



Berea Technical College

A SUPERIOR QUALIFICATION IS KEY TO YOUR SUCCESS

www.bereagroup.co.za

100% GUARANTEED EMPLOYMENT PROGRAMME

Ts & Cs Apply. E & OE



ENGINEERING



HOSPITALITY



LEGAL



MANAGEMENT
& COMMERCE

> Prospectus





Choose the path that challenges you, grows you, and positions you to change your tomorrow.



FACULTY OF ENGINEERING

Trade Skills Programme

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> **1000** | Job
Placements

> **100%** Guaranteed
Employment
Programme

From the Rector's Desk



Choosing where to study is a major decision, and we are honoured that you are considering Berea Technical College. For over 27 years, BTC has built a strong reputation for practical, career-focused education.

Our 2026 Prospectus highlights our flagship Engineering programmes and our rapidly expanding Business offerings are both designed to equip you with the skills needed in today's world. Whether you aim to innovate or lead, BTC provides pathways that support your ambitions.

Recognised nationally as the Engineering Campus, we consistently produce top DHET achievers. Our commitment to employability is reinforced through our 100% Guaranteed Employment Programme, ensuring every graduate enters the workplace or studies further at no cost.

I am also pleased to introduce our academic leaders: Mr Sagraan Reddy, Head of Engineering, with decades of industry and teaching excellence, and Mr Domenic Raselaya, Head of Business & General Studies, a dedicated academic shaping strong, industry-relevant programmes.

With their guidance, you are in capable hands. We look forward to supporting your success.

Prof. C Kistner

PhD [Natal]; Med: BEd (Hons) [UNISA]; BA: UED RCM [UDW]

Head of Engineering



> Sagraan Reddy

Head of Business Studies



> Domenic Raselaya



SCHOOL OF ENGINEERING
Civil | Chemical | Mechanical | Electrical | Industrial | Power
100% GUARANTEED EMPLOYMENT
FOR ENGINEERING GRADUATES OR
GET A FULL REFUND ON TUITION FEES
CITY CAMPUS
Berea Technical College
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More About Berea Technical College

Berea Technical College (BTC) celebrates 27-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 Business and Management, Faculty of Hospitality and Tourism, and Faculty of Legal Studies.

- 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.
- Consists of (31) lecture venues, an extensive library, 4 computer labs, modern laboratories and a team of highly skilled industry-proficient lecturers.
- Offers an electric student vibe with a student recreational area and in-house cafeteria.
- Located near all transport hubs, and aptly surrounded by several student accommodation facilities and food and retail options within walking distance from the campus.
- 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% Guaranteed 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.



Engineering Milestones

Innovation & Excellence

- **Tesla Coil Project:** *Riaan Steyberg (Electrical – Instruments N5) engineered a fully functional Tesla Coil as his practical project.*
- **154 Distinctions:** *117 students achieved 154 distinctions at the 2025 Top Achievers Awards.*
- **Graduation Success:** *61 Engineering graduates celebrated at the 2025 ceremony.*

100% Achievers

Exceptional performance in NATED exams:

- **Electrotechnics N4:** Masuku Nelisiwe Victoria
- **Engineering Science N4:** Tavarwisa Philemon
- **Engineering Science N4 & Mathematics N4:** Ebrahim Acoonjee
- **Mathematics N6:** Zandisile Phelelisile Mthethwa
- **Mechanotechnics N5:** Khoza Lindokuhle Hopewell
- **Mathematics N4 & Engineering Science N4:** Khanyisani Mbutho

Engagement & Visibility

- Represented at **DUT 2025 Careers Day** and the **CAO Career Exhibition** (UKZN, 12 April).
- **600 parents** attended the **May Parents' Day**.

Graduate Employment & Industry Placements

- Civil Engineering: Phakamani Jeza placed at eThekweni Municipality (100% graduate employment).
- Mechanical Engineering: Asanda Mbatha employed at Unilever; Khanyisani Mbutho at Toyota.
- Electrical Engineering Light Current:
 - o Mbali Khohliso – **BID Track** (Internship & In-Service Training)
 - o Zama Nelly Khumalo – **BID Track**
 - o Simangele Mingane – **BID Track**



Business Studies Milestones

Academic Excellence & Industry Impact

- Achieved 73% pass rate and 81% retention rate.
- Updated syllabi and integrated blended learning to maintain industry relevance.
- Built strong industry partnerships for guest lectures, internships, and practical exposure.

Hands-On Learning & Unforgettable Experiences

- Travel & Tourism: Nature hike at Kenneth Stainbank for practical learning.
- Architectural Draughting: Real-life project work including drawings, models, and survey reports.
- Bootcamp & Team-Building: Resilience and collaboration activities at Giba Gorge.
- Certifications: Level 1 First Aid and Maritime practicals with Sail Africa.
- Hospitality & Events: Two Market Days showcasing culinary and event management skills.
- Student Life & Community: Talent Show performances, Parents' Day, and Top Achiever Award Ceremonies.

Bold Strategic Moves for 2026

- Expanded experiential learning opportunities and industry partnerships.
- Enhanced student support, employability initiatives, and digital transformation in teaching and learning.

In 2025, the milestones reflect strong academic performance, practical learning, and community engagement, setting the stage for continued growth and success in 2026.



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Engineering

Welcome to the Faculty of Engineering! Here, our passionate lecturers and hands-on practical's will guide you to reach your full potential. Take part in exciting student activities and enjoy opportunities where your achievements are recognised. Become part of our top-performing faculty and start your engineering journey with confidence!

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



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



Legal Studies

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:
managementstudies@bereatech.co.za



Business & Management

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 **Engineering**

The Faculty of Engineering offers a comprehensive range of programmes designed to equip students with the practical and theoretical skills needed to excel in today's dynamic engineering landscape. These programmes are delivered across four key streams:

- **Trade Skills Programmes** – Hands-on training that prepares students for immediate entry into the technical workforce, or entrance into trade centres.
- **National N Diplomas** – A Department of Higher Education and Training (DHET) qualification, combining classroom learning with applied practice.
- **Occupational Engineering Programmes** – Specialised programmes focused on industry-specific competencies and workplace readiness.
- **Higher Education Stream** – Beginning with the Higher Certificate in Electrical Engineering, this stream bridges the gap between technical training and higher-level academic qualifications, opening pathways for further study and professional development.

With a commitment to practical learning, experienced lecturing staff, and a history of producing top-performing graduates, the Faculty of Engineering continues to shape the next generation of skilled engineers and technical professionals.

Explore our programme offerings and find the path that's right for you.

SCAN ME



Experience Engineering.



Employed

Aveshen Moodley
Electrical Engineering



Employed

Phakamani Jeza
Civil Engineering



SCAN ME



Hear our Top Achiever's
Success Story



Employed

Lihle Sishi
Civil Engineering



Employed

Levi Bunselal
Mechanical Engineering



Trade Skills Programme

Civil Engineering: Bricklaying N1/N2

> Only offered at Berea Tech - a DHET approved campus.

Theory

>  1 Year

Modes of Learning

>  Full time & Distance

Career Opportunities

>  • Bricklayer/Plasterer
• Construction Site Foreman/Assistant
• Renovation & Maintenance Technician

**Course Overview**

The Bricklaying programme equips students with essential theoretical knowledge and practical skills for the bricklaying and construction environment within the civil engineering field. Designed for individuals aspiring to build careers in masonry, construction, or related trades.

