



**SKILL**  
TECH SOLUTIONS

**Skill Tech Solutions (Pty) Ltd**  
Training Prospectus



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**SKILL**  
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## **ABOUT US**

Skill Tech Solutions is a distinguished training company specializing in skills development and education.

Accredited by various SETAs, Quality Council for Trades and Occupation (QCTO), and the Department of Higher Education and Training (DHET), we stand as a beacon of quality in the education sector.

Our philosophy revolves around the belief that quality education goes beyond teaching; it inspires individuals to reach greater heights.

Leveraging our extensive expertise and knowledge, we are committed to delivering a lasting educational experience.

Upholding stringent standards of learning, we aim to leave a substantial legacy by imparting knowledge that transforms lives and shapes futures.



## SKILLS PROGRAMMES

No	Qualification Name	Credits	QA Body	Duration
01	Marketing – NQF 4	34	Services SETA	9 Days
02	New Venture Creation (SMME) – NQF 4	25	Services SETA	9 Days
03	Project Management Programme 1 – NQF 4	27	Services SETA	7 Days
04	Project Management Programme 2 – NQF 4	27	Services SETA	6 Days
05	Project Management Programme 3 – NQF 4	27	Services SETA	7 Days
06	Generic Management – NQF 4	54	Services SETA	11 Days



## LEARNERSHIPS

Learnerships are designed to equip participants with the necessary skills and knowledge required for a specific occupation or industry. These programs vary in duration and typically result in the attainment of a recognized qualification upon successful completion, contributing to the learner's employability and career advancement prospects.

Learnerships offer opportunities for career growth and advancement within the industry by providing a solid foundation of skills and knowledge. Learnerships are tailored to specific industries or job roles, ensuring that the skills gained are directly relevant to the demands of the job market.

Skill Tech Solution has a range of accredited qualifications with various SETAs. Herewith a list of qualifications that Skill Tech Solutions can offer:

No	Qualification Name	QA Body	Status	Duration
01	Business Practice – NQF 1	Services SETA	GET Certificate	12 Months
02	New Venture Creation (SMME) – NQF 2	Services SETA	National Certificate	12 Months
03	Business Administration Services – NQF 3	Services SETA	National Certificate	12 Months
04	Generic Management – NQF 4	Services SETA	GET Certificate	12 Months
05	Marketing – NQF 4	Services SETA	FET Certificate	12 Months
06	Project Management – NQF 4	Services SETA	FET Certificate	12 Months
07	Adult Basic Education and Training – NQF 1	Services SETA	GET Certificate	12 Months
08	Generic Management – NQF 4	W&R SETA	GET Certificate	12 Months
09	Generic Management – NQF 5	W&R SETA	GET Certificate	12 Months



09	End User Computing – NQF 3	MICT SETA	National Certificate	12 Months
10	Systems Development – NQF 4	MICT SETA	FET Certificate	12 Months
11	Technical Support – NQF 4	MICT SETA	FET Certificate	12 Months



BUSINESS PRACTICE					
QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 61755</b> General Education and Training Certificate: Business Practice <b>SERVICES SETA</b>	<b>LEVEL: 1</b> <b>CREDITS: 121</b>	ABET LEVEL: 3 *Communication *Mathematical Literacy	MONTHS: 12	<ol style="list-style-type: none"> <li>1. Use fundamental skills in a business environment.</li> <li>2. Make appropriate use of Information and Communications Technology in an office setting.</li> <li>3. Understand and apply entrepreneurial and business knowledge and attitude.</li> <li>4. Incorporate life skills in an employment or self-employment situation.</li> </ol>	<b>MODULE 1:</b> Learning strategies <b>MODULE 2:</b> Business <b>MODULE 3:</b> Self-Management skills <b>MODULE 4:</b> Communication skills <b>MODULE 5:</b> Computer skills <b>MODULE 6:</b> Mathematical skills <b>MODULE 7:</b> Financial skills <b>MODULE 8:</b> Entrepreneurship

