreneurship and Business Management N5
4. Applied Management N5

### N6

### COMPULSORY SUBJECTS

1. Catering Theory and Practical N6
2. Communication and Human Relations N6
3. Introductory Computer Practise N4
4. Applied Management N6

## Human Resource Management

### ENTRY REQUIREMENTS:

- Any of the following NC(V) L4 Certificates:
  - Education and Development
  - Finance, Economics and Accounting
  - Information Technology
  - Management
  - Marketing
  - Office Administration
  - Transport and Logistics;
- A National Introductory Certificate: N4 Business Studies;
- Equivalent NQF Level 4 occupational qualification;
- APS score of 24, using double the English and the four (4) next best subjects of NSC.

### N4

### COMPULSORY SUBJECTS

1. Entrepreneurship & Business Management N4
2. Personnel Management N4
3. Management Communication N4
4. Computer Practice N4

### N5

### COMPULSORY SUBJECTS

1. Personnel Management N5
2. Personal Training N5
3. Labour Relations N5
4. Computer Practice N5

### N6

### COMPULSORY SUBJECTS

1. Personnel Management N6
2. Personal Training N6
3. Labour Relations N6
4. Computer Practice N6

## Marketing Management

### ENTRY REQUIREMENTS:

- Any of the following NC(V) L4 Certificates:
  - Education and Development
  - Finance, Economics and Accounting
  - Information Technology
  - Management
  - Marketing
  - Office Administration
- A National Introductory Certificate: N4 Business Studies;
- Equivalent NQF Level 4 occupational qualification; or an
- APS score of 24, using double the English and then the four (4) next best subjects of NSC.

**N4**

### COMPULSORY SUBJECTS

1. Entrepreneurship & Business Management N4
2. Marketing Management N4
3. Management Communication N4
4. Computer Practice N4

**N5**

### COMPULSORY SUBJECTS

1. Sales Management N5
2. Marketing Management N5
3. Labour Relation N5
4. Computer Practice N5

**N6**

### COMPULSORY SUBJECTS

1. Marketing Management N6
2. Sales Management N6
3. Marketing Communication N6
4. Marketing Research N6

## Public Management

### ENTRY REQUIREMENTS:

- Any of the following NC(V) L4 Certificates
  - Education and Development
  - Finance, Economics and Accounting;
  - Information Technology
  - Management
  - Marketing
  - Office Administration
  - Transport and Logistics
  - Tourism;
- A National Introductory Certificate: N4 Business Studies; or
- Equivalent NQF Level 4 occupational qualification; or
- APS score of 24, using double the English and Computer Application Technology/History and then the four (4) next best subjects of NSC.

**N4**

### COMPULSORY SUBJECTS

1. Public Management N4
2. Management Communication N4
3. Computer Practice N4
4. Entrepreneurship & Business Management N4

**N5**

### COMPULSORY SUBJECTS

1. Public Administration N5
2. Public Finance N5
3. Municipal Administration N5
4. Entrepreneurship & Business Management N5

**N6**

### COMPULSORY SUBJECTS

1. Public Law N6
2. Public Administration N6
3. Municipal Administration N6
4. Public Finance N6

## Tourism

### ENTRY REQUIREMENTS:

1. A Tourism NC(V) L4 Certificate;
2. Equivalent NQF Level 4 occupational qualification;
3. All N4 should have done placement test
4. APS score of 24, using double the English and Tourism/Geography and then the four (4) next best subjects of NSC.

**N4**

### COMPULSORY SUBJECTS

1. Travel Office Procedures N4
2. Tourist Communication N4
3. Travel Services N4
4. Travel Destinations N4
5. Computer Practice N4

