

Admission Requirements:

A. Diploma Courses (NQF 6)

1. National Senior Certificate/ National Certificate Vocational

Subjects	Marketing	Retail Business Management	Sport Management	Age exemption Applicants of mature age (23 with grade 12 or 45 with incomplete schooling) who do not meet the entry requirements in 1, 2, 3 or 4 must submit a certificate of complete or conditional exemption from the DoHET.
NSC Endorsement	Eligibility for Diploma			
Compulsory Subjects	Level			
English	4	4	4	
Mathematics	3	3	3	
Mathematics	4	4	4	
Literacy				
One other subject	4	4	4	
Remaining 3 Subjects (min.3 per subject)	9	9	9	

2. Senior Certificate

A minimum rating of E (40-49%) for HG and D (50-59%) for SG subjects. English and Mathematics are compulsory. A total of 24 on the Swedish scale is required.

3. N3 - N6

A completed N6 in Marketing or in a Business Management related field. Exemption may be awarded for some equivalent diploma subjects.

4. NASCA

A completed National Senior Certificate for Adults with a minimum rating of 4 (50-59%) per subject except for English and Quantitative Literacy which should be rated a 5 (60-69%).

5. International qualifications

All international qualifications will be evaluated by the International Office based on the Swedish scale.

6. Transfers

Applications from students to transfer from other institutions will be dealt with in terms of the Recognition of Prior Learning and Continuation of Studies policies of VUT.

B. Advanced Diploma: Marketing (NQF 7)

A relevant National Diploma/Diploma or equivalent qualification or SAQA approved qualification on NQF level 6 with at least 360 credits.. An average of 60% is required in all the exit level modules (3rd year) in the National Diploma/Diploma in Marketing Management. Duration: **This is a one-year full-time course. No part time classes are offered.**

C. Postgraduate Diploma: Marketing (NQF 8)

A relevant **Advanced Diploma in Marketing Management** or equivalent or SAQA approved qualification on NQF level 7 with at least 120 Credits on NQF level 7. In addition, an average of 60 % in core modules is required for admission into the Postgraduate Diploma in Marketing Management programme. Duration: **This is a one-year full-time course. No part time classes are offered.**

D. Master of Management: Marketing (NQF 9)

A minimum of 65% average mark for a completed Post Graduate Diploma in Marketing Management or equivalent Degree qualification in Marketing Management or related discipline. In addition, an average pass mark of 65% in a Research Methodology subject with a Research Project component at NQF 7 is also required. Successful achievement of the Faculty selection criteria must also be met

E. Doctor of Commerce: Marketing (NQF 10)

A relevant Master's Degree on NQF 8 (old SAQA standard) or NQF 9 (new SAQA standard) in Marketing Management or a related Business Management discipline. Successful achievement of the Faculty selection criteria. Successful achievement of the Faculty selection criteria must also be met

1. CURRICULUM: DIPLOMA IN MARKETING

1st year: Marketing I, Accounting Skills, English Online, Consumer behaviour, ICT Skills, Applied Communication Skills 1, Personal Selling.

2nd year: Marketing II, Quantitative Techniques, Mercantile Law, Economics; Applied Communication Skills II.

3rd year: Marketing III, Sales Management III, Marketing Research III, Entrepreneurship; Applied Marketing Management (WIL), Integrated Marketing Communication.

2. CURRICULUM: ADVANCED Diploma IN MARKETING

Advanced Marketing Management, Advanced Marketing Research, Advanced Digital Marketing, International Marketing, and Financial Management for non-financial managers.

3. CURRICULUM: POSTGRADUATE Diploma IN MARKETING

Strategic Marketing, Research Project, Advertising Management, International Brand Management, Contemporary Marketing Management Issues

4. CORE SYLLABI

Marketing I: The marketing concept, The SA marketing environment, Market segmentation, the marketing mix.

Marketing II: International marketing, Service marketing, Direct marketing.