NEW VENTURE CREATION					
QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 49648</b> National Certificate: New Venture Creation (SMME) <b>SERVICES SETA</b>	<b>LEVEL: 2</b> <b>CREDITS: 138</b>	NQF LEVEL: 1 *Communication *Mathematical Literacy	MONTHS: 12	<ol style="list-style-type: none"> <li>1. Use basic Mathematics in order to fulfill new venture functions effectively.</li> <li>2. Apply basic Communication skills in new venture creation context.</li> <li>3. Determine market requirements and manage the relevant marketing and selling processes.</li> <li>4. Demonstrate an understanding of the sector/industry in which the business operates.</li> <li>5. Determine financial requirements and manage financial resources of a new venture.</li> <li>6. Manage business operations.</li> </ol>	<b>MODULE 1:</b> People in my business <b>MODULE 2:</b> Business ethics and communication <b>MODULE 3:</b> Business finances <b>MODULE 4:</b> Business Operations <b>MODULE 5:</b> Entrepreneurial ideas <b>MODULE 6:</b> Business marketing and equipment



### BUSINESS ADMINISTRATION

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 67465</b> LP: 23655 National Certificate: Business Administration Services <b>SERVICES SETA</b>	<b>LEVEL: 3</b> <b>CREDITS: 120</b>	NQF LEVEL: 2 *Communication *Mathematical Literacy *Computer Literacy	MONTHS: 12	<ol style="list-style-type: none"> <li>Gather and report information</li> <li>Plan, monitor and control an informationsystem</li> <li>Maintain booking systems</li> <li>Participate in meetings and processdocuments and communications related thereto</li> <li>Utilise technology to produce information</li> <li>Plan and conduct basic research in anoffice environment</li> <li>Coordinate meetings, minor events and travel arrangements</li> <li>Set personal goals</li> <li>Function in a team / business environment</li> <li>Demonstrate an understanding of employment relations</li> </ol>	<b>MODULE 1:</b> The Business Environment <b>MODULE 2:</b> Business Communication <b>MODULE 3:</b> Business Reception <b>MODULE 4:</b> Business Writing Skills <b>MODULE 5:</b> Numeracy Skills <b>MODULE 6:</b> Financial Administration <b>MODULE 7:</b> PC Skills <b>MODULE 8:</b> Teamwork Skills <b>MODULE 9:</b> Meeting Administration <b>MODULE 10:</b> Business Administration <b>MODULE 11:</b> Business Research

### GENERIC MANAGEMENT

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 57712</b> LP: 74630 Further Education and Training Certificate: Generic Management <b>SERVICES SETA</b>	<b>LEVEL: 4</b> <b>CREDITS: 150</b>	NQF LEVEL: 3 *Communication *Mathematical Literacy *Computer Literacy	MONTHS: 12	<ol style="list-style-type: none"> <li><b>Planning</b> Developing plans to achieve defined objectives</li> <li><b>Organising</b> Organising resources in accordance with a developed plan</li> <li><b>Leading</b> Leading a team to work co-operatively to achieve objectives</li> <li><b>Controlling</b> Monitoring performance to ensure compliance to a plan</li> <li><b>Ethics</b> Making decisions based on a code of ethics</li> </ol>	<b>MODULE 1:</b> The role of the manager <b>MODULE 2:</b> Occupational learning and verbal communication <b>MODULE 3:</b> Written communication <b>MODULE 4:</b> Problem solving <b>MODULE 5:</b> Leading and motivating a team <b>MODULE 6:</b> The code of conduct and customer service standards <b>MODULE 7:</b> Time management <b>MODULE 8:</b> Performance management <b>MODULE 9:</b> Budgeting





## MARKETING

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 67464</b> Further Education and Training Certificate: Marketing <b>SERVICES SETA</b>	<b>LEVEL: 4</b> <b>CREDITS: 139</b>	NQF LEVEL: 3 *Communication *Mathematical Literacy *Computer Literacy	MONTHS: 12	<ol style="list-style-type: none"> <li>1. Work and comply with organisational ethics, concepts and cultures.</li> <li>2. Meet marketing objectives with available resources.</li> <li>3. Position and promote products to meet customer needs.</li> <li>4. Maintain internal and external customer satisfaction levels.</li> <li>5. Apply aspects of marketing.</li> </ol>	<b>MODULE 1:</b> Marketing Ethics and Code of Conduct <b>MODULE 2:</b> Occupational Learning and Communication <b>MODULE 3:</b> Second Language Communication <b>MODULE 4:</b> Mathematical Literacy <b>MODULE 5:</b> Marketing Strategies <b>MODULE 6:</b> Marketing Customer Interaction <b>MODULE 7:</b> Marketing Resources <b>MODULE 8:</b> Marketing Information <b>MODULE 9:</b> Marketing Communication