**Admission Requirements**

- Grade 12 or equivalent

> **No Maths and Physical Science required.**

**Accreditation and Certification**

Berea Technical College is provisionally registered with the Department of Higher Education and Training (DHET) and is also accredited by the Quality Council for Trade and Occupations (QCTO). All examinations are set and administered by the DHET.

Upon completion, students will receive a DHET-issued Statement of Results for trade school entry, along with a QCTO Certificate in General Draughting.

**Trade Centre Entry**

Students may apply to accredited Trade Test Centres, using their results to access artisan training or undertake trade tests. Accredited centres include Coastal KZN TVET College, Durnacol Skills Hub, Technotrain Westmead, and Richards Bay Technical Training & Assessment Centre.

**Fees**

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.

**QCTO Dual Qualification**

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



*From Bricks to Masterpieces—
Shape Your Career*

Course Journey**1st Semester Subjects**

| | |
|---------------------|----|
| Engineering Science | N1 |
| Engineering Drawing | N1 |
| Mathematics | N1 |
| Communications | |

2nd Semester Subjects

| | |
|-----------------------------------|----|
| Engineering Science | N2 |
| Engineering Drawing | N2 |
| Mathematics | N2 |
| Bricklaying and Plastering Theory | N2 |

Trade Skills Programme


Civil Engineering: Plumbing N1/N2

> Only offered at Berea Tech - a DHET approved campus.

Theory

>  1 Year

Modes of Learning

>  Full time & Distance

Career Opportunities

>  • Geyser Technician
• Drainage and Sewer Technician



Course Overview

This programme equips learners with the knowledge and hands-on skills to succeed in plumbing and the built-environment sectors. Ideal for careers in plumbing, water systems, sanitation, or related construction fields; it serves as a stepping-stone toward artisan status. Students gain practical, industry-aligned experience, preparing them for residential and commercial work, with strong career and entrepreneurial opportunities.



Admission Requirements

Grade 12 or equivalent

> **No Maths and Physical Science required.**



Accreditation and Certification

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Upon completion, students will receive a DHET-issued Statement of Results for trade school entry, along with a QCTO Certificate in General Draughting.



Trade Centre Entry

Students may apply to accredited Trade Test Centres, using their results to access artisan training or undertake trade tests. Accredited centres include Coastal KZN TVET College, Durnacol Skills Hub, Technotrain Westmead, and Richards Bay Technical Training & Assessment Centre.



Fees

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Course Journey

1st Semester Subjects

| | |
|---------------------|----|
| Engineering Science | N1 |
| Engineering Drawing | N1 |
| Mathematics | N1 |
| Communication | |

2nd Semester Subjects

| | |
|---------------------|----|
| Engineering Science | N2 |
| Engineering Drawing | N2 |
| Mathematics | N2 |
| Plumbing Theory | N2 |

Powering Possibility, One Pipe at a Time.

Trade Skills Programme


Mechanical Engineering: Motor Trade N1/N2

> Only offered at Berea Tech - a DHET approved campus.


Theory

>  1 Year

Modes of Learning

>  Full time & Distance

Career Opportunities

> 

- Motor Mechanic/Diesel Mechanic
- Vehicle Service Technician
- Motor Vehicle Diagnostic Technician

**Course Overview**

The Motor Trade programme develops learners' core trade abilities and industry understanding, with a focus on motor vehicle electrical systems. It provides a strong pathway for further technical training, opening doors to careers in vehicle maintenance, diagnostics, and repair. Learners also gain the confidence and expertise to adapt to the latest automotive technologies and industry trends.

**Admission Requirements**

Grade 12 or equivalent

> **No Maths and Physical Science required.**

**Accreditation and Certification**

Berea Technical College is provisionally registered with the Department of Higher Education and Training (DHET) and is also accredited by the Quality Council for Trade and Occupations (QCTO). All examinations are set and administered by the DHET.

Upon completion, students will receive a DHET-issued Statement of Results for trade school entry, along with a QCTO Certificate in General Draughting.

**Trade Centre Entry**

Students may apply to accredited Trade Test Centres, using their results to access artisan training or undertake trade tests. Accredited centres include Coastal KZN TVET College, Durnacol Skills Hub, Technotrain Westmead, and Richards Bay Technical Training & Assessment Centre.

**FEES**

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.

**QCTO Dual Qualification**

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



*From Garage to
Greatness*

Course Journey**1st Semester Subjects**

| | |
|---------------------|----|
| Engineering Science | N1 |
| Engineering Drawing | N1 |
| Mathematics | N1 |
| Communication | |

2nd Semester Subjects

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

Trade Skills Programme


Mechanical Engineering: Fitting and Turning N1/N2

➤ Only offered at Berea Tech - a DHET approved campus.

Theory

➤  1 Year

Modes of Learning

➤  Full time & Distance

Career Opportunities

-  • Fitter and Turner
• CNC Operator/Programmer
• Production Technician

**Course Overview**

Step into the world of engineering with the Mechanical Engineering – Fitting and Turning programme. Focusing on fitting, turning, and basic machinery operation, this programme is perfect for those aiming to launch a career in engineering trades or artisan professions. Graduates can pursue careers as mechanical fitters, turners, machinists, or workshop technicians.

**Admission Requirements**

Grade 12 or equivalent

➤ **No Maths and Physical Science required.**

**Accreditation and Certification**

Berea Technical College is provisionally registered with the Department of Higher Education and Training (DHET) and is also accredited by the Quality Council for Trade and Occupations (QCTO). All examinations are set and administered by the DHET.

Upon completion, students will receive a DHET-issued Statement of Results for trade school entry, along with a QCTO Certificate in General Draughting.

**Trade Centre Entry**

Students may apply to accredited Trade Test Centres, using their results to access artisan training or undertake trade tests. Accredited centres include Coastal KZN TVET College, Durnacol Skills Hub, Technotrain Westmead, and Richards Bay Technical Training & Assessment Centre.

**FEES**

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.

**QCTO Dual Qualification**

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.

**Course Journey****1st Semester Subjects**

| | |
|---------------------|----|
| Engineering Science | N1 |
| Engineering Drawing | N1 |
| Mathematics | N1 |
| Communication | |

2nd Semester Subjects

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

*Hands-On Skills.
Real-Work Impact*

Trade Skills Programme

Electrical Engineering: Heavy Current N1/N2

> Only offered at Berea Tech - a DHET approved campus.


Theory

>  1 Year

Modes of Learning

>  Full time & Distance

Career Opportunities

- >  • Electrician (Heavy Current)
• Maintenance/Plant Electrician
• Substation Assistant

**Course Overview**

The Heavy Current programme equips learners with essential electrical engineering concepts and applied competencies needed to operate safely and efficiently in high-current systems across industrial, commercial, and residential settings. Graduates gain the expertise and trade abilities to pursue careers as Electrical Artisans, Industrial Electricians, Maintenance Technicians.

**Admission Requirements**

Grade 12 or equivalent

> **No Maths and Physical Science required.**

**Accreditation and Certification**

Berea Technical College is provisionally registered with the Department of Higher Education and Training (DHET) and is also accredited by the Quality Council for Trade and Occupations (QCTO). All examinations are set and administered by the DHET.