Marketing III: Strategy formulation process, SWOT analysis, Generic strategy options, Strategic changes; Marketing ethics.

Marketing IV: Strategic marketing, Market opportunity analysis, formulating marketing strategies for specific situations, Implementation and control of marketing strategy, Marketing plan, Trends affecting the strategic role of marketing.

Marketing Research III: The planning of a research project, Secondary data, Primary data, Questionnaire design and fieldwork, Sampling methods, Data processing and reports.

Consumer Behaviour: Models of purchasing behaviour, Decision making process, Individual and group factors, the SA consumer.

Integrated Marketing Communication: Planning of a promotion programme, execution and evaluation, measuring advertising efficiency, Types of promotion, Promotion budgeting.

Personal Selling, I: The selling process, Sales organisation, Communication, Selling strategies.

Sales Management III: Selection and appointment of sales people, Training and remuneration of sales people, Sales planning and organisation, Sales budgeting.

Economics I: Economic systems, Macroeconomics: National income, Money and banking, International Trade, Price theory and marketing mechanisms, Types of markets.

Entrepreneurship: Entrepreneurship defined, the entrepreneurial mind-set, creativity & generating new business ideas, opportunity recognition and evaluation, entrepreneurial strategy and business start up

Applied marketing management (WIL): the concept of project management on a marketing application. A new subject with the emphasis now on project management application in the marketing environment

Accounting Skills: Cost accounting and price determination, Break-even analysis, Analysis and interpretation of financial statements.

Applied Communication Skills 1: The drafting of business letters and notices, Reports, agenda and minutes.

Applied communication skills 2. PowerPoint presentations, Communication theory, Meetings and Interviews, Pronunciation making your dreams a reality, Your first step into the corporate world, Interpersonal skills, Good business etiquette and writing, Disability communication.

Quantitative Techniques I: Collection and presentation of numerical information, Trade calculations, Frequency distributions, probability and sampling, Time series analysis.

Mercantile Law: A brief review of the SA Law, General principles of law of contract purchasing, Law of exchange controls.

ICT Skills: Operating system concepts, Information organisation, Tele-communication PC hardware and software acquisition, Security, Practical: MS Dos, word processing, spreadsheets and graphics, record, file and database.

Advanced Marketing Management: Marketing strategies, Evaluation and reflection on market opportunities, threats and strategic windows in the market, Ethical perspectives in strategy selection and implementation, Strategic marketing planning processes, Market-oriented strategies and their marketing implications, Market opportunity analysis, Marketing performance and marketing metrics.

Financial Management for non-financial managers: Principles of financial management, analysis of financial statements, preparation of budgets, working capital management, time value of money, risk and return assessment, capital budgeting techniques, cost of capital and dividend value assessment.

International Marketing Module: Characteristics of international markets, International Marketing implications, Entry strategies into foreign markets, Adaptation of market dimensions into international markets.

Advanced Digital Marketing: Digital marketing communications mix, Website design, writing search engine optimisation (SEO) content, analysis of marketing information using web metrics (Web analytics), CRM Platform, the mobile marketing ecosystem, Google analytics, social media Marketing plan, Digital marketing budget.

Advanced Marketing Research: Identifying the marketing research problem, Research designs, quantitative and qualitative data, Mixed-mode research, Sampling design, Questionnaire development, measurement and scaling, Content analysis, focus group design, pilot testing, descriptive and inferential statistical analysis, Research Proposal writing.

Strategic Marketing: Strategic marketing planning process, Development of strategic marketing plans, Internal analysis and its role in strategic marketing planning, Strategic positioning and differentiation of the organisation's market offerings, Assessment and evaluation of marketing segments, Strategy implementation and control, Drivers for and barriers strategy implementation, Communicating marketing strategies to key stakeholders, Marketing Strategy evaluation and control, Strategic marketing process and decision making.

Research Project: Applying the scientific steps of the marketing research process in practice, Fieldwork and data collection, Data preparation, Content and thematic analysis, Statistical data analysis, Reporting in the form of a mini-dissertation.