## PROJECT MANAGEMENT

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 50080</b> Further Education and Training Certificate: Project Management <b>SERVICES SETA</b>	<b>LEVEL: 4</b> <b>CREDITS: 136</b>	NQF LEVEL: 3 *Communication *Mathematical Literacy *Computer Literacy	MONTHS: 12	<ol style="list-style-type: none"> <li>1. Work with others to undertake or support the project management activities</li> <li>2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities.</li> <li>3. Provide support to the administration of a project.</li> <li>4. Support the project environment and management activities to deliver project objectives.</li> </ol>	<b>MODULE 1:</b> Introduction to Project Management <b>MODULE 2:</b> Project Initiation, Planning and Implementation <b>MODULE 3:</b> Project Monitoring and Control <b>MODULE 4:</b> Project Support <b>MODULE 5:</b> Oral Communication <b>MODULE 6:</b> Written Communication <b>MODULE 7:</b> Project Mathematics <b>MODULE 8:</b> Project Teamwork

## GENERIC MANAGEMENT

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 57712</b> LP: 63333 Further Education and Training Certificate: Generic Management <b>W&amp;R SETA</b>	<b>LEVEL: 4</b> <b>CREDITS: 150</b>	NQF LEVEL: 3 *Communication *Mathematical Literacy *Computer Literacy	MONTHS: 12	<ol style="list-style-type: none"> <li><b>1. Planning</b> Developing plans to achieve defined objectives</li> <li><b>2. Organising</b> Organising resources in accordance with a developed plan</li> <li><b>3. Leading</b> Leading a team to work co-operatively to achieve objectives</li> <li><b>4. Controlling</b> Monitoring performance to ensure compliance to a plan</li> <li><b>5. Ethics</b> Making decisions based on a code of ethics</li> </ol>	<b>MODULE 1:</b> The Manager <b>MODULE 2:</b> Team Leader <b>MODULE 3:</b> Planning <b>MODULE 4:</b> Leadership <b>MODULE 5:</b> Code of Conduct and Problem Solving <b>MODULE 6:</b> Customer Service <b>MODULE 7:</b> Performance Management <b>MODULE 8:</b> Mathematics <b>MODULE 9:</b> Occupational learning and second language communication <b>MODULE 10:</b> Business communication



## END USER COMPUTING

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 61591</b> National Certificate: Information Technology: End User Computing <b>MICT SETA</b>	<b>LEVEL: 3</b> <b>CREDITS: 130</b>	NQF LEVEL: 2 *Communication *Mathematical Literacy *Computer Literacy (End User Computing NQF 1)	<b>MONTHS: 12</b>	<ol style="list-style-type: none"> <li>Understanding of applying (GUI)-based Word Processing Application, Presentation, Spreadsheet Application and Electronic Mail skills in the Workplace.</li> <li>Understanding of applying GUI-based Web Browser Application skills in the Workplace.</li> <li>Improve Communication by combining communication skills with End User Computing skills.</li> <li>Improve the application of mathematical literacy in the workplace, by better utilising End User Computing Applications.</li> <li>Demonstrate an understanding of the use of Information Communications &amp; Technology (ICT) in an organisation &amp; the impact it has on societies.</li> </ol>	<b>MODULE 1:</b> Occupational Learning <b>MODULE 2:</b> ICT <b>MODULE 3:</b> Written Communication <b>MODULE 4:</b> Mathematical Literacy <b>MODULE 5:</b> Financial Literacy <b>MODULE 6:</b> MS PowerPoint <b>MODULE 7:</b> MS Excel <b>MODULE 8:</b> MS Word <b>MODULE 9:</b> MS Outlook <b>MODULE 10:</b> Internet Explorer <b>MODULE 11:</b> MS Access

## SYSTEMS DEVELOPMENT

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 78965</b> Further Education and Training Certificate: Information Technology: Systems Development <b>MICT SETA</b>	<b>LEVEL: 4</b> <b>CREDITS: 165</b>	NQF LEVEL: 3 *Communication *Mathematical Literacy *Computer Literacy	<b>MONTHS: 12</b>	<ol style="list-style-type: none"> <li>Communicate effectively with fellow IT staff &amp; users of information systems.</li> <li>Understanding of different types of computer systems and the use of computer technology in business.</li> <li>Understanding of problem-solving techniques, and how to apply them in a technical environment.</li> <li>Understanding of Computer Technology Principles.</li> <li>Understanding of Computer Programming Principles.</li> <li>Work effectively as a team member within a development project environment.</li> <li>Carry out, under supervision, a small size task to demonstrate an understanding of the knowledge, techniques &amp; skills needed to understand the fundamentals of Computer Programming.</li> </ol>	<b>MODULE 1:</b> Introduction to computer Systems <b>MODULE 2:</b> The Principles of Computer Technology <b>MODULE 3:</b> The Principle of Computer Programming <b>MODULE 4:</b> Fundamentals of Computer Programming <b>MODULE 5:</b> Customer Support <b>MODULE 6:</b> Customer Support 2 <b>MODULE 7:</b> Mathematical Literacy <b>MODULE 8:</b> Communication <b>MODULE 9:</b> Communication 2