Upon completion, students will receive a DHET-issued Statement of Results for trade school entry, along with a QCTO Certificate in General Draughting.

**Trade Centre Entry**

Students may apply to accredited Trade Test Centres, using their results to access artisan training or undertake trade tests. Accredited centres include Coastal KZN TVET College, Durnacol Skills Hub, Technotrain Westmead, and Richards Bay Technical Training & Assessment Centre.

**FEES**

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.

**QCTO Dual Qualification**

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Keep the Lights On. Shape the Future.

Course Journey**1st Semester Subjects**

| | |
|---------------------|----|
| Engineering Science | N1 |
| Engineering Drawing | N1 |
| Mathematics | N1 |
| Communication | |

2nd Semester Subjects

| | |
|---------------------|----|
| Engineering Science | N2 |
| Engineering Drawing | N2 |
| Mathematics | N2 |
| Electrical Trade | N2 |

Trade Skills Programme

Electrical Engineering: Instrumentation N1/N2

> Only offered at Berea Tech - a DHET approved campus.

Theory

>  Year

Modes of Learning

>  Full time & Distance

Career Opportunities

- >  • Instrumentation Technician
• PLC Technician
• SCADA Technician

**Course Overview**

Step into the hands-on world of instrumentation, gaining the expertise to install, maintain, and troubleshoot advanced control systems in industrial, commercial, and engineering environments. Learners develop essential technical abilities and applied knowledge that prepare them for roles such as Instrumentation Technician, Process Technician, or Electrical Artisan.

Admission Requirements

Grade 12 or equivalent

> **No Maths and Physical Science required.**

Accreditation and Certification

Berea Technical College is provisionally registered with the Department of Higher Education and Training (DHET) and is also accredited by the Quality Council for Trade and Occupations (QCTO). All examinations are set and administered by the DHET.

Upon completion, students will receive a DHET-issued Statement of Results for trade school entry, along with a QCTO Certificate in General Draughting.

**Trade Centre Entry**

Students may apply to accredited Trade Test Centres, using their results to access artisan training or undertake trade tests. Accredited centres include Coastal KZN TVET College, Durnacol Skills Hub, Technotrain Westmead, and Richards Bay Technical Training & Assessment Centre.

**FEES**

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.

**QCTO Dual Qualification**

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



*Turn Theory into Circuits,
Circuits into Innovation.*

Course Journey**1st Semester Subjects**

| | |
|---------------------|----|
| Engineering Science | N1 |
| Engineering Drawing | N1 |
| Mathematics | N1 |
| Communication | |

2nd Semester Subjects

| | |
|-------------------------|----|
| Engineering Science | N2 |
| Engineering Drawing | N2 |
| Mathematics | N2 |
| Instrument Trade Theory | N2 |

National N Diploma Civil Engineering

Theory

> **18** Months
(1 and half years)

In-service Training

> **24** Months

Modes of Learning

>  Full time & Distance

Career Opportunities

- >  • Site Technician
• Junior Site Engineer
• Construction Supervisor/Foreman

| LEVEL | SAQA ID | NQF |
|-------|---------|-----|
| N4 | 66881 | 5 |
| N5 | 66960 | 5 |
| N6 | 67005 | 5 |



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 Certificate, or
A National Senior Certificate

> **Have Maths & Science? You're ready to register! No results required.**



Certification and Examination Authority

Berea Technical College is provisionally registered with the Department of Higher Education and Training (DHET) and is also accredited by the Quality Council for Trade and Occupations (QCTO).

Learners will receive a National N Diploma in Civil Engineering on completion of the N4-N6 (12 subjects) and 24-months of in-service training from the DHET.

On completion of the theory component at N6 level, they will receive an additional aligned-diploma from the QCTO and a statement of results from the DHET.

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

Students may further their studies at a University of Technology, like Durban University of Technology (DUT) and Mangosuthu University of Technology (MUT). Credit transfer depends on the relevant institutional policy.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Course Journey

National N4 Certificate

1st Year 1st Semester Subjects

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

National N5 Certificate

1st Year 2nd Semester Subjects

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

National N6 Certificate

2nd Year 1st Semester Subjects

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

Design the impossible. Construct the remarkable.

National N Diploma Mechanical Engineering

Theory

> **18** Months
(1 and half years)

In-service Training


> **24** Months

Modes of Learning

>  Full time & Distance

| LEVEL | SAQA ID | NQF |
|-------|---------|-----|
| N4 | 66881 | 5 |
| N5 | 66960 | 5 |
| N6 | 67005 | 5 |

Career Opportunities

- >  • Mechanical Engineering Technician
• Manufacturing/Production Technician
• CAD Technician/Draftsperson



Course Overview

Mechanical Engineering is in demand in South Africa and is one of the broadest areas of engineering. 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.

On completion of the theory component at N6 level, they will receive an additional aligned-diploma from the QCTO and a statement of results from the DHET.

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



Admission Requirements

N3 Certificate, or
A National Senior Certificate

> **Have Maths & Science? You're ready to register! No results required.**



Further Studies

Students may further their studies at a University of Technology, like Durban University of Technology (DUT) and Mangosuthu University of Technology (MUT). Credit transfer depends on the relevant institutional policy.



Certification and Examination Authority

Berea Technical College is provisionally registered with the Department of Higher Education and Training (DHET) and is also accredited by the Quality Council for Trade and Occupations (QCTO).

Learners will receive a National N Diploma in Mechanical Engineering on completion of the N4-N6 (12 subjects) and 24-months of in-service training from the DHET.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Course Journey

National N4 Certificate

1st Year 1st Semester Subjects

| | |
|-----------------------|----|
| Mathematics | N4 |
| Engineering Science | N4 |
| Mechanotechnics | N4 |
| Mechanical Draughting | N4 |

National N5 Certificate

1st Year 2nd Semester Subjects

| | |
|-------------------|----|
| Mathematics | N5 |
| Mechanical Design | N5 |
| Mechanotechnics | N5 |
| Power Machines | N5 |

National N6 Certificate


2nd Year 1st Semester Subjects

| | |
|-------------------|----|
| Mathematics | N6 |
| Mechanical Design | N6 |
| Mechanotechnics | N6 |
| Power Machines | N6 |

*Design, Build, Solve – Your Future
in Mechanical Engineering.*

National N Diploma Electrical Engineering (Heavy Current)


Theory

>  18 Months
(1 and half years)

In-service Training


>  24 Months

Modes of Learning

>  Full time & Distance

| LEVEL | SAQA ID | NQF |
|-------|---------|-----|
| N4 | 66881 | 5 |
| N5 | 66960 | 5 |
| N6 | 67005 | 5 |

Career Opportunities

- > 
- Electrical Engineering Technician (Heavy Current)
 - Substation Technician
 - Engineering Technologist



Course Overview

A qualified Electrical Engineering in Heavy Current student 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 Certificate, or
A National Senior Certificate

> **Have Maths & Science? You're ready to register! No results required.**



Certification and Examination Authority

Berea Technical College is provisionally registered with the Department of Higher Education and Training (DHET) and is also accredited by the Quality Council for Trade and Occupations (QCTO).