Contemporary Marketing Management Issues 2: Prevailing challenges in Marketing including Green marketing and sustainability marketing, Ambush marketing, influencer marketing, Multi and Omni channel marketing, Islamic Marketing, Neuro-marketing, Big Data and Business Analytics as well as any other emerging and topical issues in the field of Marketing.

Advertising Management: Advertising media planning, selection and management, Structuring of advertising messages, Creativity in advertising, Advertising strategies, Analysing emerging trends, Advertising strategy implementation, Evaluating advertising effectiveness (role of marketing metrics).

International Brand Management: International brand management environment, Brand building in international markets, Brand structure in international markets, Brand management strategies and Implementation of strategies, Strategic branding issues, Evaluating global brand management strategies.

4.1 What are the functions of a Marketing Professional?

A marketing professional is responsible for planning and determining the appropriate strategy and tactics for an organisation. This includes, coming up with an effective plan regarding the product and packaging decisions, pricing decisions, promotions decisions as well as the distribution decisions for a particular organisation. In addition, the marketing professional is responsible for harnessing various resources (money and people) and technologies to curate an accurate response to the needs of customers by conducting market research, developing segmentation strategies as well as customer relationship management. Finally, the role of a marketing professional spans across estimating product demand as well as evaluating the results of a successful marketing campaign.

4.2 Career Opportunities

Marketing Management offers a challenging and exciting career in both the private and public sectors. There is a great demand for experts who can identify and utilise marketing opportunities.

Position at entry level: Marketing graduate trainee, Junior Sales Consultant, Sales Representative, Promotions Officer, Brand activation leader, Marketing Researcher, Sales Clerk.

Middle Management: Branch Manager, Product concept developer, Brand Manager, Advertising manager.

Top Management: Marketing Manager and/or Marketing Director.

5. CURRICULUM: DIPLOMA IN RETAIL BUSINESS MANAGEMENT

1st Year: Retail Operation Management I, English Online, ICT Skills, Retail Business Management I, Consumer Behaviour, Applied Communication Skills 1. , Accounting Skills

2nd Year: Retail Business Management II, Retail Operation Management II, Logistics I, Applied Communication Skills II, Mercantile Law

3rd Year: Retail Business Management III, Retail Operation Management III, Shopping Centre Management. Applied Retail Business Management (WIL), Personal Selling, Entrepreneurship

5.1 Core Syllabi

Retail Business Management 1: Introduction to Retailing, Building relationships in retailing, planning in Retailing, Retail institutions, Store-based retailing, Web and non-store based retailing. Understanding consumers, Information gathering in Retailing, Trade area analysis, Site selection, Retail organizations and HRM, Financial management.

Retail Business Management II: Retail research, Role of research in decision-making, The research process, Secondary data, Primary data, Self-administered primary data, Computer-aided data collection. Merchandise plans, financial merchandise management, Retail pricing, Establishing and maintaining retail image, Promotional strategy.

Retail Business Management III: Buyer's role in retail buying, planning the purchase, Additional buying responsibilities, Making the purchase.

Retail Operations Management 1: Nature of a retail business management, principles of management in retail, health, safety and housekeeping management, managing stakeholder relations, leadership, concepts and principles of self- management, legal and statutory requirements

Retail Operations Management II: Project planning, the Project lifecycle, Project governance, Managing labour relations in the Retail working environment, collective bargaining, the Employment relationship and other labour legislation that are applicable in the Retailing industry.

Retail Operations Management III: environment factors impacting on a retail business, types of management, basic strategic management, tactical management, business plan

Applied Retail Business Management (WIL); the concept of project management on a retail application. Retailing II and Retail Operation Management 2 form the basic underpinning knowledge

Entrepreneurship: Entrepreneurship defined, the entrepreneurial mind-set, creativity & generating new business ideas, opportunity recognition and evaluation, entrepreneurial strategy and business start up

Mercantile law: A brief review of the SA Law, General principles of law of contract purchasing, Law of exchange controls.

