



Berea Technical College

A SUPERIOR QUALIFICATION IS THE KEY TO YOUR SUCCESS

100% GUARANTEED EMPLOYMENT PROGRAMME

Ts and Cs apply. E & O.E



Faculty of
Engineering



Faculty of
**Management
& Commerce**



Faculty of
**Information
Technology**



Faculty of
**Hospitality
& Tourism**

ENGINEERING · MANAGEMENT & COMMERCE · INFORMATION
TECHNOLOGY · EDUCATION · HOSPITALITY AND TOURISM



PROSPECTUS
PROSPECTUS

PROFESSION

JOBS

OCCUPATIONS



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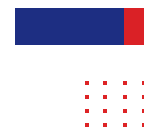
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We are committed to helping our students on their journey to employment.



MISSION STATEMENT

To provide quality, cost-effective education, training and development in line with South Africa's national goals.

VISION STATEMENT

To be an institution of choice for the provision of quality education that is responsive to the needs of society and demands of the economic sector.

Message from The Rector

As head of Academics of one of the pioneer colleges in the Durban CBD, I am honoured to present our prospectus. This year Berea Technical College celebrates 24 years. As a College we have a strong legacy of delivering quality, accredited programmes. Our long-standing reputation as a registered Department of Higher Education and Training approved college means that our classroom-delivery, calibre of staff and final qualifications are governed by this well-respected regulatory body.

We continue to offer programmes that are fit-for-purpose, with various articulation routes from N1-N6. Our qualifications are designed for employment and recognised by industry. This vision is complemented by our 100% Graduate Employment Programme, which supports governments' national goals to increase employment.

For us, our students' academic and social needs are a priority. Our emphasis is on holistic education and with our Student Advisory Centre; we are able to provide additional tutor support to assist learners who are struggling academically or personally.

As you browse through this prospectus, I invite you to pause and admire the many BTC graduates who have graced these pages and believe that with the right academic support and nurturing from an institution like Berea Technical College, your success story can also be shared one day.

We invite you to visit one of our open days, call us, visit our website or simply pop in for a chat and let us help you make that all-important career choice.

Wishing you a successful year ahead!

Prof. C Kistan
PhD [Natal]: Med: BEd (Hons)
[UNISA]: BA: UED RCM [UDW]





MORE ABOUT BEREA TECHNICAL COLLEGE

Berea Technical College (BTC) celebrates 24-years this year and is proud of its outstanding legacy as one of the pioneer colleges in Durban. Located in the vibrant metropolis of Durban, the College offers full-time and distance learning in the Faculty of Engineering, Faculty of IT, Faculty of Management Studies, Faculty of Education, Faculty of Hospitality and Catering, and Faculty of Travel and Tourism.

- It is the only fully-accredited private technical college in Durban with qualifications designed and issued by the Department of Higher Education and Training (DHET). All exams are set by the National Department of Higher Education and Training.
- The campus consists of (31) lecture venues, an extensive library, 4 computer labs, modern laboratories and a team of highly skilled industry-proficient lecturers.
- It offers an electric student vibe with a student recreational area and in-house cafeteria.
- It is located near all transport hubs, and aptly surrounded by several student accommodation facilities and food and retail options within walking distance from the campus.
- Its dynamic Student Support Services focuses on in-service training and internships for students. Wellness and Student Health are taken care of by our campus counsellor.

- The Centre for Student Relations (CSR) is an online support service to students who require additional guidance academically and personally and provides an attentive customer service.
- The BTC social and cultural calendar offers students a perfect balance to their academic curriculum.
- BTC is committed to helping our students on their journey to employment. Our teaching and learning curriculum focuses on qualifications that are employable. This is complemented by our 100% Graduate Employment Programme which helps our students partner with industry and secure employment.
- Join the Berea Technical College family today and be part of the 30 000 graduates who have graced our corridors.

TERMS AND CONDITIONS

All programmes listed in this prospectus are subject to change at the discretion of Berea Technical College and in accordance with the requirements of the relevant examining bodies.

Berea Technical College reserves the right to cancel any programmes due to insufficient learner enrolments. Subjects/modules of programmes can be altered at the discretion of the College. Berea Technical College shall have the sole right to determine the content of all programmes or courses offered.



Faculty of
Engineering



Faculty of
**Management
& Commerce**



Faculty of
**Information
Technology**



Faculty of
**Hospitality
& Tourism**



Faculty of
**Education
& Legal**



FACULTY OF **ENGINEERING**

The world has entered the 4th Industrial Revolution. At BTC we aim to prepare you today for this change by equipping you with the intellectual knowledge and social values that will have an impact on countless of lives tomorrow.

Contact us on email:
engineering@bereatech.co.za

FACULTY OF **MANAGEMENT AND COMMERCE**

Through excellence in the classroom, we motivate our students to acquire the knowledge, skills, and competencies sought by employers. The Faculty of Management Studies is delighted to welcome you as you get ready to start an exciting journey.

Contact us on email:
managementstudies@bereatech.co.za

FACULTY OF **INFORMATION TECHNOLOGY**

We look forward to making your educational journey one that you will treasure. At BTC you can expect quality education and a great student life. Berea Technical College is where learning of technology begins. Welcome!

Contact us on email:
infotech@bereatech.co.za

FACULTY OF **EDUCATION**

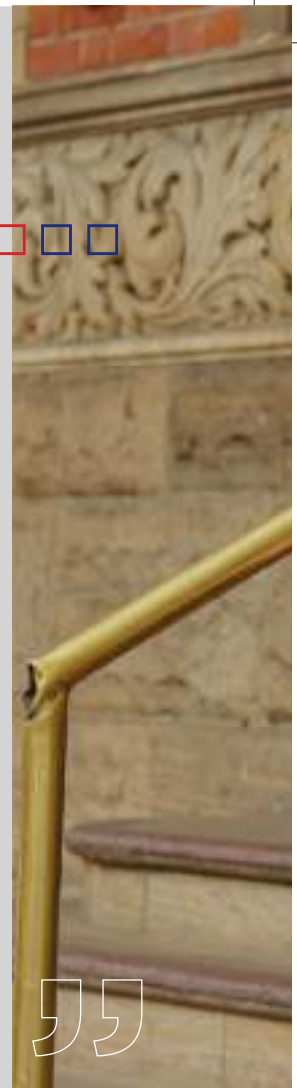
We look forward to welcoming you as a student to this exciting and vibrant department which offers great opportunities for young people to succeed. Students can choose from our range of career-focused qualifications and are assured of high academic standards from our lecturing staff.

Contact us on email:
education@bereatech.co.za

FACULTY OF **HOSPITALITY & TOURISM**

To meet the requirements and needs of the hospitality and tourism industry, the Berea Technical College Hotel School provides prospective learners with skills and expertise from an industry-renowned chef. Students are exposed to an interactive and hands-on classroom. We look forward to hosting you.

Contact us on email:
hospitality@bereatech.co.za



Quality Assurance

Berea Technical College is ISO 9001:2015 certified.

Accreditation

Berea Technical College is a fully-accredited private college and continues to meet all requirements as set forth by the regulatory bodies who govern the delivery of programmes in South Africa.

Berea Technical College:

Is provisionally registered with the Department of Higher Education and Training as a private college under the Continuing Education and Training Act No. 16 of 2006, with registration No 2008/FE07/003.

- Is registered as a National Examination Centre by the Department of Higher Education and Training, with Examination Centre Number 0599990530.
- Is fully accredited by Umalusi, The Council of Quality Assurance in General and Further Education and Training, with accreditation number 14FET02 00002 to offer the N1 – N3 National (N) Certificate: Engineering Studies.
- Is fully accredited by the Quality Council for Trades and Occupations (QCTO), with Accreditation Number QCTO NATED/13/0050, to offer the National (N) Certificates in Engineering, Management, Education and Hospitality (N4-N6) that lead to the National (N) Diploma. Further, Berea Technical College is accredited by the QCTO with Accreditation Number SDP1223/17/00343, as an accredited Skills Development Provider to offer a range of occupational certificates. Berea Technical College is also accredited by the QCTO, to offer a range of provider based qualifications.
- Berea Technical College (Pty) Ltd is further accredited by a number of Sector Education and Training Authorities (SETAs).

The Berea Group of Colleges

Berea Technical College (BTC) was established in 1998 marking 24 years. At inception, BTC was the only campus, but today the institution includes three campuses located in the heart of central Durban, including Berea College of Technology and Berea Matric School.

The three distinct campuses fall under the umbrella of Berea Group of Colleges.

Berea College of Technology offers higher education courses in the fields of IT, Accounting, Human Resources, Public Relations, Hospitality and Catering, and Travel and Tourism.

Berea Matric School is a Matric Tuition Centre offering rewrite programmes.