Learners will receive a National N Diploma in Electrical Engineering (Heavy Current) on completion of the N4-N6 (12 subjects) and 24-months of in-service training from the DHET.

On completion of the theory component at N6 level, they will receive an additional aligned-diploma from the QCTO and a statement of results from the DHET.

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

Students may further their studies at a University of Technology, like Durban University of Technology (DUT) and Mangosuthu University of Technology (MUT). Credit transfer depends on the relevant institutional policy.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Course Journey

National N4 Certificate

1st Year 1st Semester Subjects

| | |
|------------------------|----|
| Mathematics | N4 |
| Engineering Science | N4 |
| Electrotechnics | N4 |
| Industrial Electronics | N4 |

National N5 Certificate

1st Year 2nd Semester Subjects

| | |
|------------------------|----|
| Mathematics | N5 |
| Electrotechnics | N5 |
| Industrial Electronics | N5 |
| Power Machines | N5 |

National N6 Certificate


2nd Year 1st Semester Subjects

| | |
|------------------------|----|
| Mathematics | N6 |
| Electrotechnics | N6 |
| Industrial Electronics | N6 |
| Power Machines | N6 |

*From Diploma to Engineer:
Energise Your Career.*

National N Diploma Electrical Engineering (Light Current)

Theory

>  18 Months
(1 and half years)

In-service Training

>  24 Months

Modes of Learning

>  Full time & Distance

| LEVEL | SAQA ID | NQF |
|-------|---------|-----|
| N4 | 66881 | 5 |
| N5 | 66960 | 5 |
| N6 | 67005 | 5 |

Career Opportunities

- >  • Senior Technician /Lead Technician
• Engineering Technologist
• Project/Site Supervisor



Course Overview

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

N3 Certificate, or
A National Senior Certificate

> **Have Maths & Science? You're ready to register! No results required.**



Certification and Examination Authority

Berea Technical College is provisionally registered with the Department of Higher Education and Training (DHET) and is also accredited by the Quality Council for Trade and Occupations (QCTO).

Learners will receive a National N Diploma in Electrical Engineering (Light Current) on completion of the N4-N6 (12 subjects) and 24-months of in-service training from the DHET.

On completion of the theory component at N6 level, they will receive an additional aligned-diploma from the QCTO and a statement of results from the DHET.

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

Students may further their studies at a University of Technology, like Durban University of Technology (DUT) and Mangosuthu University of Technology (MUT). Credit transfer depends on the relevant institutional policy.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Course Journey

National N4 Certificate

1st Year 1st Semester Subjects

| | |
|------------------------|----|
| Mathematics | N4 |
| Digital Electronics | N4 |
| Electrotechnics | N4 |
| Industrial Electronics | N4 |

National N5 Certificate

1st Year 2nd Semester Subjects

| | |
|------------------------|----|
| Mathematics | N5 |
| Electrotechnics | N5 |
| Industrial Electronics | N5 |
| Digital Electronics | N5 |

National N6 Certificate


2nd Year 1st Semester Subjects

| | |
|------------------------|----|
| Mathematics | N6 |
| Electrotechnics | N6 |
| Industrial Electronics | N6 |
| Digital Electronics | N6 |

*Master the Electronics of
Tomorrow.*

National N Diploma Electrical Engineering (Instrumentation)

Theory

➤  **18** Months
(1 and half years)

In-service Training


➤  **24** Months

Modes of Learning

➤  Full time & Distance

| LEVEL | SAQA ID | NQF |
|-------|---------|-----|
| N4 | 66881 | 5 |
| N5 | 66960 | 5 |
| N6 | 67005 | 5 |

Career Opportunities

-  • Electrical/Instrumentation Assistant
• Field Technician
• Workshop/Plant Assistant



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 Certificate, or
A National Senior Certificate

➤ **Have Maths & Science? You're ready to register! No results required.**



Certification and Examination Authority

Berea Technical College is provisionally registered with the Department of Higher Education and Training (DHET) and is also accredited by the Quality Council for Trade and Occupations (QCTO).

Learners will receive a National N Diploma in Electrical Engineering (Instrumentation) on completion of the N4-N6 (12 subjects) and 24-months of in-service training from the DHET. On completion of the theory component at N6 level, they will

receive an additional aligned-diploma from the QCTO and a statement of results from the DHET.

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

Students may further their studies at a University of Technology, like Durban University of Technology (DUT) and Mangosuthu University of Technology (MUT). Credit transfer depends on the relevant institutional policy.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Course Journey

National N4 Certificate

1st Year 1st Semester Subjects

| | |
|------------------------|----|
| Mathematics | N4 |
| Digital Electronics | N4 |
| Electrotechnics | N4 |
| Industrial Instruments | N4 |

National N5 Certificate

1st Year 2nd Semester Subjects

| | |
|------------------------|----|
| Mathematics | N5 |
| Electrotechnics | N5 |
| Industrial Electronics | N5 |
| Industrial Instruments | N5 |

National N6 Certificate


2nd Year 1st Semester Subjects

| | |
|------------------------|----|
| Mathematics | N6 |
| Electrotechnics | N6 |
| Industrial Electronics | N6 |
| Industrial Instruments | N6 |

From Measurement to Mastery.

National N Diploma Chemical Engineering

Theory

>  18 Months
(1 and half years)

In-service Training

>  24 Months

Modes of Learning

>  Full time & Distance

Career Opportunities

> 

- Manufacturing
- Pulp and Paper
- Petrochemicals

| LEVEL | SAQA ID | NQF |
|-------|---------|-----|
| N4 | 66881 | 5 |
| N5 | 66960 | 5 |
| N6 | 67005 | 5 |



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 Certificate, or
A National Senior Certificate

> **Have Maths & Science? You're ready to register! No results required.**



Certification and Examination Authority

Berea Technical College is provisionally registered with the Department of Higher Education and Training (DHET) and is also accredited by the Quality Council for Trade and Occupations (QCTO).

Learners will receive a National N Diploma in Chemical Engineering on completion of the N4-N6 (12 subjects) and

Course Journey

National N4 Certificate

1st Year 1st Semester Subjects

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

National N5 Certificate

1st Year 2nd Semester Subjects

| | |
|---------------------------|----|
| Mathematics | N5 |
| Engineering Physics | N5 |
| Chemistry | N5 |
| Chemical Plant Operations | N5 |

National N6 Certificate

2nd Year 1st Semester Subjects

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

24-months of in-service training from the DHET. On completion of the theory component at N6 level, they will receive an additional aligned-diploma from the QCTO and a statement of results from the DHET.

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

Students may further their studies at a University of Technology, like Durban University of Technology (DUT) and Mangosuthu University of Technology (MUT). Credit transfer depends on the relevant institutional policy.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



*From chemistry to creation—
engineer the future.*

Higher Certificate in: Electrical Engineering

Theory



1 Year

Modes of Learning



Full time

Career Opportunities



- Electrical Technician
- Design Engineer
- Network Engineer

| CREDIT | SAQA ID | NQF |
|--------|---------|-----|
| 120 | 122729 | 4 |



Course Overview

The qualification is designed to serve two purposes namely: to provide access to Higher Education in Engineering and serves to provide learners with the introductory knowledge, cognitive and conceptual tools, and procedural skills that can be applied in an operative support occupation or role in Electrical Engineering. The qualification provides a thorough grounding in mathematics and natural sciences relevant to Electrical Engineering, engineering sciences, engineering design and the ability to apply specific established methods. Engineering knowledge is complemented by methods for understanding the impacts of Electrical Engineering solutions on people and the environment.