Consumer behaviour 1: Purchasing behaviour, Consumer decision-making process, Individual and group factors.

ICT: Operating systems concepts, Information organization, Pc Hardware and software, security, Practicals: MS DOS, Word processing, Excel, spreadsheets and graphics, records, file and database.

Logistics 1: Introduction to logistics, Systems and market foundations, capacity foundations, Movement process, Performance foundation.

Personal selling: The selling process, sales organization, Communications, selling strategies.

Accounting Skills: Cost and price determination, break-even analysis, basic accounting, Analysis and interpretation of financial statements. Shopping Centre Management: What is a shopping centre, Site selection, design principles, maintenance, Tenant mix, Insurance and safety management. Feasibility study, customer services, finance and administration, Presentation, Refurbishments, financial feasibility, centre promotion.

Applied Communications Skills I: Drafting of business letters, notices, reports, agenda, minutes, Business communication.

Applied communication skills II. . PowerPoint presentations, Communication theory, Meetings and Interviews, Pronunciation making your dreams a reality, Your first step into the corporate world, Interpersonal skills, Good business etiquette and writing, Disability communication.

5.2 What are the functions of a Retailing Practitioner?

The Retailing practitioner is responsible for determining all the activities in the sale of goods and services to the consumer. These activities include buying, retail merchandising and mathematics, shopper behavior and shopper marketing, determining the appropriate design and layout of a retail store, warehousing, store risk assessment, retail promotions and marketing, tenant relations in a shopping centre.

5.3 Career opportunities

The Diploma in Retail Business Management offers a challenging and exciting career in the private sector. There is a vast demand for experts in the retail sector of South Africa.

Position at entry level: Entrepreneurial/ ability to start your own business Graduate trainee in a Retailing organisation, Stock Controller, Junior Store Manager.

Middle and Top Management: Store/Branch Manager, Category Manager, Buyer, Researcher, Merchandiser.

6. CURRICULUM: DIPLOMA IN SPORT MANAGEMENT

First year: Sport Management I, Sport and Physical Recreation Studies I, Marketing I, Public Relations I, ICT Skills, Sport Practical I, Applied Communication Skills I.

Second year: Sport Management II, Sport and Physical Recreation Studies II, Marketing II, Sport Practical II, Consumer Behaviour I, Personal Selling I, Applied communication skills II.

Third year: Sport Management III, Sport and Physical Recreation Studies III, Sport Practical III, Entrepreneurship, Work Integrated Learning (WIL). A WIL of 5 months must be completed. The Vaal University of Technology will provide assistance to students in securing placements for experiential training, but does not guarantee such placements. A practical mark will be earned through exposure to 16 sporting codes where the rules and elementary coaching will be taught, organizational and ability to present Indigenous activities, completion of First Aid and SAFA coaching courses, social responsibility and volunteering. For this reason a student must be medically fit to participate in sport.

6.1 Core Syllabi

Sport Management I: Background to sport and sport management in South Africa, Career opportunities in sport, Leadership in sport management, Traits/skills and attributes of a sport manager, Sport managers responsibilities and resources, Communication in the sport organizations, Creative problem solving and decision making in sport organizations, Sport managers' strategic and operational planning.

Sport Management II: Understanding the sport industry, Event conceptualization, Event Budget, Event bidding process, Event sponsorship, Event marketing, Event staffing, Event risk management plan, Record keeping, financial aspects, Legal aspects.

Sport Management III: Labour relations, Turf and facility management, Risk management, Tour and team management, Conflict management, Rules and the administration of sports are done in all three subjects.

Sport and Physical Recreation Studies I: Introduction to anatomy and exercise physiological. **Sport and Physical Recreation Studies II:** Kinetic anatomy and sport related injuries, Psychological aspects, Current issues such as drug and the abuse of other substance abuse, body image and burnout.

Sport and Physical Recreation Studies III: Sport in society, Sport coaching, Sport physiology.