**N5**

### COMPULSORY SUBJECTS

1. Travel Office Procedures N5
2. Tourist Communication N5
3. Travel Services N5
4. Travel Destinations N5

**N6**

### COMPULSORY SUBJECTS

1. Travel Office Procedures N6
2. Hotel Reception N6
3. Travel Services N6
4. Travel Destinations N6

# SELECTION CRITERIA

## REPORT 191 BUSINESS STUDIES INTRO N4 and N4

PROGRAMME	SELECTION/ADMISSION REQUIREMENTS
<b>National Introductory Certificate</b> (Only for students intending to enrol for Management Assistant, Legal Secretary and Public Relations)	<ul style="list-style-type: none"> <li>• Aps score of 22, using the best of six relevant NSC/NC(V) L4 subjects (inclusive of English); or an</li> <li>• Equivalent NQF level 4 occupational qualification</li> </ul>
<b>N4 Business Management</b>	Any of the following NC(V) L4 Certificates: <ul style="list-style-type: none"> <li>○ Management</li> <li>○ Office Administration</li> <li>○ Information Technology</li> <li>○ Finance, Economics and Accounting</li> <li>○ Transport and Logistics; or a</li> </ul> <ul style="list-style-type: none"> <li>• A National Introductory Certificate: N4 Business Studies; or an</li> <li>• Equivalent occupational qualification; or an</li> <li>• APS score of 24, using double the English and Accounting/ Mathematics/Mathematical Literacy/Economics/Business Studies subjects plus the two (2) next best subjects of NSC.</li> </ul>
<b>N4 Financial Management</b>	Any of the following NC(V) L4 Certificates: <ul style="list-style-type: none"> <li>○ Finance, Economics and Accounting</li> <li>○ Office Administration with Applied Accounting L4</li> <li>○ Any other NC (V) Level 4 certificate with Applied Accounting L4 as a subject.</li> </ul> <ul style="list-style-type: none"> <li>• A National Introductory Certificate: N4 Business Studies with Introductory Accounting; or an</li> <li>• Equivalent occupational qualification; or an</li> <li>• APS score of 24, using double the English and then Accounting/ Mathematics/ Business Studies/Economics subjects, and the three (3) next best subjects of NSC.</li> </ul>
<b>N4 Human Resources Management</b>	Any of the following NC(V) L4 Certificates: <ul style="list-style-type: none"> <li>○ Education and Development</li> <li>○ Finance, Economics and Accounting</li> <li>○ Information Technology</li> <li>○ Management</li> <li>○ Marketing</li> <li>○ Office Administration</li> <li>○ Transport and Logistics; or a</li> </ul> <ul style="list-style-type: none"> <li>• A National Introductory Certificate: N4 Business Studies; or an</li> <li>• Equivalent NQF level 4 occupational qualification; or an</li> <li>• APS score of 24, using double the English and the four (4) next best subjects of NSC.</li> </ul>
<b>N4 Management Assistant</b>	An Office Administration L4 certificate <ul style="list-style-type: none"> <li>• Grade 12 with computer subjects</li> <li>• A National Introductory Certificate: N4 Business Studies; or an</li> <li>• Typing skills Certificate</li> <li>• Equivalent NQF Level 4 occupational qualification; or an</li> <li>• APS score of 24, using double the English and then the four (4) next best subjects of NSC.</li> </ul>
<b>N4 Marketing Management</b>	<ul style="list-style-type: none"> <li>• Any of the following NC(V) L4 Certificates:               <ul style="list-style-type: none"> <li>○ Education and Development</li> <li>○ Finance, Economics and Accounting</li> <li>○ Information Technology</li> </ul> </li> </ul>

**REPORT 191 GENERAL STUDIES  
HOSPITALITY AND TOURISM**

<b>PROGRAMME</b>	<b>ADMISSION REQUIREMENTS</b>
<b>N4 Hospitality and Catering Services</b>	<ul style="list-style-type: none"><li>• A Hospitality NC(V) L4 Certificate; or an</li><li>• National Introductory Certificate: N4 Food Services;</li><li>• Equivalent occupational qualification; or a</li><li>• APS score of 24, using double the English and four (4) next best subjects of NSC.</li></ul>
<b>N4 Tourism</b>	<ul style="list-style-type: none"><li>• A Tourism NC(V) L4 Certificate; or an</li><li>• Equivalent NQF Level 4 occupational qualification; or an</li><li>• All N4 should have placement test</li><li>• APS score of 24, using double the English and Tourism/Geography and then the four (4) next best subjects of NSC.</li></ul>

# SEMESTER PROGRAMMES

## Academic Calendar 2024

### Business Studies and General Studies: Intro N4 – N6

Semester 1		Semester 2	
<b>College opens:</b>	08 January	<b>College opens:</b>	19 July
<b>Registration:</b>	09 -17January	<b>Registration:</b>	17- 21 July
<b>Class commence:</b>	15 January	<b>Class commence:</b>	15 July
<b>College closes:</b>	20 March	<b>College closes:</b>	20 September
<b>College Opens:</b>	03 April	<b>College Opens:</b>	01 October
<b>Examination:</b> 21 May – 14 June		<b>Examination:</b> 08 November – 06 December	
<b>College Closes:</b>	14 June	<b>College Closes:</b>	06 December

#### Business and General Studies Intro N4 – N6

- Introductory N4
- Business Management
- Financial Management
- Human Resources Management
- Management Assistant
- Marketing Management
- Public Management

Cash price	R 3 304,00
Cost per subject	R826,00
Payment options:	
1 & 2 Subjects	Cash only
3 Subjects	50% deposit R2 478,00 2 instalments of R 1 239,00
4 Subjects	50% deposit R1 652,00 2 instalments of R826,00

#### Educare

**Please note that Educare is phased out by DHET and therefor NO new applications will be allowed**

Cash price	R 4 012, 00
Cost per subject	R 1 003,00
Payment options:	
1 & 2 Subjects	Cash only
3 Subjects	50% deposit R 3 009,00 2 instalments of R 1 505,00
4 Subjects	50% deposit R 2 006,00 2 instalments of R 1 003,00

#### Hospitality and Catering Services

Cash price	R 7 450,00
Cost per subject	R 1 862,50
Payment options:	
1 & 2 subjects	Cash only
3 subjects	50% deposit of R 5 587,50 2 instalments of R 2 793,75
4 subjects	50% deposit of R 3 725,00 2 instalments of R 1 862,50

#### Tourism N 4( 5 subjects)

Cash price	R 8 086,00
Cost per subject - Tourism	R 1 815,00
Cost – Computer Practice	R 826,00
Payment options:	
1 & 2 subjects	Cash only
5 subjects	50% deposit of R 4 043,00 2 instalments of R 2 021,50

#### Tourism N 5 and N6

Cash price	R 7 260,00
Cost per subject	R 1 815,00
Payment options:	
1 & 2 subjects	Cash only
3 subjects	50% deposit of R 5 445,00 2 instalments of R 2 722,50
4 subjects	50% deposit of R 3 630,00 2 instalments of R 1 815,00

#### EXAMINATION ONLY

Cash price per subject	R 500.00
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