Mature Age Exemption: Candidates must have attempted Grade 12, on or above the age of 23 before or during the first year of registration with three years' work experience and proven ability relating to the proposed programme as well as requisite communication skills.



Certification and Examination Authority

All Examinations are set by Berea College of Technology.

On successful completion of the programme, the student will receive a Berea College of Technology Higher Certificate in Electrical Engineering.



Admission Requirements

The minimum entry requirement for the Higher Certificate in Engineering in Electrical Engineering is the following:
A National Senior Certificate with a Higher Certificate endorsement or higher and a minimum of 30% for English is required.

Or

A National Certificate (Vocational) - A minimum of 40% in English on either First Additional Language or Home Language level, and a minimum of 50% in four vocational subjects.

Or

A Senior Certificate with a pass in English.

Or



Further Studies

Please enquire at the nearest Berea College of Technology 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.



Fees

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.

Course Journey

1st Semester Subjects

Mathematics
Physics
Communication and Information Literacy Skills
End User Computing for Engineering
Digital Technology
Electrical Technology

2nd Semester Subjects

Drawing
Electrical Engineering Practice
Autotronic Technology
Project Management Basics
Electronic Technology

*Your gateway to advanced
engineering success.*



Occupational Diplomas

Welcome to our Engineering Occupational Programmes

At Berea Technical College, our Engineering programmes prepare students for hands-on, career-ready roles across multiple disciplines.

Whether your passion lies in Electrical, Mechanical, or Electronic Engineering, or in the science-driven fields of Analytical Chemistry, our courses provide the practical skills, scientific knowledge, and computer literacy to succeed. For those drawn to the construction and built environment, our Civil Engineering, Construction Technology and Architectural Draughting programmes combine theory with on-site experience, preparing you to manage projects, design buildings, and deliver innovative solutions.

SCAN ME



One of SA's Best


“

Strive for perfection
in everything you do.
Take the best that
exists and make it
better. When it does
not exist, design it.


- Sir Henry Royce -

Diploma: Electrical Engineering (Heavy Current)

Theory

>  2 Years

Modes of Learning

>  Full time, Part time & Distance

Career Opportunities

- >  • Electrical Engineering Technician
• Electrical Maintenance Technician
• Electrical Installation Technician



Course Overview

CREDITS: 240 SAQA ID: 21117 NQF: 6

The Diploma in Electrical Engineering equips learners with solid engineering insight and real-world technical ability for a wide range of electrical roles. The programme explores core areas such as electrical circuits, power systems, digital electronics, control systems, machines, instrumentation, and electrical design. Learners gain applied, industry-ready experience using professional equipment and software to install, maintain, troubleshoot, and operate electrical systems across industrial and commercial environments. This qualification also positions graduates for further studies in electrical engineering and related fields, while opening pathways to technician-level roles within the engineering sector.

Turn your experience into a qualification that advance your career.



Admission Requirements

Grade 12, or an equivalent NQF Level 4 qualification. Recognition of Prior Learning (RPL) on approval.

> No Maths and Physical Science required.



Certification and Examination Authority

Upon completion, students receive a Berea Technical College Diploma, fully endorsed by the Quality Council for Trades and Occupations (QCTO) for industry-recognised credibility.

FREE

Practical ready-to-work certificate included. NO in-service required.



Further Studies

Students, who have successfully completed this Diploma, may progress to other diplomas to extend their knowledge. Options of diplomas include Mechanical Engineering, Mechatronics, Industrial Engineering, Instrumentation Engineering, Computer Systems Engineering and Renewable Energy Technology.

Credit transfer depends on the relevant institutional policy and module overlap.



Fees

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.

Course Journey

1st Year 1st Semester Subjects

| | |
|------------------------|-----|
| Mathematics | 101 |
| Engineering Science | 101 |
| Industrial Electronics | 101 |
| Electrotechnology | 101 |
| Communication | 101 |
| Computer Practice | 101 |

1st Year 2nd Semester Subjects

| | |
|------------------------|-----|
| Mathematics | 102 |
| Engineering Science | 102 |
| Industrial Electronics | 102 |
| Electrotechnics | 102 |

2nd Year 1st Semester Subjects

| | |
|------------------------|-----|
| Mathematics | 201 |
| Power Machines | 201 |
| Industrial Electronics | 201 |
| Electrotechnics | 201 |

2nd Year 2nd Semester Subjects

| | |
|------------------------|-----|
| Mathematics | 202 |
| Power Machines | 202 |
| Industrial Electronics | 202 |
| Electrotechnics | 202 |

From Classroom to Power Plant.

Diploma: Electronics Technician

Theory

> 2 Years

Modes of Learning

> Full time, Part time & Distance

Career Opportunities

- > Electronics Maintenance & Repair
- > Telecommunications & Networking
- > Instrumentation & Control



Course Overview

CREDITS: 240 SAQA ID: 21118 NQF: 6

The Diploma in Electronics Technician is an intermediate-level qualification designed to equip learners with the theoretical knowledge, technical skills, and practical competencies required to work confidently and independently within the electronics industry. This diploma prepares graduates to install, maintain, troubleshoot, and repair a wide range of electronic systems and equipment used in industrial, commercial, and consumer environments. Learners develop proficiency in electronic circuits, digital systems, instrumentation, fault-finding, communication systems, microcontrollers, and electronic equipment design. Emphasis is placed on hands-on laboratory work, problem-solving, safety procedures, and the ability to apply engineering principles in real-world contexts.

Build on your electronics knowledge and formalise it into a qualification.



Admission Requirements

Grade 12, or an equivalent NQF Level 4 qualification. Recognition of Prior Learning (RPL) on approval.

> No Maths and Physical Science required.



Certification and Examination Authority

Upon completion, students receive a Berea Technical College Diploma, fully endorsed by the Quality Council for Trades and Occupations (QCTO) for industry-recognised credibility.

FREE

Practical ready-to-work certificate included. NO in-service required.



Further Studies

Graduates may progress to other qualifications at NQF Level 6, including:

Diplomas in Electrical Engineering
Diplomas in Telecommunications or ICT Engineering
Diplomas in Mechatronics or Industrial Electronics
Technical specialisation certificates within electronics or related fields (Recognition of Prior Learning (RPL) may apply.)



Fees

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.