Practical I: Specialisation in own sport, exposure to 8 other sport codes, life skills.

Practical II: Specialisation in own sport, exposure to 6 other sport codes and Indigenous activities, Presentations.

Practical III: Presenting a Sport/Recreation event, First Aid course, SAFA and/or other Coaching courses, job hunting skills.

Marketing I: The market concept. The SA marketing environment, Market segmentation, The marketing mix.

Marketing II: International marketing, service marketing, direct marketing.

Public Relations I: Ethical considerations, public relations and the role of public relations.

ICT Skills: Computer Background, Theory, Practical - MS Dos commands and file management, Word processing, spreadsheets and graphics, record, file and database management programs, Applicable packages with respect to the field of study of the student.

Applied Communication Skills 1: Drafting of business letters, notices, reports, agenda, minutes, Business communication.

Applied communication skills II. PowerPoint presentations, Communication theory, Meetings and Interviews, Pronunciation making your dreams a reality, Your first step into the corporate world, Interpersonal skills, Good business etiquette and writing, Disability communication.

Personal Selling I: The selling process, Sales organization, Communication, Selling strategies.

Consumer Behaviour I: Models of purchasing behaviour, Decision making process, Individual and group factors, The SA consumer.

Entrepreneurship: Entrepreneurship defined, the entrepreneurial mind-set, creativity & generating new business ideas, opportunity recognition and evaluation, entrepreneurial strategy and business start up

6.2 What are the functions of a Sport Manager?

The Sport manager is responsible for the administration of a number of sport and recreation activities at a specific organisation. This includes purchases, tournaments, clubhouse management and financial matters.

6.3 Career Opportunities

Sport management offers a challenging and exciting career in both the private and public sectors. Sport managers are regularly required at government institutions, metropolitan substructures, industries, tertiary institutions and sport clubs

7. Enquiries

Enquiries may be addressed to:

The Head of Department
Department of Marketing and Sport Management
Vaal University of Technology, Private Bag X021 VANDERBIJLPARK 1900
Tel: (016) 950-6890; Fax: 086 731 8700 e-mail: mahali@m.vut.ac.za
website: www.vut.ac.za

Admission and Financial Enquiries may be addressed to:

Faculty Admin Officer
Deputy Registrar: Enrolment
Vaal University of Technology
Private Bag X021 VANDERBIJLPARK 1900 Tel: (016) 950-9360; e-mail: marian@m.vut.ac.za website: www.vut.ac.za

LOGISTICS

DEPARTMENT: LOGISTICS

Diploma: Logistics

Advanced Diploma: Logistics

Postgraduate Diploma: Logistics

Master of Management: Supply Chain Management

PhD: Business Administration

Admission Requirements:

A. Diploma in Logistics (NQF 6)

1. National Senior Certificate/ National Certificate Vocational

Subjects	Logistics	Age exemption Applicants of mature age (23 with grade 12 or 45 with incomplete schooling) who do not meet the entry requirements in 1, 2, 3 or 4 must submit a certificate of complete or conditional exemption from the DoHET.
NSC/NCV(4) Endorsement	Eligibility for Diploma	
Compulsory Subjects	Level	
English	4	
Mathematics	3or	
Mathematics Literacy	4	
One other subject	4	
Remaining 3 Subjects (min. 3 per subject)	9	

2. Senior Certificate

A minimum rating of E (40-49%) for HG and D (50-59%) for SG subjects. English and Mathematics are compulsory. A total of 24 on the Swedish scale is required.

3. N3-N6

A completed N6 in a Logistics/Supply Chain Management related field. Exemption may be awarded for some equivalent diploma subjects.

4. NASCA

A completed National Senior Certificate for Adults with a minimum rating of 4 (50-59%) per subject except for English and Quantitative Literacy which should be rated a 5 (60-69%)

5. International qualifications

All international qualifications will be evaluated by the International Office based on the Swedish scale.