Student Support Services

At Berea Technical College we understand that there are many reasons why a student might not reach his/her full potential. The College is committed to identifying and addressing any barriers to learning and to supporting every student.

SERVICES

Student Counselling: A dedicated counsellor is available on campus to assist students with any personal and confidential matters. This includes Academic, Personal, Financial, Trauma and Career Counselling.

In-Service Training: Practical experience in industry is an important part of student learning. We assist our students to secure the necessary in-service training and groom students for employment with job readiness skills, CV writing, interview training and workshops.

100% Graduate Employment Programme
The 100% Graduate Employment Programme (GEP) was launched to address the high percentage of unemployed youth in the country. Our goal is to equip our students

with the qualification and skills to become employable, earn an income and to contribute to the country's economic development.

Post-Graduate Job Placement: We make every effort to facilitate relevant post-graduate placements for students. This service includes information about job advertisements and opportunities or directly recommending students to employers according to their requests and job requirements.

Student Liaison Committee

The Student Liaison Committee facilitates communication and understanding between students, the student committee and the College.

Library

The College uses Librarika, a SaaS (software as a service) integrated library system that is deployed on Cloud. Online Public Access Catalogue is built on each Librarika library with easy to manage functions. Library resources, such as the computer lab, digital materials, audio/visual materials and study rooms are available to all current students.

Our Proud Milestones

The COVID-19 virus and political unrest dominated the 2021 headlines and disrupted the academic programmes of many institutions. Berea Technical College completed lessons, assessments and administered tests and examinations despite this. We are pleased to share our milestones during this challenging but successful year.

Faculty of Engineering

- 131 distinctions achieved in the July Nated Examinations, with seven students achieving 100% in various
- Engineering subjects.
- 39 students completed their Diplomas.
- Alicia Harilal (now a lecturer at the college) was awarded the Dux award and achieved distinctions in all her N4, N5 and N6. Five of her subjects had a 100% pass rate.
- The Department completed over 20 000 teaching and learning material elements that was uploaded onto a learning system called MOODLE.
- All students had zero-rated access to MOODLE via a Vodacom sim card and could study and learn in a blended learning approach.
- 62 tutorial subjects were timetables Monday to Saturday.
- Students had access to tutorial support every day.
- A total of 16 lecturer consultation sessions were added to the timetable to provide extra hours of support.
- Former student Kwanele Kunene completed her PhD in Chemistry through DUT and now works in the Department consulting and supporting Engineering studies as Dr Kunene.
- Engineering Faculty office set up allowed students easy access to student administration queries.
- All lecturing staff were given updated MTN devices to support technology teaching through MOODLE.
- The Department had four successful parent meeting sessions where parents were presented with a roadmap for the year and access to engage with all lecturers to view student progress reports.
- 657 students achieved an aligned QCTO Certificate. An awards ceremony held in December 2021.

Faculty of Information Technology

- 95% Pass rate.
- Successful collaboration between the different programmes in the department on a project where students had to build a new BCT campus. Students received prizes from Pedros, Checksave and Solly M.
- Analytical Chemistry students completed practical's and received a certificate of competence to assist them with placement.
- Mechanical Engineering students built an electromagnetic crane and a trebuchet.
- Civil Engineering students visited the DUT construction site for experiential learning.

Faculty of Occupations and Vocations

- Mechanical Engineering students built an electromagnetic crane and a trebuchet.
- Successful Group project for all programmes in the Department.
- Top achiever award ceremony.
- Held two successful parent's meetings for the departments.

Faculty of Business Studies and General Studies

- 147 distinctions.
- Students graduated with Diplomas – 23.
- 266 students placed in in-service training.
- 10 students placed in employment.

College Highlights

- Launch of Moodle: A one-stop portal for online lectures, study material, lesson plans and more.
- 400 students placed as part of the 100% Graduate Employment Programme.
- 100% compliance from DHET and Umalusi during exam monitoring.
- 100% compliance for State of Readiness of exams.
- No paper leakage of exam papers or irregularities during the marking of scripts.
- Achieved paperless student placement process.
- Online access to pass exam papers.
- Achieved ISO 9001:2015 certification.

Centre for Student Relations (CSR)

The Centre for Student Relations (CSR) was launched in September 2018 to assist students who experience any difficulties with their course, as well as personal issues that may prevent them from achieving their full academic potential. The goal of the Centre is to provide an attentive customer service to our students to ensure a successful college experience. Students are assigned to a qualified and dedicated online adviser who will help them throughout their journey with us.

We remain committed to providing an unparalleled service to all our student-customers.

Student Advising Centre

Over 50 student advisors (academic tutors) are available to students throughout the year for additional academic support at no extra cost to the student.

Campus Life

The college supports an academic-social philosophy and encourages students to get involved in the social, cultural and sporting calendar. We value the health and wellness of our students and do not support an environment that is purely academically driven. Our dedicated Social, Cultural and Sporting Committee work closely with the academic team to ensure that all social activities are integrated into the academic calendar for the year. Some activities include Mr and Miss Berea Technical College, Student Braais, Concerts, Social Orientation and our popular sports programmes.

JOBS

PROFESSION

OCCUPATIONS

CAREER

WORKFORCE

WORKER

EMPLOYED

FACULTY OF ENGINEERING



Engineers are master innovators who come up with new ideas and concepts to advance structures, machinery and processes from bridges, roads, railways, irrigation projects, water and sewage projects to the processes of a chemical plant. Skilled engineers apply scientific and mathematic skills, often with the use of computers, technical drawings or blueprint reports to analyse designs, monitor the quality of a product and control efficiency of processes.

- **National N Certificate:** Civil Engineering N1-N2 Bricklaying and Plastering
- **National N Certificate:** Civil Engineering N1-N2 Plumbing
- **Diploma:** Civil Engineering
- **National N Certificate:** Mechanical Engineering N1-N2 Motor Trade
- **National N Certificate:** Mechanical Engineering N1-N2 Fitting & Turning
- **National N Certificate:** Mechanical Engineering N1-N2 Welding Trade
- **National N Diploma:** Mechanical Engineering
- **National N Certificate:** Electrical Engineering N1 – N2 Heavy Current
- **National N Diploma:** Electrical Engineering (Heavy Current)
- **National N Certificate:** Electrical Engineering N1-N2 Light Current
- **National N Diploma:** Electrical Engineering (Light Current)
- **National N Certificate:** Electrical Engineering N1-N2 Instrumentation Trade
- **National N Diploma:** Electrical Instrumentation
- **National N Certificate:** Chemical Engineering N1-N2 Water and Waste Water Treatment Practice
- **National N Diploma:** Chemical Engineering

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x x x
x x x
x x x
x x x



National N Certificate: Civil Engineering N1-N2 Bricklaying and Plastering

Theory: 1 year

Modes of Learning: Full time and distance

Course Overview

A bricklayer builds bricks from raw materials and then uses the final product to build walls, floors, partitions and other brick structures. Depending on your preference or skill, you may choose to become skilled in a specific type of material, e.g. Fire brick or cinder blockwork. The more skilled you become, the more you can take on larger projects like fireplaces, arches, steps and more complicated structures.

Admission Requirements

- Grade 10, 11 or 12
- Mathematics and Physical Science is not a requirement

Certification and Examination Authority

Examinations are set and administered by the Department of Higher Education and Training (DHET).

The National N Certificate is issued by the DHET.

Further Studies

On successful completion you will receive a N1, N2 National N Certificate in Bricklaying and Plastering and a FLC Communication certificate and can progress to the N3-N4 qualification.

Campus of Delivery

This course is offered at Berea Technical College only. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited by the Department of Higher Education and Training (DHET).

Employment Opportunities

As a bricklayer, you can be employed by a company or be self-employed as a contractor or sub-contractor in the following types of companies:-

- Construction or Property
- Buildings and other support services

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

Programme Outline

National N1 Certificate

1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	FLC

National N2 Certificate

2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Building Drawing	N2
Bricklaying and Plastering Theory	N2



*Make your life a masterpiece;
imagine no limitations on
what you can be, have or do.*

Brian Tracy



Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

National N Certificate: Civil Engineering N1-N2 Plumbing

Theory: 1 year

Modes of Learning: Full time and distance

Course Overview

Plumbers are everyday heroes. Be it in your home, factory or business, plumbers are a valuable asset in any company. A plumber installs water, sanitation, drainage and heating pipes in residential and commercial properties, power plants, water treatment facilities, waste disposal plants and factories. Whether you are a start-up plumber just entering this field or a veteran that has mastered the art of repairing and fixing pipes; plumbers are in demand and are often called out in emergencies and at short notice.

Admission Requirements

- Grade 10, 11 or 12
- Mathematics and Physical Science is not a requirement

Certification and Examination Authority

Examinations are set and administered by the Department of Higher Education and Training (DHET).

The National N Certificate is issued by the DHET.