Course Journey

1st Year 1st Semester Subjects

| | |
|------------------------|-----|
| Communication | 101 |
| Computer Practice | 101 |
| Mathematics | 101 |
| Industrial Electronics | 101 |
| Electrotechnics | 101 |
| Logics | 101 |

1st Year 2nd Semester Subjects

| | |
|------------------------|-----|
| Mathematics | 102 |
| Electrotechnics | 102 |
| Digital Electronics | 102 |
| Industrial Electronics | 102 |

2nd Year 1st Semester Subjects

| | |
|------------------------|-----|
| Mathematics | 201 |
| EElectrotechnics | 201 |
| Industrial Electronics | 201 |
| Digital Electronics | 201 |
| Supervisory Management | 201 |

2nd Year 2nd Semester Subjects

| | |
|------------------------|-----|
| Digital Electronics | 202 |
| Industrial Electronics | 202 |
| Mathematics | 202 |
| Electrotechnics | 202 |


*Where Smart Tech Meets
Hands-On Skill.*

Diploma: Mechanical Engineering

Theory

> **2** Years

Modes of Learning

>  Full time, Part time & Distance

Career Opportunities

- >  • Automotive Technician
• Maintenance Foreman
• Mechanical Engineer



Course Overview

CREDITS: 240 SAQA ID: 21120 NQF: 6

This programme gives you the skills and knowledge to take on mechanical engineering roles with confidence. You'll work in key areas like machine design, thermodynamics, manufacturing processes, materials, fluid mechanics, and engineering drawing. Through hands-on use of engineering tools, machinery, and industry-standard software, you'll be ready for work in industrial, manufacturing, automotive, maintenance, and production settings. The diploma also provides a pathway to further study in engineering technology and related fields.

If your experience speaks for itself but you want it backed by a recognised qualification, this diploma will get you there.



Admission Requirements

Grade 12, or an equivalent NQF Level 4 qualification. Recognition of Prior Learning (RPL) on approval.

> No Maths and Physical Science required.



Certification and Examination Authority

Upon completion, students receive a Berea Technical College Diploma, fully endorsed by the Quality Council for Trades and Occupations (QCTO) for industry-recognised credibility.

FREE

Practical ready-to-work certificate included. NO in-service required.



Further Studies

Students, who have successfully completed this Diploma, may progress to other diplomas to extend their knowledge. Options of diplomas include Mechanical Engineering, Mechatronics, Industrial Engineering, Instrumentation Engineering, Computer Systems Engineering and Renewable Energy Technology.

Credit transfer depends on the relevant institutional policy and module overlap.



Fees

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.

Course Journey

1st Year 1st Semester Subjects

| | |
|---------------------|-----|
| Mathematics | 101 |
| Engineering Science | 101 |
| Engineering Drawing | 101 |
| Mechanotechnology | 101 |
| Communication | 101 |
| Computer Practice | 101 |

1st Year 2nd Semester Subjects

| | |
|-----------------------|-----|
| Mechanical Draughting | 102 |
| Mathematics | 102 |
| Engineering Science | 102 |
| Mechanotechnics | 102 |

2nd Year 1st Semester Subjects

| | |
|-----------------------------|-----|
| Power Machines | 201 |
| Mechanical Drawing & Design | 201 |
| Mathematics | 201 |
| Supervisory Management | 201 |
| Mechanotechnics | 201 |

2nd Year 2nd Semester Subjects

| | |
|-----------------------------|-----|
| Power Machines | 202 |
| Mechanical Drawing & Design | 202 |
| Mathematics | 202 |
| Mechanotechnics | 202 |

From Blueprint to Breakthrough.


Diploma: Analytical Chemistry

Theory

Modes of Learning

Career Opportunities

> 2 Years

>  Full time, Part time & Distance

> 

- Site Foreman
- Project Coordinator
- Estimator



Course Overview

CREDITS: 240 SAQA ID: 21140 NQF: 6

If you enjoy solving complex scientific problems and applying precise measurement techniques, Analytical Chemistry can be a gateway to a career in engineering and applied sciences. This field emphasises the analysis and characterisation of materials, a critical skill in industries such as chemical engineering, pharmaceuticals, food and beverages, and materials manufacturing. This qualification equips learners with the foundation to pursue roles such as process engineers, quality assurance engineers, laboratory managers, or technical specialists in industrial and manufacturing settings.

If you built skills on the job and want to turn them into a respected credential, this diploma offers the perfect pathway.



Admission Requirements

Grade 12, or equivalent. Recognition of Prior Learning (RPL) on approval.



> No Maths and Physical Science required.

Certification and Examination Authority

Upon completion, students receive a Berea Technical College Diploma, fully endorsed by the QCTO for industry-recognised credibility.



Further Studies

Please enquire at the nearest Berea Technical College campus for the prospectus containing post-certificate studies.

Credit transfer depends on the relevant institutional policy and module overlap.



Fees

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.

Turning Data into Discovery

FREE

Practical ready-to-work certificate included. NO in-service required.

Course Journey

1st Year 1st Semester Subjects

| | |
|----------------------|-----|
| Mathematics | 101 |
| Engineering Science | 101 |
| Communication | 101 |
| Computer Practice | 101 |
| Chemistry | 101 |
| Analytical Chemistry | 101 |

1st Year 2nd Semester Subjects

| | |
|----------------------------|-----|
| Organic Chemistry | 102 |
| Mathematics | 102 |
| Engineering Science | 102 |
| Chemistry | 102 |
| Analytical Chemistry | 102 |
| Chemical Quality Assurance | 102 |

2nd Year 1st Semester Subjects

| | |
|----------------------|-----|
| Numerical Methods | 201 |
| Analytical Chemistry | 201 |
| Organic Chemistry | 201 |
| Inorganic Chemistry | 201 |
| Physical Chemistry | 201 |

2nd Year 2nd Semester Subjects

| | |
|----------------------|-----|
| Organic Chemistry | 202 |
| Physical Chemistry | 202 |
| Analytical Chemistry | 202 |
| Numerical Methods | 202 |
| Inorganic Chemistry | 202 |

Diploma: Architectural Draughting

Theory

>  2 Years

Modes of Learning

>  Full time, Part time & Distance

Career Opportunities

>  • Architectural Draughtsman
• Project Manager/Designer



Course Overview

CREDITS: 240 SAQA ID: 21153 NQF: 6

Love improving building designs and bringing ideas to life? A career in architectural draughting is waiting for you. Learn to create detailed plans from architects' specifications, develop Revit skills, and turn concepts into real-world designs. Gain the technical expertise and creative freedom to shape the buildings of tomorrow.

Upgrade your draughting skills into a recognised qualification.



Admission Requirements

Grade 12, N3, General Draughting certificate or equivalent. Recognition of Prior Learning (RPL) on approval.

> No Maths and Physical Science required.



Certification and Examination Authority

Berea Technical College is provisionally registered with the Department of Higher Education and Training (DHET) and is also accredited by the Quality Council for Trade and Occupations (QCTO). All examinations are set and administered by Berea Technical College.

Upon completion, students receive a Berea Technical College Diploma, fully endorsed by the QCTO for industry-recognised credibility.



Further Studies

On completion of this course, students can advance to CAD applications.



Fees

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.

66

We rise by lifting others.

- Kamala Harris -

FREE

Practical ready-to-work certificate included. NO in-service required.