6. Transfers

Applications from students to transfer from other institutions will be dealt with in terms of the Recognition of Prior Learning and Continuation of Studies policies of VUT.

B. Advanced Diploma in Logistics (NQF 7)

Relevant National Diploma/ Diploma or equivalent qualification or SAQA approved qualification on NQF level 6 with at least 360 credits of theory. An average of 60% is required in the exit level subjects (3rd year) in the diploma. Duration: This is a one-year full-time course. No part time classes offered.

C. Postgraduate Diploma in Logistics (NQF 8)

Relevant Advanced Diploma or equivalent qualification or SAQA approved qualification on NQF level 7 with at least 120 credits of theory. An average of 60%.

D. Master of Management in Supply Chain Management (NQF 9)

65% average for a completed PGD or equivalent qualification in Logistics/Supply Chain Management or any related discipline. 65% average for Research Methodology and Research Project is also required. Successful achievement of the Faculty selection criteria;

E. PhD in Business Administration (NQF 10)

A relevant master's degree on NQF 8/9 in a related discipline. Successful achievement of the Faculty selection criteria.

1. CURRICULUM: DIPLOMA IN LOGISTICS

First year: Accounting Skills I, Applied Communication Skills I, Business Management I, Costing & Estimating I, Purchasing Management I.

Second year: Applied Communication Skills II, Purchasing Management II, Business Management II, Economics I, Commercial Law.

Third year: Applied Logistics, Procurement Management I, Entrepreneurship, Operations Management I, Economics II.

2. CURRICULUM: ADVANCED DIPLOMA IN LOGISTICS:

Advanced logistics management, supply chain management, advanced transport management, research methodology, procurement management

3. CURRICULUM: POSTGRADUATE DIPLOMA IN LOGISTICS:

Strategic logistics, advanced supply chain management, logistics project management, advanced procurement management, research methodology

4. CORE SYLLABI:

Accounting Skills: Introduction to accounting, accounting concepts and terminology, accounting equations, financial statements, ratio analysis, budgetary control, internal control and payroll accounting.

Advanced Logistics Management: A. logistics modelling, transport models, warehouse models, customer satisfaction, logistics research design, integrated logistical strategy.

Advanced Procurement Management: Strategic procurement, evaluation techniques, staffing, advanced negotiation techniques, project purchasing, buying decision models, research, purchasing for small businesses, purchasing administration, supply dynamics, system design modelling, logistics, maneuverability, marketing, reporting techniques.

Advanced Supply Chain Management: Theories of supply chain management-resource based theory, systems theory, theory of constraints, stakeholder theory, supply chain risk management, strategic supply chain management, global supply chain management

Advanced Transport Economics: Intermodal and transportation costing/pricing, transportation outsourcing, 1st, 2nd, 3rd and 4th party logistics, international transportation, monitoring and evaluation of the transport operations; and transportation risk management, relationship management in transportation.

Business Management I: Introduction to business economics, functional division of the enterprise, the management function, the marketing function.

Business Management II: Corporate finance and business project management.

Operations Management 1: Production inputs and outputs, transformation process, efficiency and effectiveness, cost-benefit analysis, time, quality management, pricing, flexibility.

Business Management IV: Strategic Management, Contemporary Management Issues.

Commercial Law I: A brief overview of the South African Law, general principles of the law of contract, with special reference to purchase contracts, credit agreements and agency, insolvency, bills of exchange, lease, companies, close corporations, Labour Relations Act.

Applied Communication Skills: Verbal and non-verbal communication, reporting, public speaking, correspondence, the article, meeting procedures.

Costing and Estimating: Introduction to elements of cost, elements of cost, introduction to elementary accounts, absorption costing, marginal costing, cost-volume profit, analysis, budgeting, variance analysis, profitability of new projects, just-in-time accounting.

Entrepreneurship: Principles of entrepreneurship, explaining entrepreneurs, creativity and innovation, identification of opportunities, entrepreneur options, identification of supporting sources, feasibility studies, market research, marketing plan, financing and provision of manpower, operational and administrative plan, business plan and aspects of the law.