Further Studies

On successful completion you will receive a N1, N2 National N Certificate in Plumbing and a FLC Communication certificate and can progress to the N3-N4 qualification.

Campus of Delivery

This course is offered at Berea Technical College only. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited by the Department of Higher Education and Training (DHET).

Employment Opportunities

As a plumber, you can be employed by a company or be self-employed as a contractor or sub-contractor and be involved in plumbing in the following areas:-

- Factory plumbing
- Business plumbing
- Home plumbing

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

Programme Outline

National N1 Certificate

1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	FLC

National N2 Certificate

2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Building Drawing	N2
Plumbing Theory	N2



*Scientists dream about
doing great things.
Engineers do them.*

Albert Einstein

Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

National N Diploma: Civil Engineering

Theory: 2 years

In-service Training: 24 months

Modes of Learning: Full time and distance

Course Overview

Civil Engineers design, build, supervise, operate and maintain construction projects in both the public and private sector. From the construction of roads, railways, airports, bridges to the building of massive skyscrapers, the civil engineer plays a critical role in bringing these to life. Become part of the famous greats, like Lusanda Tyebileyo and Lerato Kotane, founder and creators of the 100% Black-owned female construction company.

Admission Requirements

N3

- N2 Certificate, or
- A National Senior Certificate with Mathematics / Technical Mathematics or Physical Science / Technical Science.

N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics / Technical Mathematics or Physical Science / Technical Science.

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3, N4, N5, N6
- National N Diploma in Civil Engineering on completion of N4-N6 (12 subjects) and 24-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET).

Further Studies

On successful completion, you will receive a National N Diploma in Civil Engineering and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- | | |
|---------------------------------|-------------------------|
| · Quantity Surveyor | · Contracts Manager |
| · Structural Engineer | · Site Agent |
| · Land Surveyor | · Civil Engineer |
| · Building Foreman / Supervisor | · Geotechnical Engineer |
| | · Construction Manager |

LEVEL	SAQA ID	NQF
N3	67491	3
N4	66881	4
N5	66960	5
N6	67005	5

Programme Outline

National N3 Certificate

1st Year 1st Semester Subjects

Mathematics	N3
Engineering Science	N3
Building and Civil Technology	N3
Building Drawing	N3

National N4 Certificate

1st Year 2nd Semester Subjects

Mathematics	N4
Quantity Surveying	N4
Building and Structural Construction	N4
Building Administration	N4

National N5 Certificate

2nd Year 1st Semester Subjects

Mathematics	N5
Quantity Surveying	N5
Building and Structural Construction	N5
Building Administration	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

Mathematics	N6
Quantity Surveying	N6
Building and Structural Construction	N6
Building Administration	N6

Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

National N Certificate: Mechanical Engineering N1-N2 Motor Trade

Theory: 1 year

Modes of Learning: Full time and distance

Course Overview

Motor or auto mechanics inject new life into vehicles and are responsible for fixing the mechanical parts from the engine to the transmission and suspension systems in cars and small trucks. As a motor mechanic, you will be required to fix, reassemble and often restore vehicle parts, so the vehicle is functional and roadworthy. Common tasks may include testing and repairing of electrical lighting systems, the replacement of damaged engine parts and general quality inspection.

Admission Requirements

- Grade 10, 11 or 12
- Mathematics and Physical Science is not a requirement

Certification and Examination Authority

Examinations are set and administered by the Department of Higher Education and Training (DHET)

The National N Certificate is issued by the DHET.

Further Studies

On successful completion you will receive a N1, N2 National N Certificate in Motor Trade and a FLC Communication certificate and can progress to the N3-N4 qualification.

Campus of Delivery

This course is offered at Berea Technical College only. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited by the Department of Higher Education and Training (DHET).

Employment Opportunities

As a motor mechanic, you can work in one of your local automobile workshops or be self-employed. You may also explore other options in:-

- Service stations
- Vehicle and truck dealerships
- Public authorities, e.g. local government
- Transport companies and dealerships with fleets of vehicles and small trucks
- Vehicle workshops

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

Programme Outline

National N1 Certificate

1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	FLC

National N2 Certificate

2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Motor Trade Theory	N2
Engineering Drawing	N2



*Once you stop learning,
you start dying.*

Albert Einstein



Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

National N Certificate: Mechanical Engineering N1-N2 Fitting & Turning

Theory: 1 year

Modes of Learning: Full time and distance

Course Overview

As highly skilled craftspeople, Fitters and Turners are responsible for the maintenance and repair of equipment. The more experienced Fitters and Turners can study plans and then manufacture, construct, assemble and fit components for machinery, vehicles and other apparatuses. They are also able to set up the machinery to manufacture engineering products and repair or replace products.

Admission Requirements

- Grade 10, 11 or 12
- Mathematics and Physical Science is not a requirement

Certification and Examination Authority

Examinations are set and administered by the Department of Higher Education and Training (DHET).

The National N Certificate is issued by the DHET.

Further Studies

On successful completion you will receive a N1, N2 National N Certificate in Fitting & Turning and a FLC Communication certificate and can progress to the N3-N4 qualification.

Campus of Delivery

This course is offered at Berea Technical College only. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited by the Department of Higher Education and Training (DHET).

Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Motor Mechanic
- Fitter and Turner

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

Programme Outline

National N1 Certificate

1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	FLC

National N2 Certificate

2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Fitting and Machining Theory	N2
Engineering Drawing	N2



When you want to know how things really work, study them when they're coming apart

William Gibson



Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

National N Certificate: Mechanical Engineering N1-N2 Welding Trade

Theory: 1 year

Modes of Learning: Full time and distance

Course Overview

Welders are skilled craftsmen, who construct or repair metal products, often using different hand tools and machinery. Welders make use of a variety of processes through the use of heat or electrical current to join parts together and work mainly in the manufacturing, construction and industrial environment. From an entry-welder to a more professional welder, welders use various processes from resistance spot welding, laser beam welding and electron beam welding to perform their daily tasks.

Admission Requirements

- Grade 10, 11 or 12
- Mathematics and Physical Science is not a requirement

Certification and Examination Authority

Examinations are set and administered by the Department of Higher Education and Training (DHET).

The National N Certificate is issued by the DHET.

Further Studies

On successful completion you will receive a N1, N2 National N Certificate in Welders Trade and a FLC Communication certificate and can progress to the N3-N4 qualification.

Campus of Delivery

This course is offered at Berea Technical College only. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited by the Department of Higher Education and Training (DHET).

Employment Opportunities

As a welder, you can set up a workshop from home, offer a door-to-door service in your community or work in the motor, construction or metal industries. Other careers include:-

- Welding Workshop or Factory
- Motor Manufacturing Industry
- Gas, Installation and Maintenance
- Metal Industries
- Gate and Fence Manufacturing

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

Programme Outline

National N1 Certificate

1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	FLC

National N2 Certificate

2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Engineering Drawing	N2
Welders Theory	N2



The future depends on what you do today.

Mahatma Gandhi



Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

National N Diploma: Mechanical Engineering

Theory: 2 years

In-service Training: 24 months

Modes of Learning: Full time and distance online

Course Overview

Mechanical Engineering is in demand in South Africa and is one of the broadest areas of engineering, attracting students who are proficient in mathematics and physics. Mechanical Engineers are logical thinkers who thrive on intricate challenges and problem-solving. They design and construct equipment for all mechanical applications e.g. mining, vehicle manufacturing, fleet maintenance, etc.

Admission Requirements

N3

- N2 Certificate, or
- A National Senior Certificate with Mathematics / Technical Mathematics or Physical Science / Technical Science.

N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics / Technical Mathematics or Physical Science / Technical Science.

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3, N4, N5, N6
- National N Diploma in Mechanical Engineering on completion of N4-N6 (12 subjects) and 24-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Mechanical Engineering and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College only, via Distance learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Motor Mechanic
- Mechanical Technician
- Artisan
- Draughtsman

LEVEL	SAQA ID	NQF
N3	67491	3
N4	66881	4
N5	66960	5
N6	67005	5

Programme Outline

National N3 Certificate

1st Year 1st Semester Subjects

Mathematics	N3
Engineering Science	N3
Mechanotechnology	N3
Engineering Drawing	N3

National N4 Certificate

1st Year 2nd Semester Subjects

Mathematics	N4
Engineering Science	N4
Mechanotechnics	N4
Mechanical Draughting	N4

National N5 Certificate

2nd Year 1st Semester Subjects

Mathematics	N5
Mechanical Design	N5
Mechanotechnics	N5
Power Machines	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

Mathematics	N6
Mechanical Design	N6
Mechanotechnics	N6
Power Machines	N6

Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

National N Certificate: Electrical Engineering N1 – N2 Heavy Current

Theory: 1 year

Modes of Learning: Full time and distance

Course Overview

Heavy Current engineers are responsible for managing the effective supply and distribution of electricity. Heavy Current technicians act as a support structure to engineers and ensure that any faults with the equipment supplying the electricity are fixed so that the regular supply of electricity is not affected. The role of the Heavy Current technician is to ensure that all equipment is fully functional with regular inspection and maintenance. With the current crisis at Eskom, Electrical Engineers both at entry-level and senior levels are in demand and will suit a person who enjoys problem-solving and working in teams to resolve any technical issues that affect the supply of power.