Course Journey

1st Year 1st Semester Subjects

| | |
|---------------------------------------|-----|
| Architectural Graphics and Technology | 101 |
| Surveying | 101 |
| History of Architecture | 101 |
| Mathematics | 101 |
| Computer Practice | 101 |
| Communication | 101 |

1st Year 2nd Semester Subjects

| | |
|---------------------------------------|-----|
| Architectural Graphics and Technology | 102 |
| Computer Applications (AutoCAD) | 102 |
| Advertising and Promotions | 102 |
| Construction Technology | 102 |
| Theory of Structures | 102 |
| Surveying | 102 |

2nd Year 1st Semester Subjects

| | |
|---------------------------------------|-----|
| Architectural Graphics and Technology | 201 |
| Computer Aided Drawing (AutoCAD) | 201 |
| Computer Aided Drawing (Revit) | 201 |
| Applied Building Science | 201 |
| Building Administration | 201 |

2nd Year 2nd Semester Subjects

| | |
|---|-----|
| Architectural Graphics and Technology | 202 |
| Computer Aided Drawing (AutoCAD) | 202 |
| Computer Aided Drawing (Revit) | 202 |
| Architectural Planning & Representation | 202 |
| Building Administration | 202 |
| Theory of Architecture | 202 |

Diploma: Construction Technology: Civil Engineering

Theory

> 2 Years

Modes of Learning

> Full time, Part time & Distance

Career Opportunities

- >  • Junior Civil Technician
• Project Manager
• Construction Manager



Course Overview

CREDITS: 240 SAQA ID: 21156 NQF: 6

The Diploma in Construction Technology: Civil Engineering prepares learners for a dynamic career in the construction and civil engineering industry. Students develop a thorough understanding of how civil engineering projects are planned, designed, and managed, from concept to completion. This qualification equips learners to contribute effectively to projects in infrastructure, buildings, roads, and other essential developments. It lays the groundwork for a rewarding career in the construction sector or further studies in civil engineering and related fields.

Ideal for individuals with real-work experience looking to convert it into an official, industry-recognised qualification.



Admission Requirements

Grade 12, or an equivalent NQF Level 4 qualification. Recognition of Prior Learning (RPL) on approval.

> No Maths and Physical Science required.



Certification and Examination Authority

Upon completion, students receive a Berea Technical College Diploma, fully endorsed by the Quality Council for Trades and Occupations (QCTO) for industry-recognised credibility.

FREE

Practical ready-to-work certificate included. NO in-service required.



Further Studies

Students, who have successfully completed this Diploma, may progress to other diplomas to extend their knowledge. Options of diplomas include Mechanical Engineering, Mechatronics, Industrial Engineering, Instrumentation Engineering, Computer Systems Engineering and Renewable Energy Technology.

Credit transfer depends on the relevant institutional policy and module overlap.



Fees

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.

Course Journey

1st Year 1st Semester Subjects

| | |
|-------------------------------|-----|
| Building and Civil Technology | 101 |
| Mathematics | 101 |
| Engineering Science | 101 |
| Building Drawing | 101 |
| Computer Practice | 101 |
| Communication | 101 |

1st Year 2nd Semester Subjects

| | |
|--------------------------------------|-----|
| Mathematics | 102 |
| Quantity Surveying | 102 |
| Building and Structural Construction | 102 |
| Building Administration | 102 |
| Structural Surveying | 102 |

2nd Year 1st Semester Subjects

| | |
|--------------------------------------|-----|
| Structural Surveying | 201 |
| Construction Management | 201 |
| Supervisory Management | 201 |
| Quantity Surveying | 201 |
| Building and Structural Construction | 201 |

2nd Year 2nd Semester Subjects

| | |
|--------------------------------------|-----|
| Structural Surveying | 202 |
| Construction Management | 202 |
| AutoCAD | 202 |
| Quantity Surveying | 202 |
| Building and Structural Construction | 202 |

Construct Your Career, Brick by Brick.



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

SCAN ME



Hands-On Learning in Action



Employed

Bridgitte Khumalo
Hospitality and Catering



Employed

Sethabile Mbanjwa
Travel and Tourism



Employed

Nokubonga Sibisi



Employed

Amahle Buthelezi
Oyster Box Hotel



National N Diploma Hospitality and Catering

Theory

> **2** Years

In-service Training

> **18** Months

Modes of Learning

>  Full time & Distance

Career Opportunities

> 

- Hotel Reception
- Housekeeping
- Food Preparation and Catering

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



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 National N Diploma in Hospitality and Catering and may further your studies at a University of Technology.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



*Cook, serve, impress – and make
it your career*

Course Journey

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 |

National N Diploma Travel & Tourism

Theory

> **2** Years

In-service Training

> **18** Months

Modes of Learning

>  Full time & Distance

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

- Hotel Management
- Banqueting Management
- Rooms Division Management



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.

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



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.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



*Adventure Starts Here,
Careers Follow*

Course Journey

National N4 Certificate

1st Year Subjects (Annual)

| | |
|----------------------------|----|
| 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 |



Faculty of Legal Studies

This course offers a range of subjects such as Entrepreneurial Business Law, Legal Practice, Information Processing, and more. Explore the National Diploma in Legal Secretary and transform your career with our practical-based learning that will enrich your knowledge and experience.

- **National N Diploma** Legal Secretary

SCAN ME



Hands-On Learning in Action

Your Campus. Your Vibe

At our college, we believe that a truly fulfilling education goes beyond the classroom. That's why we embrace a holistic academic-social philosophy, where learning, growth, and fun go hand in hand. Campus life here is buzzing with opportunities to explore your interests, meet new people, and develop lifelong friendships.

From cultural festivals and student-led clubs to sports tournaments and mental and spiritual wellness initiatives. Our social calendar is packed with events that bring students together, fostering friendships, collaboration, and a real sense of community. Whether you're into arts, religion, sport or culture, you'll find a space to shine and make your mark.



**Get involved. Join a club.
Attend an event. Every
experience adds a chapter to
your story.**

Our robust Social, Cultural, and Sporting Committee is a diverse and dynamic team made up of students, lecturers, marketing creatives, and administrative staff, each bringing their own flair, perspectives, and fresh ideas to make campus life truly exceptional. Working hand-in-hand with the academic team, they ensure every social activity is seamlessly integrated into the academic calendar.



From the glamour of Mr and Miss Berea Technical College to lively student braais, exciting social orientation events, and our ever-popular sports programmes, there is always something exciting happening on campus.

Every event is thoughtfully designed to enrich student life, promote balance, and build meaningful connections.

**Study hard. Play loud.
Live fully.**



National N Diploma Legal Secretary

Theory

➤ 2 Years

In-service Training

➤ 18 Months

Modes of Learning

➤ Full time & Distance

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

Career Opportunities

-
- Legal Assistant.
 - Administrative Assistant
 - Paralegal Assistant



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 National N Diploma in Legal Secretary and may further your studies at a University of Technology.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Course Journey

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 |

Build Your Legal Edge.

100% GUARANTEED EMPLOYMENT PROGRAMME

An education first, where students on fulfilling the required criteria are guaranteed employment

Graduate from a two-year full-time course and get a job — or your next course is free. Ts & Cs

This is where Berea Group of Colleges offers a meaningful national contribution. Our 100% Guaranteed Employment Programme goes beyond a marketing statement. It is a structured, strategic response aligned with industry needs and national employment challenges.

1. Bridging the Gap Between Theory and Practice.
2. Supporting National Scarce Skills
3. Reducing Student Risk
4. Strong Industry Partnerships.
5. Directly Addressing Systemic Challenges



Why Berea is the Right Choice

- Education that leads to employment, not uncertainty.
- Reduced financial and career risk through guaranteed employment for qualifying students.
- Alignment with industry expectations and national economic needs.
- Direct contribution to solving youth unemployment and building a skilled, productive workforce.