## TECHNICAL SUPPORT

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 78964</b> Further Education and Training Certificate: Information Technology: Technical Support <b>MICT SETA</b>	<b>LEVEL: 4</b> <b>CREDITS: 163</b>	NQF LEVEL: 3 *Communication *Mathematical Literacy *Computer Literacy	MONTHS: 12	<ol style="list-style-type: none"> <li>1. Communicate effectively with fellow IT staff &amp; users of information systems.</li> <li>2. Understanding of different types of computer systems and the use of computer technology in business.</li> <li>3. Understanding of problem-solving techniques.</li> <li>4. Understanding of Computer Technology Principles.</li> <li>5. Select and use materials and equipment safely for technological purposes.</li> <li>6. Work effectively as a team member within a support team.</li> <li>7. Carry out, under supervision, a small size task to demonstrate knowledge of techniques &amp; skills needed in one or more of the following areas of specialisation:               <ul style="list-style-type: none"> <li>❖ Hardware and Infrastructure Support for Personal Computers</li> <li>❖ Hardware and Infrastructure Support for Office Products</li> </ul> </li> </ol>	<b>MODULE 1:</b> Communication <b>MODULE 2:</b> Computer systems and technology in business <b>MODULE 3:</b> Problem solving techniques <b>MODULE 4:</b> Computer Technology Principles <b>MODULE 5:</b> Select and use materials and equipment safely <b>MODULE 6:</b> Work effectively as a team member <b>MODULE 7:</b> Carry out, under supervision, a small sized task.



## **NATIONAL ACCREDITED TECHNICAL EDUCATION DIPLOMA (NATED PROGRAMS)**

<b>No</b>	<b>Qualification Name</b>	<b>QA Body</b>	<b>Status</b>	<b>Duration</b>
01	Management Assistant N4 – N6	QCTO	National Certificate	36 Months
02	Business Management N4 – N6	QCTO	National Certificate	36 Months
03	Marketing Management N4 – N6	QCTO	National Certificate	36 Months
04	Human Resource Management N4 – N6	QCTO	National Certificate	36 Months
05	Engineering Studies N4 – N6	QCTO	National Certificate	36 Months
06	Financial Management N4 – N6	QCTO	National Certificate	36 Months



## MANAGEMENT ASSISTANT

Management Assistant studies teaches you basic computer skills, as well as other skills relating to an office environment. Management Assistant studies is all about giving you the computer and management skills that will help you to secure, and do, a range of office or administrative tasks.

You will be able to collect and compile data, conduct research, prepare reports, coordinate management projects and handle multiple levels of advanced administrative duties.

MANAGEMENT ASSISTANT (1 <sup>st</sup> Year)					
QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 66876</b> National Certificate: N4 Management Assistant <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* A Senior Certificate with a National Certificate: N3, or * National Senior Certificate; or * an equivalent qualification;  <b>Note:</b> * Leads to National Diploma: Management Assistant	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 4021214:</b> Office Practice N4 <b>Code 21010024:</b> Public Administration N4 <b>Code 6050014:</b> Introductory Information Processing N4 <b>Code 5140364:</b> Communication & Management Communication N4 <b>Code 6030204:</b> Computer Practice N4



## MANAGEMENT ASSISTANT (2<sup>nd</sup> Year)

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 66956</b> National Certificate: N5 Management Assistant <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* National Certificate: N4 Management Assistant; or * an Equivalent qualification  <b>Note:</b> * Leads to National Diploma: Management Assistant	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 4021225:</b> Office Practice N5 <b>Code 6020275:</b> Information Processing N5 <b>Code 5140395:</b> Communication N5 <b>Code 4090315:</b> Entrepreneurship and Business Management N5

## MANAGEMENT ASSISTANT (3<sup>rd</sup> Year)

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 67001</b> National Certificate: N6 Management Assistant <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* National Certificate: N5 Management Assistant; or * an Equivalent qualification  <b>Note:</b> * Leads to National Diploma: Management Assistant	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 04021236:</b> Office Practice N6 <b>Code 06020286:</b> Information Processing N6 <b>Code 04010216:</b> Financial Accounting N6 <b>Code 04090336:</b> Entrepreneurship and Business Management N6



## BUSINESS MANAGEMENT

A Business Management degree gives students an overview of all different areas of business including accounting, operations, marketing, human resources, and more.