Admission Requirements

- Grade 10, 11 or 12
- Mathematics and Physical Science is not a requirement

Certification and Examination Authority

Examinations are set and administered by the Department of Higher Education and Training (DHET).

The National N Certificate is issued by the DHET.

Further Studies

On successful completion you will receive a N1, N2 National N Certificate in Electrical Engineering Heavy Current and a FLC Communication certificate and can progress to the N3-N4 qualification.

Campus of Delivery

This course is offered at Berea Technical College only. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited by the Department of Higher Education and Training (DHET).

Employment Opportunities

As a heavy current technician, you can be employed as a contractor or sub-contractor or work in the following areas:-

- Field Service
- Maintenance
- Manufacturing

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

Programme Outline

National N1 Certificate

1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	

National N2 Certificate

2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Electrical Trade Theory	N2
Industrial Electronics	N2

“ There’s nothing I believe in more strongly than getting young people interested in science and engineering, for a better tomorrow, for all humankind ”

Bill Nye

Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

Diploma: Electrical Engineering Heavy Current

Theory: 2 years

In-service Training: 24 months

Modes of Learning: Full time and distance.

Course Overview

A qualified Electrical Engineer in Heavy Current will be responsible for the designing and planning of different energy sources to feed into electricity grids, which in turn is used for a variety of different uses where electricity is required.

A veteran engineer may become a specialist in a certain area or can work across different industries. Investigating different energy sources, problem-solving and being able to manage a team of heavy current technicians are part of the roles and responsibilities of this job.

Admission Requirements

N3

- N2 Certificate, or
- A National Senior Certificate with Mathematics / Technical Mathematics or Physical Science / Technical Science.

N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics / Technical Mathematics or Physical Science / Technical Science.

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3, N4, N5, N6
- National N Diploma in Electrical Engineering Heavy Current on completion of N4-N6 (12 subjects) and 24-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET).

The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Electrical Engineering Heavy Current and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College and via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Electrician
- Artisan
- Electrical Technician
- Electrical Engineer

LEVEL	SAQA ID	NQF
N3	67491	3
N4	66881	4
N5	66960	5
N6	67005	5

Programme Outline

National N3 Certificate

1st Year 1st Semester Subjects

Mathematics	N3
Engineering Science	N3
Electrotechnology	N3
Industrial Electronics	N3

National N4 Certificate

1st Year 2nd Semester Subjects

Mathematics	N4
Engineering Science	N4
Electrotechnics	N4
Industrial Electronics	N4

National N5 Certificate

2nd Year 1st Semester Subjects

Mathematics	N5
Electrotechnics	N5
Industrial Electronics	N5
Power Machines	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

Mathematics	N6
Electrotechnics	N6
Industrial Electronics	N6
Power Machines	N6

Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

National N Certificate: Electrical Engineering N1-N2 Light Current

Theory: 1 year

Modes of Learning: Full time and distance

Course Overview

Light current is often referred to as electronics engineering and involves the use of heat, energy and lighting for power distribution. An entry-level technician in light current or instrument engineering will learn about various instruments and will build their knowledge on the theory of Engineering Drawing, Engineering Science, Industrial Electronics, Instrument Trade Theory and Logistics. You will work closely with qualified engineers and will take their blueprints and put them into action, for example through the building of circuits for various electronic devices.

Admission Requirements

- Grade 10, 11 or 12
- Mathematics and Physical Science is not a requirement

Certification and Examination Authority

Examinations are set and administered by the Department of Higher Education and Training (DHET).

The National N Certificate is issued by the DHET.

Further Studies

On successful completion you will receive a N1, N2 National Certificate in Electrical Engineering Light Current and a FLC Communication certificate and can progress to the N3-N4 qualification.

Campus of Delivery

This course is offered at Berea Technical College only. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited by the Department of Higher Education and Training (DHET).

Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Electrician
- Artisan

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

Programme Outline

National N1 Certificate

1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	

National N2 Certificate

2nd Semester Subjects

Mathematics	N2
Logics	N2
Instrument Trade Theory	N2
Industrial Electronics	N2

“

Scientists investigate that which already is. Engineers create that which has never been

”

Bill Nye

Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

National N Diploma: Electrical Engineering Light Current

Theory: 2 years

In-service Training: 24 months

Modes of Learning: Full time and distance.

Course Overview

With the onset of the 4th industrial revolution, there are great career opportunities in developing new-age equipment. Electrical Engineers who specialise in light current are required to come up with innovative ideas to create the blueprint for this equipment. Cellphones, computers, electronic control systems, industrial-electronic systems and home appliance technicians are all evolving at a phenomenal pace, requiring out-of-the-box thinking. This course will develop your knowledge in digital electronics, electro-technics / instruments, trade theory, industrial electronics, logistics and mathematics.

Admission Requirements

N3

- N2 Certificate, or
- A National Senior Certificate with Mathematics / Technical Mathematics or Physical Science / Technical Science.

N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics / Technical Mathematics or Physical Science / Technical Science.

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3, N4, N5, N6
- National N Diploma in Electrical Engineering Light Current on completion of N4-N6 (12 subjects) and 24-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET).

Further Studies

On successful completion, you will receive a National N Diploma in Electrical Engineering Light Current and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College, and via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Electrical Technician
- Design Engineer
- Network Engineer
- Electrical Engineer

LEVEL	SAQA ID	NQF
N3	67491	3
N4	66881	4
N5	66960	5
N6	67005	5

Programme Outline

National N3 Certificate

1st Year 1st Semester Subjects

Mathematics	N3
Logics	N3
Electrotechnology	N3
Industrial Electronics	N3

National N4 Certificate

1st Year 2nd Semester Subjects

Mathematics	N4
Digital Electronics	N4
Electrotechnics	N4
Industrial Electronics	N4

National N5 Certificate

2nd Year 1st Semester Subjects

Mathematics	N5
Electrotechnics	N5
Industrial Electronics	N5
Digital Electronics	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

Mathematics	N6
Electrotechnics	N6
Industrial Electronics	N6
Digital Electronics	N6

Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

National N Diploma: Electrical Instrumentation

Theory: 2 years

In-service Training: 24 months

Modes of Learning: Full time and distance.

Course Overview

If you have an analytical mind and are detail orientated, this course will interest you. Instrumentation is about measurement and control and light current includes fields such as industrial and digital electronics. You will enjoy learning about designing, researching and testing electronic equipment and applying your mind to analysing problems and producing innovative solutions in appliances and installations that use electrical energy.

Admission Requirements

N3

- N2 Certificate, or
- A National Senior Certificate with Mathematics / Technical Mathematics or Physical Science / Technical Science.

N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics / Technical Mathematics or Physical Science / Technical Science.

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3, N4, N5, N6
- National N Diploma in Instrumentation on completion of N4-N6 (12 subjects) and 24-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Instrumentation and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College and via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Electrical Technician
- Design Engineer
- Network Engineer
- Electrical Engineer

LEVEL	SAQA ID	NQF
N3	67491	3
N4	66881	4
N5	66960	5
N6	67005	5

Programme Outline

National N3 Certificate

1st Year 1st Semester Subjects

Mathematics	N3
Logics	N3
Electrotechnology	N3
Instrument Trade Theory	N3

National N4 Certificate

1st Year 2nd Semester Subjects

Mathematics	N4
Digital Electronics	N4
Electrotechnics	N4
Industrial Instruments	N4

National N5 Certificate

2nd Year 1st Semester Subjects

Mathematics	N5
Electrotechnics	N5
Industrial Electronics	N5
Industrial Instruments	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

Mathematics	N6
Electrotechnics	N6
Industrial Electronics	N6
Industrial Instruments	N6

Courses are subject to change. Ts and Cs apply. E & O.E

National N Certificate: Electrical Engineering N1-N2 Instrumentation Trade

Theory: 1 year

Modes of Learning: Full time and distance

Course Overview

With innovative technology changing most aspects of our world, the Light Current Instrumentation course, also known as electronics engineering, becomes more valuable and relevant than before. Students get an understanding of the ins and outs of digital electronics. They will learn about the various instruments and use them to test faulty electronic equipment and find out the reasons for the problems. Light Current Instrumentation includes trade theory, industrial electronics, logistics and mathematics preparing students for a successful career in the fast-paced, changing and challenging techno future.