At Berea Group of Colleges, students do not just graduate with a certificate. They graduate with experience, confidence, and the readiness to step into the world of work and succeed.



Impact and Outcomes

- **Work ready graduates:** Students leave with qualifications and real practical experience.
- **High employment outcomes:** While national graduate unemployment has risen to around 11.7 percent (News24), Berea students enter the labour market through a structured and supported placement pathway.
- **National alignment:** The programme supports national development plans, contributes to job creation, and targets scarce skills fields where employers urgently need talent.
- **Versatile skill sets:** Students gain both technical and soft skills, preparing them for advancement and adaptability across multiple career paths.





Faculty of Business and Management

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 Business and Management 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

SCAN ME



Scan the Tour - Business
Management Uncovered





Employed

Snoxolo Nokwethemba

Financial Management



Hirt&Carter

Employed

Thokozile Mthabela

Human Resource Management

TRANSNET



Employed

Nhlalenhle N Buthelezi

Human Resource Management



RCL
FOODS



Employed

Neliswa Hlongwane

Supply Chain Management



National N Diploma Public Relations


Theory

> **2** Years

In-service Training

> **18** Months

Modes of Learning

>  Full time & Distance

Career Opportunities

- >  • Events Coordinator
• Media and Communications Officer
• Brand Ambassador

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



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 and 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.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Course Journey

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 |

*Be Heard. Be Seen. Be a
PR Pro.*

National N Diploma Medical Secretary


Theory

> **2** Years

In-service Training


> **18** Months

Modes of Learning

>  Full time & Distance

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

Career Opportunities

- >  • Medical Secretarial Work
• Medical Administration
• Medical Aids



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 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.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Course Journey

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 |

*From Desk to Hospital. Your
Medical Career Starts Here.*

National N Diploma Public Management


Theory

> **2** Years


In-service Training

> **18** Months

Modes of Learning

>  Full time & Distance

Career Opportunities

- >  • Administration
• Public Affairs Research
• Local Government

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



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 Public 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.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



*Manage Public Affairs with
Confidence.*

Course Journey

National N4 Certificate

1st Year 1st Semester Subjects

| | |
|-----------------------------|----|
| Intro Computer Practice | N4 |
| Intro Communication | N4 |
| Intro Public Administration | N4 |
| Intro Entrepreneurship | N4 |

National N4 Certificate

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 |

National N Diploma Business Management


Theory

> **2** Years

In-service Training


> **18** Months

Modes of Learning

>  Full time & Distance

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

Career Opportunities

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



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.

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.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



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

Course Journey

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 |

Think Big. Manage Bigger.

National N Diploma Management Assistant


Theory

> **2** Years


In-service Training

> **18** Months

Modes of Learning

>  Full time & Distance

Career Opportunities

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

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



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.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Be Indispensable in Every Office.

Course Journey

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 |

National N Diploma Financial Management


Theory

> **2** Years

In-service Training


> **18** Months

Modes of Learning

>  Full time & Distance

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

Career Opportunities

- >  • Running your own business
• Public Relations
• Data Analysis Sales



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.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Master Money, Drive Success.

Course Journey

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 |

National N Diploma Marketing Management

Theory

>  2 Years

In-service Training

>  18 Months

Modes of Learning

>  Full time & Distance

Career Opportunities

>  • Market Research
• Sales
• Merchandising

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



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.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



*Future-Proof Your
Marketing Skills.*

**Marketing Management
with Digital Marketing**

Course Journey

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 |

National N Diploma Human Resource Management


Theory

>  **2** Years

In-service Training

>  **18** Months

Modes of Learning

>  Full time & Distance

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

Career Opportunities

- > 
- HR Manager
 - Payroll Specialist
 - Industrial Relations Officer



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.



FEES

Visit the campus for a fee structure or connect with a student advisor telephonically or via WhatsApp.



QCTO Dual Qualification

Students who register for the DHET qualification automatically qualify for the dual QCTO qualification at no extra cost.



Master the Art of Managing Talent.

Course Journey

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

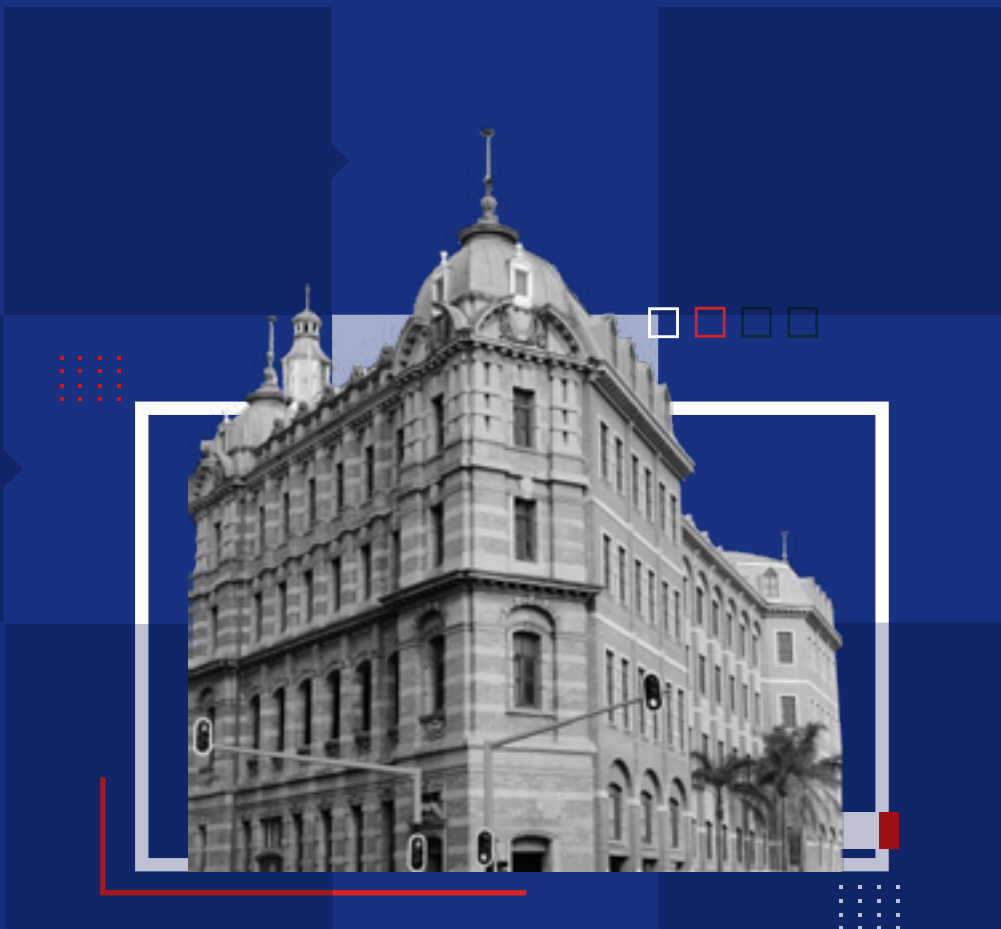
2nd Year 1st Semester Subjects

| | |
|--|----|
| 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 |



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