This demonstrates valuable commitment, IT skills and improves your resume. Having the Diploma may very well be enough to set you apart and demonstrate your interest and commitment to a career in business.

BUSINESS MANAGEMENT (1 <sup>st</sup> Year)					
QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 66871</b> National Certificate: N4 Business Management <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* A Senior Certificate with a National Certificate: N3, or * National Senior Certificate; or * an equivalent qualification;  <b>Note:</b> * Leads to National Diploma: Business Management	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 4090304:</b> Entrepreneurship and Business Management N4 <b>Code 5140364:</b> Communication & Management Communication N4 <b>Code 6030204:</b> Computer Practice N4 <b>Code 4010164:</b> Financial Accounting N4





## BUSINESS MANAGEMENT (2<sup>nd</sup> Year)

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 66955</b> National Certificate: N5 Business Management  <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* National Certificate: N4 Business Management; or * an Equivalent qualification  <b>Note:</b> * Leads to National Diploma: Business Management	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 6030175:</b> Computerised Financial Systems N5 <b>Code 4090315:</b> Entrepreneurship and Business Management N5 <b>Code 4090325:</b> Sales Management N5 <b>Code 13030105:</b> Mercantile Law N5 <b>Code 4110455:</b> Labour Relations N5

## BUSINESS MANAGEMENT (3<sup>rd</sup> Year)

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 66995</b> National Certificate: N6 Business Management  <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* National Certificate: N5 Business Management; or * an Equivalent qualification  <b>Note:</b> * Leads to National Diploma: Business Management	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 4030054:</b> Marketing Management N4. <b>Code 4090336:</b> Entrepreneurship and Business Management N6 <b>Code 4090346:</b> Sales Management N6 <b>Code 4010196:</b> Cost and Management Accounting N6 <b>Code 4110486:</b> Labour Relations N6



## MARKETING MANAGEMENT

Students will learn the major elements of the marketing mix - product policy, channels of distribution, communication, and pricing - and see how they fit within different analytical frameworks that are useful to managers. This will enhance their understanding of how marketing works in the business world.

MARKETING MANAGEMENT (1 <sup>ST</sup> Year)					
QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID:</b> National Certificate: N4 Marketing Management  <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* A Senior Certificate with a National Certificate: N3, or * National Senior Certificate; or * an equivalent qualification;  <b>Note:</b> Leads to National Diploma: Marketing Management	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 6030204:</b> Computer Practice N4 <b>Code 4030054:</b> Marketing Management N4 <b>Code 4090304:</b> Entrepreneurship & Business Management N4 <b>Code 5140364:</b> Communication & Marketing Communication N4



## MARKETING MANAGEMENT (2<sup>nd</sup> Year)

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID:</b> National Certificate: N5 Marketing Management  <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* National Certificate: N4 Marketing Management; or * an Equivalent qualification  <b>Note:</b> * Leads to National Diploma: Marketing Management	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 4030065:</b> Marketing Management N5 <b>Code 4090325:</b> Sales Management N5 <b>Code 5070035:</b> Public Relations N5 <b>Code 6030154:</b> Computerised Financial Systems N5

## MARKETING MANAGEMENT (3<sup>rd</sup> Year)

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID:</b> National Certificate: N6 Marketing Management  <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* National Certificate: N5 Marketing Management; or * an Equivalent qualification  <b>Note:</b> * Leads to National Diploma: Marketing Management	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 4030076:</b> Marketing Management N6 <b>Code 4030086:</b> Marketing Research N6 <b>Code 4090346:</b> Sales Management N6 <b>Code 5140296:</b> Marketing Communication N6



## HUMAN RESOURCE MANAGEMENT

Human Resource Management deals with issues related to compensation, performance management, organisation development, safety, wellness, benefits, employee motivation and training. HRM plays a strategic role in managing people and the workplace culture and environment.