Admission Requirements

- Grade 10, 11 or 12
- Mathematics and Physical Science is not a requirement

Certification and Examination Authority

Examinations are set and administered by the Department of Higher Education and Training (DHET).

The National N Certificate is issued by the DHET.

Further Studies

On successful completion you will receive a N1, N2 National N Certificate in Electrical Engineering Instrumentation Trade and a FLC Communication certificate and can progress to the N3-N4 qualification.

Campus of Delivery

This course is offered at Berea Technical College only. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited by the Department of Higher Education and Training (DHET).v

Employment Options

With this qualification, successful learners could pursue a career as a:-

- Instrumentation Technician

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

Programme Outline

National N1 Certificate

1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	

National N2 Certificate

2nd Semester Subjects

Mathematics	N2
Logics	N2
Instrument Trade Theory	N2
Industrial Electronics	N2

“

When you want to know how things really work, study them when they're coming apart

William Gibson

”

Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

National N Certificate: Chemical Engineering N1-N2 Water and Waste Water Treatment Practice

Theory: 1 year

Modes of Learning: Full time and distance

Course Overview

Water and Waste Water Treatment plant and system operators manage a system of machines, often through the use of control boards to transfer or treat water. Waste Water Treatment operators control, monitor and maintain the equipment and treatment processes in waste-water (sewage) treatment plants. They remove or neutralise the chemicals, solid materials and organisms in waste-water, so the water is not polluted when it is returned to the environment. These operators run the equipment and control the processes that clean and treat the water.

Admission Requirements

- Grade 10, 11 or 12
- Mathematics and Physical Science is not a requirement

Certification and Examination Authority

Examinations are set and administered by the Department of Higher Education and Training (DHET).

The National N Certificate is issued by the DHET.

Further Studies

On successful completion you will receive a N1, N2 National Certificate in Water & Waste Water Treatment Practice and a FLC Communication certificate and can progress to the N3-N4 qualification.

Campus of Delivery

This course is offered at Berea Technical College only. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited by the Department of Higher Education and Training (DHET).

Employment Opportunities

As a professional in Chemical Engineering Water & Waste Water Treatment Practice you can be employed by a company or be self-employed in the following fields:-

- Environmental Compliance
- Waste Water Treatment
- Laboratory Analysis
- Industrial Pretreatment

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

Programme Outline

National N1 Certificate 1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	FLC

National N2 Certificate 2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Plant Operations Theory	N2
Waste Water Treatment	N2



Programming isn't about what you know; it's about what you can figure out

- Chris Pine



Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

National N Diploma: Chemical Engineering

Theory: 2 years

In-service Training: 24 months

Modes of Learning: Full time and distance.

Course Overview

Chemical Engineering is the branch of engineering that deals with chemical production and the manufacture of products through chemical processes. This includes designing equipment, systems and processes for refining raw materials and for mixing, compounding and processing chemicals to make various products. The main role of Chemical Engineers is to design and troubleshoot processes for the production of chemicals, fuels, foods, pharmaceuticals and biological processes.

Admission Requirements

N3

- N2 Certificate, or
- A National Senior Certificate with Mathematics / Technical Mathematics or Physical Science / Technical Science.

N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics / Technical Mathematics or Physical Science / Technical Science.

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3, N4, N5, N6
- National N Diploma in Chemical Engineering on completion of N4-N6 (12 subjects) and 24-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Chemical Engineering and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College and via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training (DHET).

Employment Opportunities

Chemical Engineers are in high demand and are dominating in the following industries and careers:-

- Manufacturing
- Pulp and Paper
- Petrochemicals
- Biotechnology
- Food Processing
- Laboratory Analyst
- Process Technician

LEVEL	SAQA ID	NQF
N3	67491	3
N4	66881	4
N5	66960	5
N6	67005	5

Programme Outline

National N3 Certificate

1st Year 1st Semester Subjects

Mathematics	N3
Engineering Science	N3
Plant Operations Theory	N3
Supervision in Industry	N3
Chemistry (Annual)	N4

National N4 Certificate

1st Year 2nd Semester Subjects

Mathematics	N4
Engineering Science	N4
Chemical Plant Operations	N4
Chemistry (Annual)	N4

National N5 Certificate

2nd Year 1st Semester Subjects

Mathematics	N5
Engineering Physics	N5
Chemistry	N5
Chemical Plant Operations	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

Mathematics	N6
Engineering Physics	N6
Chemical Technology	N6
Chemical Plant Operations	N6

Courses are subject to change. Ts and Cs apply. E & O.E

* **Enquire** about subjects offered via Distance Learning.

PROFESSION

CAREER

OCCUPATIONS

WORKER

EMPLOYED

WORKFORCE



EMPLOYED

Kamran Moodley
Umngeni-Uthukela Water



EMPLOYED

Maphoka Palaki
Shell



EMPLOYED

Tyller Pillay
Ford

x x x
x x x
x x x
x x x
x x x

BEST PERFORMING COLLEGE



100% GRADUATE EMPLOYMENT PROGRAMME

Ts & Cs Apply. E & OE

- **BEST PASS RATE: NATIONAL EXAMS**
Top Mechanical Engineering student in the country
- **BEST ENGINEERING: RESULTS**
The only fully-accredited private technical college in Durban
BEST RESULTS: Over 820 distinctions across our faculties
- **BEST STUDENT SUPPORT: MATHS, PHYSICS AND ENGLISH**
Focused, extended tuition programme included
- **BEST IN PLACEMENT: UNIVERSITY ACCESS**
Highest number of students placed in Universities of Technology
- **BEST IN STAFFING: TECHNOLOGY EDUCATION**
Loyal, dedicated industry experts



JOB
PROFESSION
OCCUPATIONS
CAREER
WORKFORCE
EMPLOYED
WORKER

FACULTY OF
**HOSPITALITY
AND TOURISM**



Hospitality and Catering is an integral part of the rapidly growing tourism industry. The Faculty of Hospitality and Tourism will equip you with the necessary skills to be self-employed as a private chef, work at a restaurant or on a cruise ship. With Travel and Tourism, you can also run your own travel company or join the exciting travel industry. The Faculty of Hospitality and Tourism covers both these exciting fields, where you learn the necessary theory and how to put this into practice. The following qualifications are available:

- **National N Diploma:** Travel and Tourism
- **National N Diploma:** Hospitality and Catering



National N Diploma: Travel & Tourism

Theory: 2 years

In-service Training: 18 months

Modes of Learning: Full time and distance

Course Overview

The Travel and Tourism course offers you a broad knowledge of the travel industry, from airlines, hotels, tour operators to the regulatory bodies that govern this industry. Being able to assist customers with interesting destinations and places to explore is a passion. You can develop this passion into a skill, as you extend your knowledge on the different countries and cultures around the world. As one of the fastest-growing industries in the world, new job opportunities are constantly being created which could see you in an exciting career in South Africa or abroad.

Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate / Grade 12
- N3 Certificate / NCV
- Level 4 Certificate / ABET Level 4 Certificate

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Travel and Tourism on completion of N4-N6 and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Travel and Tourism and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College, via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

Employment Opportunities

A career in the Travel and Tourism industry will open many employment options in the following career fields:-

- Hotel or Tour Operators
- Airline and Cruise Ship Industry
- Travel Agencies
- National Parks

LEVEL	SAQA ID	NQF
N4	66910	5
N5	66978	5
N6	67013	5

Programme Outline

National N4 Certificate

1st Year Annual Subjects

Intro to Computer Practice	N4
Tourist Destinations	N4
Travel Office Procedures	N4
Tourism Communication	N4
Travel Services	N4

National N5 Certificate

2nd Year 1st Semester Subjects

Travel Office Procedures	N5
Tourism Communication	N5
Tourist Destinations	N5
Travel Services	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

Travel Office Procedures	N6
Travel Services	N6
Tourist Destinations	N6
Hotel Reception	N6

Courses are subject to change. Ts and Cs apply. E & O.E

National N Diploma: Hospitality and Catering

Theory: 2 years

In-service Training: 18 months

Modes of Learning: Full time and distance

Course Overview

Making delicious food is an art. If you enjoy working with different ingredients, fusing different flavours and making people smile with each meal, then the Hospitality and Catering field is for you. The course will teach you nutrition and menu planning, food and beverage services, sanitation and safety, housekeeping, restaurant and bar activities, function planning, events, how to manage a kitchen, as well as guest relations and entrepreneurship and business skills. A key feature of this programme is the practical element, where students turn their theory into a delicious dish.

Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate / Grade 12
- N3 Certificate / NCV
- Level 4 Certificate / ABET Level 4 Certificate

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Hospitality and Catering on completion of N4-N6 and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a Diploma in Hospitality and Catering and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College, and via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

Employment Opportunities

The Hospitality and Catering industry has various career options that you will enjoy. These industries include:-

- Hotel Reception
- Housekeeping
- Food Preparation and Catering
- Restaurant and Bar
- Function Planning and Events
- Guest Liaison Services

LEVEL	SAQA ID	NQF
N4	66891	5
N5	66973	5
N6	67008	5

Programme Outline

National N4 Certificate

1st Year Subjects (Annual)

Applied Management	N4
Nutrition and Menu Planning	N4
Catering Theory and Practical	N4
Sanitation and Safety	N4
Management Communication	N4

National N5 Certificate

2nd Year 1st Semester Subjects

Applied Management	N5
Catering Theory and Practical	N5
Entrepreneurship & Business Management	N4
Food and Beverage Services	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

Applied Management	N6
Catering Theory and Practical	N6
Introductory Computer Practice	N4
Communication and Human Relations	N6

Courses are subject to change. Ts and Cs apply. E & O.E

PROFESSION

WORKER

CAREER

EMPLOYED

JOB

OCCUPATIONS

WORKFORCE



EMPLOYED

Amahle Buthelezi
Oyster Box Hotel



EMPLOYED

Bongumusa
True man Mtetwa
Ethekewini Municipality



EMPLOYED

Yolokazi Dlodlu
Gooderson Leisure - Tropicana Hotel



JOB

Berea Technical College
PROFESSION

OCCUPATIONS

CAREER

WORKFORCE

EMPLOYED

WORKER

FACULTY OF EDUCATION AND LEGAL



Developing a lifelong love for education and having the passion to watch a child develop their skills and abilities from a young age is the foundation of a child-care worker. A career in education does not only bring personal growth but is extremely rewarding and provides many career paths.

Are you interested in law? Consider becoming a Paralegal, a great way to enter the field. Paralegals are professional people who do legal research, draft court documents and organise files under the supervision of lawyers.

This course offers a range of options such as Labour Law, Entrepreneurial Business Law and Property Law.

Explore our education and legal programmes and transform your career with our practical-based learning that will enrich your knowledge and experience.

- **National N Diploma:** Legal Secretary

Diploma: Legal Secretary

Theory: 2 years full time

In-service Training: 18 months

Modes of Learning: Face to Face,

Distance or Online

Course Overview

A legal secretary must be proficient in SA law practices and use this to assist Legal Managers in an organisation. Strong administrative, computer and communication skills are necessary to perform daily operational skills. This exciting and dynamic profession will require you to work in complex situations, often with tight deadlines, as you prepare information for clients or relevant brands. If you have the personality for a career as a legal secretary, this course will provide you with the knowledge on legal and office practices, information processing, communication, marketing and personnel management.

Admission Requirements

- National Senior Certificate / Grade 12
- NCV level 4 Certificate
- ABET level 4 Certificate

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Legal Secretary on completion of N4-N6 and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET).

Further Studies

On successful completion, you will receive a Diploma in Legal Secretary and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College only. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

Employment Opportunities

As a Legal Secretary, you can be employed in the following areas:-

- Law Firm
- Administration
- Paralegal Services
- Conveyancing

LEVEL	SAQA ID	NQF
N4	66880	5
N5	66959	5
N6	67035	5

Programme Outline

National Introductory N4 Certificate 1st Year 1st Semester Subjects

Intro Communication	N4
Intro Entrepreneurship	N4
Intro Personnel Management	N4
Intro Marketing	N4

National N4 Certificate 1st Year 2nd Semester Subjects

Office Practice	N4
Communication	N4
Information Processing	N4
Entrepreneurship & Business Management	N4

National N5 Certificate 2nd Year 1st Semester Subjects

Information Processing	N5
Office Practice	N5
Legal Practice	N5
Communication	N5

National N6 Certificate 2nd Year 2nd Semester Subjects

Information Processing	N6
Office Practice	N6
Legal Practice	N6
Communication	N6

Courses are subject to change. Ts and Cs apply. E & O.E

FACULTY OF INFORMATION TECHNOLOGY

The Faculty of Information Technology will equip students with problem-solving skills; teach them how to think critically and how to apply knowledge through basic research methods and practice. IT specialists are in demand and require special training and skill to make this a viable career path. The world of computing requires students to have a critical mind and the ability to think systematically and coherently. Students will learn how to write programmes in a variety of computer knowledge and understand how networks work.

- **Occupational Certificate:** Cloud Administrator
- **Occupational Certificate:** Computer Technician
- **Occupational Certificate:** Software Engineer



Occupational Certificate: Cloud Administrator

Theory: 1 year

Work-based Learning: 4 Weeks

Modes of Learning: Full time and part time

Course Overview

The purpose of this qualification is to prepare a learner to function as a Cloud Administrator. A Cloud Administrator monitors, maintains, and troubleshoots networks of cloud platforms and computing. Cloud computing is the delivery of computing services; including servers, storage, databases, networking, software, analytics, and intelligence over the Internet ("the cloud") to offer faster innovation, flexible resources, and economies of scale.

Rather than owning their own computing infrastructure or data centres, companies can rent access to anything from applications to storage from a cloud service provider (vendor). This has enabled several businesses, especially SMMs, who could not afford IT Infrastructure to access these cloud services and conduct their business "virtually" anywhere.

Admission Requirements

The minimum entry requirement for this qualification is:

- NQF Level 3 qualification.

Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Cloud Administrator from the QCTO.

Further Studies

Please enquire at the nearest Berea Technical College campus for the prospectus containing post-certificate studies. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.

Campus of Delivery

This course is offered at Berea Technical College.

Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Cloud administrator
- Cloud security analyst
- Cloud network engineer
- Cloud automation engineer

CREDITS	SAQA ID	NQF
149	118699	4

Programme Outline

Knowledge Modules:

- Introduction to Cloud Computing
- Cloud Computing Elements
- Containers, Cloud Native and Kubernetes
- Cloud Security, Risks, Vulnerabilities and Mitigation
- Data and Databases in the Cloud
- Fundamentals of Cloud Computing Platforms
- Introduction to Cloud Computing Governance, Legislation and Ethics
- 4th Industrial Revolution (4IR) and Future Skills
- Design Thinking Principles for Innovation

Practical Skill Modules:

- Conduct Effective Server Maintenance and Optimisation
- Monitor On-Demand Availability of Data Storage, Storage Capacity and Storage Services over the Internet,
- Provide Cloud Network Administration and Support for Optimal Performance
- Ensure Integrity of the Cloud Ecosystem by Implementing Security Measures
- Access and Visualise Structured Data Using Spreadsheets
- Participate in a Design Thinking for Innovation Workshop
- Function Ethically and Effectively in the Workplace

Work Experience Modules:

- On-Demand Availability of Server Resources and Services over the Internet
- On-Demand Availability of Data Storage, Storage Capacity and Storage Services over the Internet
- Ensure Availability and Reliability of Network Connection According to Workflow and Security Protocols

Courses are subject to change. Ts and Cs apply. E & O.E

Occupational Certificate: Computer Technician

Theory: 2 years

Work-based Learning: 4 Weeks

Modes of Learning: Full time and part time

Course Overview

Students will learn computer hardware and software troubleshooting to become computer technicians. Students will also have computer repair skills. Computer technicians answer questions, fix problems, and maintain a company's network, software, and hardware. They're also called desktop support technicians or computer specialists. Support is available in-person, by phone, or online. Their issues span network systems to desktops. Computer software and hardware companies employ computer technicians to assist customers.

A company's IT department can employ computer technicians to support employees. These technicians manage the company's computer network and equipment. They may troubleshoot technical issues and install or update hardware and software. For company productivity, they can recommend computer products or equipment.

Admission Requirements

The minimum entry requirement for this qualification is:

- Any NQF Level 4 qualification.

Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Computer Technician from the QCTO.

Further Studies

Please enquire at the nearest Berea Technical College campus for the prospectus containing post-certificate studies. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.

Campus of Delivery

This course is offered at Berea Technical College.

Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Enterprise Administrator
- Computer Technician
- Service Desk Technician
- Systems Administrator
- Server Administrator
- Network Administrator

CREDITS	SAQA ID	NQF
282	101408	5

Programme Outline

Knowledge Modules:

- Introduction to Data Communication and Networking
- Basics of Computer Architecture: Hardware
- Basics of Computer Architecture: Software
- Basic Concepts of Sustainable Computer Environment and Green Technologies
- Social Media and Digital Literacy
- End-User Computing
- Business communication and customer services
- Ready for work standards

Practical Skill Modules:

- Troubleshoot computer and network faults
- Maintain computer and network security
- Provide support to End-Users
- Install computer software and hardware

Work Experience Modules:

- Respond to user enquiries regarding fault request
- Set up equipment for users, check operating system performance and ensure proper installation of cables and software
- Processes of maintaining computer systems and peripherals
- Identify the potential green technologies, processes and procedures for cost effective application and create a sustainable computer environment to reduce e-waste
- Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities

Courses are subject to change. Ts and Cs apply. E & O.E

Occupational Certificate: Software Engineer

Theory: 2 years
Work-based Learning: 4 Weeks
Modes of Learning: Full time and part time

Course Overview

The purpose of this qualification is to prepare a learner to function as a Software Developer. A Software Engineer researches, analyses, and evaluates requirements for existing or new software applications and designs, develops, deploys, tests within scope of work (debugs) and maintains software applications. Typical learners to enrol for this qualification are people with workplace experience in the systems development areas who would like to formalise their training; other professionals, school leavers and qualifying learner, who have already been exposed to the system development area and want to pursue a career towards Software Engineers. Upon completion of this qualification, learners may gain employment in the Software Engineering field within the Information and Communication Technology (ICT) industry and all other industries that require ICT services.

Admission Requirements

The minimum entry requirement for this qualification is:
 • Any NQF Level 4 qualification.

Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Software Engineer from the QCTO.

Further Studies

Please enquire at the nearest Berea Technical College campus for the prospectus containing post-certificate studies. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.

Campus of Delivery

This course is offered at Berea Technical College.

Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Computer Programmer
- Software Engineer
- Database Administrator
- Network Administrator
- Web Designer

CREDITS	SAQA ID	NQF
240	119458	6

Programme Outline

Knowledge Modules

- Software Engineering
- Programming
- Database Design and Information Systems
- Fundamentals of Project Management in Relation to Software Engineering
- Digital and Business Mathematics

Practical Skill Modules

- Document System Design
- Design and Manipulate Databases
- Programme and Deploy Applications
- Test or Debug Source Code to Ensure Client's needs are met,

Work Experience Modules

- Software Design
- Database Design and Manipulation
- Software Development
- Software Testing



Sooner or later, those who win are those who think they can.



Courses are subject to change. Ts and Cs apply. E & O.E

JOBS

Berea Technical College

PROFESSION

OCCUPATIONS

CAREER

WORKFORCE

WORKER

EMPLOYED

FACULTY OF MANAGEMENT & COMMERCE

Business Management provides an exciting career in the fast-paced and dynamic corporate world! Business leaders are responsible for the necessary infrastructure and human resources to achieve the goals of the company. As a manager, you will be involved in planning, organising, staffing, controlling and leading a division, department or a project.

The Faculty of Management Studies will groom learners to become future leaders in the private and public sector with these qualifications.

- **National N Diploma:** Public Relations
- **National N Diploma:** Medical Secretary
- **National N Diploma:** Public Management
- **National N Diploma:** Business Management
- **National N Diploma:** Management Assistant
- **National N Diploma:** Financial Management
- **National N Diploma:** Marketing Management
- **National N Diploma:** Human Resource Management



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National N Diploma: Public Relations

Theory: 2 years

In-service Training: 18 months

Modes of Learning: Full time and distance

Course Overview

Companies employ public relations experts to manage the perception of the company and its brands. PR practitioners must have strong writing and organisational skills, be confident and creative and have a persuasive edge. The PR environment also includes the glamorous world of events, from planning and organising to attending and being the face of the company. The course will teach you to think strategically and how to perform various PR functions in a local and global environment.

Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate / Grade 12
- N3 Certificate / NCV Level 4 Certificate
- ABET Level 4 Certificate

Certification & Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Public Relations on completion of N4-N6 and 18-months of in-service training

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Public Relations and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College, via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training (DHET).

Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Events Coordinator
- Media and Communications Officer
- Brand Ambassador
- Writer

LEVEL	SAQA ID	NQF
N4	66879	5
N5	66958	5
N6	67003	5

Programme Outline

National Introductory N4 Certificate

1st Year 1st Semester Subjects

• Intro Communication	N4
• Intro Entrepreneurship	N4
• Intro Personnel Management	N4
• Intro Marketing	N4

National N4 Certificate

1st Year 2nd Semester Subjects

• Office Practice	N4
• Communication	N4
• Information Processing	N4
• Entrepreneurship & Business Management	N4

National N5 Certificate

2nd Year 1st Semester Subjects

• Information Processing	N5
• Office Practice	N5
• Public Relations	N5
• Communication	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

• Public Relations	N6
• Information Processing	N6
• Office Practice	N6
• Communication	N6

Courses are subject to change. Ts and Cs apply. E & O.E

National N Diploma: Medical Secretary

Theory: 2 years

In-service Training: 18 months

Modes of Learning: Full time and distance

Course Overview

A medical secretary must enjoy the medical fraternity, be strong in administrative functions and build good relationships with doctors, nurses and professionals in the medical industry. The course attracts students with a passion for medicine, administration and patient care. It will groom you to work as front office reception at hospitals, clinics and doctor's rooms, and be a liaison with all medical aids and medical sales representatives, often providing order to the busy schedules of medical professionals. If you enjoy being the go-to-person for all matters related to medical queries and administration and assisting patients with relevant information and support, then this career is for you.

Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate / Grade 12
- NCV Level 4 Certificate
- ABET Level 4 Certificate

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Medical Secretary on completion of N4-N6 and 18-months of in-service training

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Medical Secretary and may further your studies at a University of Technology..

Campus of Delivery

This course is offered at Berea Technical College only. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training (DHET).

Employment Opportunities

As a qualified Medical Secretary you can work in the following career fields:-

- Medical Secretarial Work
- Medical Administration
- Medical Aids
- Medical Practice
- Front Office

LEVEL	SAQA ID	NQF
N4	66878	5
N5	66957	5
N6	67002	5

Programme Outline

National Introductory N4 Certificate

1st Year 1st Semester Subjects

- Introductory Communication N4
- Introductory Entrepreneurship N4
- Introductory Personnel Management N4
- Introductory Marketing N4

National N4 Certificate

1st Year 2nd Semester Subjects

- Office Practice N4
- Information Processing N4
- Medical Practice N4
- Communication N4

National N5 Certificate

2nd Year 1st Semester Subjects

- Information Processing N5
- Office Practice N5
- Communication N5
- Medical Practice N5

National N6 Certificate

2nd Year 2nd Semester Subjects

- Information Processing N6
- Office Practice N6
- Communication N6
- Medical Practice N6

Courses are subject to change. Ts and Cs apply. E & O.E

National N Diploma: Public Management

Theory: 2 years full time

In-service Training: 18 months

Modes of Learning: Full time and distance

Course Overview

A career in Public Management will prepare you for a variety of public service functions. A strong element of the course is knowledge of administrative structures and an understanding of the public and private sector. You will broaden your expertise in computers, communication, public admin, municipal administration, public finance, public law, the changing dynamics of society and how government operates in this complex environment. The programme also teaches you how to put this knowledge into practice.

Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate / Grade 12
- NCV Level 4 Certificate
- ABET Level 4 Certificate

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Business Management on completion of N4-N6 and 18-months of in-service training

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Public Management and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College and, via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training (DHET).

Employment Opportunities

Public Management can open many doors of opportunity. Some of the options you may explore include:-

- Administration
- Local Government
- Public Affairs Research
- Public Relations

LEVEL	SAQA ID	NQF
N4	66875	5
N5	66955	5
N6	67000	5

Programme Outline

National N4 Certificate 1st Year 1st Semester Subjects

• Intro Computer Practice	N4
• Intro Communication	N4
• Intro Public Administration	N4
• Intro Entrepreneurship	N4

1st Year 2nd Semester Subjects

• Computer Practice	N4
• Public Administration	N4
• Management Communication	N4
• Entrepreneurship and Business Management	N4

National N5 Certificate 2nd Year 1st Semester Subjects

• Public Finance	N5
• Municipal Administration	N5
• Public Administration	N5
• Public Relations	N5

National N6 Certificate 2nd Year 2nd Semester Subjects

• Public Finance	N6
• Municipal Administration	N6
• Public Administration	N6
• Public Law	N6

Courses are subject to change. Ts and Cs apply. E & O.E

National N Diploma: Business Management

Theory: 2 years

In-service Training: 18 months

Modes of Learning: Full time and distance

Course Overview

Small, medium and large businesses are responsible for growing the economy in the country. With a qualification in business management, you will learn about accounting and managing money, computer literacy and the different departments that make up a business, from marketing, public relations and sales. You will also understand the functions of an entrepreneur and how to recruit and manage staff.

Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate / Grade 12
- NCV Level 4 Certificate
- ABET Level 4 Certificate

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Business Management on completion of N4-N6 and 18-months of in-service training

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Business Management and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College, via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

Employment Opportunities

Business Management can open many doors of opportunity. Some of the options you may explore include:-

- Running your own business
- Marketing
- Public Relations
- Data Analysis
- Sales

LEVEL	SAQA ID	NQF
N4	66871	5
N5	66929	5
N6	66995	5

Programme Outline

National Introductory N4 Certificate

1st Year 1st Semester Subjects

- Intro Marketing Management N4
- Intro Communication N4
- Intro Personnel Management N4
- Intro Entrepreneurship N4

1st Year 2nd Semester Subjects

- Intro Computer Practice N4
- Intro Accounting N4
- Management Communication N4
- Entrepreneurship and Business Management N4

National N5 Certificate

2nd Year 2nd Semester Subjects

- Labour Relations N5
- Sales Management N5
- Entrepreneurship and Business Management N5
- Public Relations N5

National N6 Certificate

2nd Year 2nd Semester Subjects

- Labour Relations N6
- Sales Management N6
- Entrepreneurship and Business Management N6
- Public Relations N6

Courses are subject to change. Ts and Cs apply. E & O.E

National N Diploma: Management Assistant

Theory: 2 years

In-service Training: 18 months

Modes of Learning: Full time and distance.

Course Overview

Management assistants play a key support role to managers in an organisation. They are responsible for all administrative functions and ensuring that departments run smoothly in terms of various reporting requirements and clerical functions. In larger companies, management assistants play a bigger role and can be involved in staff onboarding and training. The course in Management Assistant is designed for students who are skilled in multitasking and enjoy bringing administrative order in busy environments. You will learn more about office practices, information processing, communication, marketing, as well as entrepreneurship and business management.

Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate / Grade 12
- N3 Certificate / NCV Level 4 Certificate
- ABET Level 4 Certificate

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Management Assistant on completion of N4-N6 and 18-months of in-service training

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Management Assistant and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College only. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training (DHET).

Employment Opportunities

Dream big and be part of the new generation office staff and explore these career options:-

- Executive Assistant
- Secretarial
- Office Management
- Front Desk Reception
- Administration

LEVEL	SAQA ID	NQF
N4	66876	5
N5	66956	5
N6	67001	5

Programme Outline

National Introductory N4 Certificate

1st Year 1st Semester Subjects

- Intro Communication N4
- Intro Entrepreneurship N4
- Intro Personnel Management N4
- Intro Marketing N4

National N4 Certificate

1st Year 2nd Semester Subjects

- Office Practice N4
- Communication N4
- Information Processing N4
- Entrepreneurship & Business Management N4

National N5 Certificate

2nd Year 1st Semester Subjects

- Information Processing N5
- Office Practice N5
- Entrepreneurship & Business Management N5
- Communication N5

National N6 Certificate

2nd Year 2nd Semester Subjects

- Entrepreneurship & Business Management N6
- Information Processing N6
- Office Practice N6
- Communication N6

Courses are subject to change. Ts and Cs apply. E & O.E

National N Diploma: Financial Management

Theory: 2 years

In-service Training: 18 months

Modes of Learning: Full time and distance.

Course Overview

The course in Financial Management includes in-depth knowledge in the financial landscape from cost and management accounting, computerised financial systems, financial accounting, entrepreneurship, business management and management communication. Numeracy and administrative skills are key requirements for this course, with the job functions extending to financial and business transactions to preparing financial reports and assisting senior managers with various other functions. If you have a natural flair for numbers and enjoy analysing and making sense of data, then a career in financial management is a great career path.

Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate / Grade 12
- NCV Level 4 Certificate
- ABET Level 4 Certificate

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Financial Management on completion of N4-N6 and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Financial Management and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College, via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training (DHET).

Employment Opportunities

With this qualification, you can be employed in the following areas of Financial Management:-

- Cost Accounting
- Bookkeeping
- Accounting
- Payroll Administration

LEVEL	SAQA ID	NQF
N4	66874	5
N5	66954	5
N6	66998	5

Programme Outline

National N4 Certificate

1st Year Subjects - Annual

• Entrepreneurship & Business Management	N4
• Financial Accounting	N4
• Computerised Financial Systems	N4
• Management Communication	N4
• Computer Practice	N4

National N5 Certificate

2nd Year 1st Semester Subjects

• Financial Accounting	N5
• Computerised Financial Systems	N5
• Cost and Management Accounting	N5
• Entrepreneurship & Business Management	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

• Financial Accounting	N6
• Computerised Financial Systems	N6
• Cost and Management Accounting	N6
• Entrepreneurship & Business Management	N6

Courses are subject to change. Ts and Cs apply. E & O.E

National N Diploma: Marketing Management

Theory: 2 years

In-service Training: 18 months

Modes of Learning: Full time and distance.

Course Overview

Marketing is a critical function in business and works hand in hand with sales. Marketers work in a variety of sectors and fields and are involved in branding, research, advertising, communication, PR, digital and social media. With the advent of the digital age, traditional marketing is evolving into the online space, with many marketers are becoming more digitally savvy. The course in Marketing Management provides a full understanding of the different business functions from personnel management, sales management, entrepreneurship and business management, as well as market research, communications and PR to adequately prepare a student for this adrenaline-seeking career.

Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate / Grade 12
- N3 Certificate / NCV Level 4 Certificate
- ABET Level 4 Certificate

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Marketing Management on completion of N4-N6 and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Marketing Management and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College, via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training (DHET).

Employment Opportunities

With a qualification in Marketing Management the career paths you may consider include:-

- Market Research
- Stock Controlling
- Sales
- Customer Service
- Merchandising
- Public Relations

LEVEL	SAQA ID	NQF
N4	66872	5
N5	66952	5
N6	66996	5

Programme Outline

National Introductory N4 Certificate

1st Year 1st Semester Subjects

· Intro Marketing Management	N4
· Intro Communication	N4
· Intro Personnel Management	N4
· Intro Entrepreneurship	N4

National N4 Certificate

1st Year 2nd Semester Subjects

· Intro Computer Practice	N4
· Marketing Management	N4
· Management Communication	N4
· Entrepreneurship and Business Management	N4

National N5 Certificate

2nd Year 1st Semester Subjects

· Marketing Management	N5
· Sales Management	N5
· Entrepreneurship and Business Management	N5
· Public Relations	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

· Marketing Management	N6
· Sales Management	N6
· Marketing Research	N6
· Marketing Communication	N6

Courses are subject to change. Ts and Cs apply. E & O.E

National N Diploma: Human Resource Management

Theory: 2 years

In-service Training: 18 months

Modes of Learning: Full time and distance.

Course Overview

The Human Resource function focuses on staff development, staff policies and procedures and staff wellness programmes to provide a comfortable and happy environment where staff can thrive and help the organisation achieve its goals. The course provides a holistic understanding of the business environment and covers an introduction to personnel management, marketing management, communications, entrepreneurship and business management, labour relations and payroll.

Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate / Grade 12
- NCV Level 4 Certificate
- ABET Level 4 Certificate

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Human Resource Management on completion of N4-N6 and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

Further Studies

On successful completion, you will receive a National N Diploma in Human Resource Management and may further your studies at a University of Technology.

Campus of Delivery

This course is offered at Berea Technical College, via Distance Learning. Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training (DHET).

Employment Opportunities

As a Human Resource Management, you can be employed in the following areas of HR:-

- Payroll
- Human Resources
- Training and Development
- Employment Relations Recruitment
- Induction/New Staff Liaison

LEVEL	SAQA ID	NQF
N4	66873	5
N5	66953	5
N6	66997	5

Programme Outline

National Introductory N4 Certificate

1st Year 1st Semester Subjects

- Intro Marketing Management N4
- Intro Communication N4
- Intro Personnel Management N4
- Intro Entrepreneurship N4

National N4 Certificate

1st Year 2nd Semester Subjects

- Computer Practice N4
- Personnel Management N4
- Management Communication N4
- Entrepreneurship and Business Management N4

National N5 Certificate

2nd Year 1st Semester Subjects

- Labour Relations N5
- Personnel Management N5
- Entrepreneurship and Business Management N5
- Personnel Training N5

National N6 Certificate

2nd Year 2nd Semester Subjects

- Labour Relations N6
- Personnel Management N6
- Entrepreneurship and Business Management N6
- Personnel Training N6

Courses are subject to change. Ts and Cs apply. E & O.E



EMPLOYED

Nokubonga Sibisi
Tsogo Sun

WORKER



EMPLOYED

Aveshen Moodley
BMW

EMPLOYED



EMPLOYED

Snoxolo Nokwethemba
Hirt & Carter

WORKFORCE

PROFESSION

CAREER

OCCUPATIONS

JOB



BEREA GROUP OF COLLEGES



**Berea
Technical
College**

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Web: www.btc.edu.za



**Berea
College Of
Technology**

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Web: www.bct.ac.za



Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training and is proudly ISO 9001:2015 certified.
Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training. Programmes are fully accredited by the Higher Education Quality Committee (HEQC) of the Council for Higher Education (CHE) and are registered on the National Qualifications Framework (NQF) with the South African Qualifications Authority (SAQA).

Ts and Cs Apply. E & OE