Managing people and client relations is an important skill to acquire in business, and this is just one aspect of HR that you can apply in any management role in a business. Other useful skills you will learn include organisation, administration, multitasking, presentations, reporting and communication.

HUMAN RESOURCE MANAGEMENT (1 <sup>st</sup> Year)					
QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 66873</b> National Certificate: N4 Human Resource Management <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* A Senior Certificate with a National Certificate: N3, or * National Senior Certificate; or * an equivalent qualification;  <b>Note:</b> * Leads to National Diploma: Human Resource Management	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is            aimed primarily at giving the            learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 4110424:</b> Personnel Management N4 <b>Code 5140364:</b> Communication & Management Communication N4 <b>Code 4090304:</b> Entrepreneurship and Business Management N4 <b>Code 4010164:</b> Financial Accounting N4



## HUMAN RESOURCE MANAGEMENT (2<sup>nd</sup> Year)

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 66955</b> National Certificate: N5 Human Resource Management  <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* National Certificate: N4 Human Resource Management; or * an Equivalent qualification  <b>Note:</b> * Leads to National Diploma: Human Resource Management	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 4110435:</b> Personnel Management N5 <b>Code 4110455:</b> Labour Relations N5 <b>Code 4110445:</b> Personnel Training N5 <b>Code 5070035:</b> Public Relations N5

## HUMAN RESOURCE MANAGEMENT (3<sup>rd</sup> Year)

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 66997</b> National Certificate: N6 Human Resource Management  <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* National Certificate: N5 Human Resource Management; or * an Equivalent qualification  <b>Note:</b> * Leads to National Diploma: Human Resource Management	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 4110466:</b> Personnel Management N6 <b>Code 4110486:</b> Labour Relations N6 <b>Code 4110476:</b> Personnel Training N6 <b>Code 4090336:</b> Entrepreneurship and Business Management N6



## FINANCIAL MANAGEMENT

Financial management teaches you to manage your financial resources both on personal level and within your business plan. It is more than just balance sheets. It comprises of short term and long-term goals, with cash management plans and investment decisions in place.

FINANCIAL MANAGEMENT (1 <sup>st</sup> Year)					
QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 66874</b> National Certificate: N4 Financial Management <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* A Senior Certificate with a National Certificate: N3, or * National Senior Certificate; or * an equivalent qualification;  <b>Note:</b> * Leads to National Diploma: Financial Management	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge and practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 4090304:</b> Entrepreneurship and Business Management N4 <b>Code 4010164:</b> Financial Accounting N4 <b>Code 6030154:</b> Computerised Financial Systems N4 <b>Code 5140364:</b> Management Communication N4



## FINANCIAL MANAGEMENT (2<sup>nd</sup> Year)

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 66954</b> National Certificate: N5 Financial Management <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* National Certificate: N4 Financial Management; or * an Equivalent qualification  <b>Note:</b> * Leads to National Diploma: Financial Management	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 4090304:</b> Entrepreneurship and Business Management N4 <b>Code 4010164:</b> Financial Accounting N4 <b>Code 6030154:</b> Computerised Financial Systems N4 <b>Code 5140364:</b> Management Communication N4

## FINANCIAL MANAGEMENT (3<sup>rd</sup> Year)

QUALIFICATION	NQF LEVEL & CREDITS	ENTRY REQUIREMENTS	DURATION	COURSE OUTCOMES	MODULES
<b>SAQA ID: 66998</b> National Certificate: N6 Financial Management <b>DHET / QCTO</b>	<b>LEVEL: 5</b> <b>CREDITS: 60</b>	* National Certificate: N5 Financial Management; or * an Equivalent qualification  <b>Note:</b> * Leads to National Diploma: Financial Management	<b>MONTHS: 6</b> Theory <b>MONTHS: 6</b> Practical  <b>Note:</b> * if taken sequentially with related N part courses i.e. N4+N5+N6, plus workplace experience of either 18 months or 2 years, as required specific occupational area, is completed.	<b>This part qualification is aimed primarily at giving the learner:</b> * technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational / vocational area. * as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation. * can be used for updating, upskilling and/or continuing education and training in related occupations	<b>Code 4090336:</b> Entrepreneurship and Business Management N6 <b>Code 4010216:</b> Financial Accounting N6 <b>Code 06030186:</b> Computerised Financial Systems N6 <b>Code 04010196:</b> Cost and Management Accounting N6



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