ICT Skills: computer background theory, historical background, concept definitions, operating system concepts, information organisation, telecommunications, background knowledge on various application packages, pc hardware and software acquisition, security.

Logistics Management 2: General introduction to logistics foundations, system and market foundations, capacity foundations, movement process, foundations and performance foundations.

Logistics Management 3: A. Logistics Operations Process, Managing products and services, Logistics process management, Logistics design decisions, B. Channel transaction and relationship management, Channel management, Channel decisions.

Logistics Project Management: Project planning and project control in logistics, types of logistics projects, earned value and project management through earned value, subcontracting in logistics projects, network analysis used in planning and control of certain types of projects, challenges and solutions in project management

Macroeconomics: Macroeconomic theory, national income, monetary policy, fiscal policy, unemployment, inflation and deflation, international trade and public finance

Microeconomics: Nature and scope of economics, economics systems and working economy, microeconomic theory: price theory, market mechanism, consumer equilibrium, cost and price formation, market forms and factors of production.

Operations Management: The organisation; mission, strategies, objectives and operational tasks. Introduction to operations management; activities and responsibilities of operations managers. Strategic operations management; SWOT analysis and operations planning. Functional operations management; aggregate planning, forecasting techniques, productivity, make or buy decision, value analysis and value engineering. Functions of the operations system. Management problem areas in operations management. Operational management; operations scheduling, operations control and work-study.

Procurement Management : Purchasing capital equipment, contract buying, retail buying, engineering and construction contracting, state and institutional purchasing, international buying, make or buy, negotiations, purchasing research, measuring purchasing management, total cost of ownership.

Purchasing Management I: Purchasing's role in business, relationship with other departments, procedures, forms and records, basic policies/planning, organisation, purchasing control, budgeting, purchasing ethics/public relations.

Purchasing Management II: Sourcing, quality, quality determination, right time, price, surplus materials.

Purchasing Management III: Contract management, negotiations, public sector purchasing, supplier relationship management, spend analysis

Research Methodology: Sampling, types of investigating, variance, non-design experimental procedures, methods of data collection, experimental designs, two-group designs, factorial designs, small-n-designs data analysis, the research process, the research problem, literature study, practical I.

Supply Chain Management: Introduction to supply chain management, the design of supply chain, supply chain management practices, measurement of supply chain performance, demand forecasting, green supply chain management.

Strategic Logistics: The Comparative Advantage created by Logistics through its linkage within the value chain in order to satisfy the customer / user. Conceptualising Production and Operations Management in order to understand the relationship between operations and strategy for the planning of the operations capacity to enhance competitive advantage through Operations Management Approaches and Philosophies. The effective management of inventory and the salient reasons to withhold it (inventory) throughout the Supply Chain. Unfolding the processes that are the prerequisite for the efficient operation of the warehouse. Transportation System and Management, its role and the basic modal performance/ service characteristics of the basic (transportation) modes as well as the cost structure and trade-offs, competition and pricing principles of transportation. The role of Government as a stakeholder its policy instruments to regulate freight transport.

Transport Economics: Transportation's role in the supply chain, transportation's role in the economy; essentials and SA regulations and policy on transportation, transportation modes/models and roles in supply chain/economy, key issues and challenges of transportation, transport technology

5. Career Opportunities

Logistics offers a challenging and exciting career in both the private and public sectors. There is a continuous demand for trained logisticians.

Position on entry-level: Junior Buyer or Order Clerk.

Middle Management: Senior Buyer, Assistant Logistics Manager.

Top Management: Logistics Manager, Transport Managers.

6. Enquiries

Enquiries may be addressed to:

The Head of Department

Department: Logistics

Vaal University of Technology, Private Bag X021 Vanderbijlpark 1900 Tel: (016) 950 6883; Fax to e-mail: 086 612 8228; e-mail: elizabeth@vut.ac.za website: www.vut.ac.za

Admission and Financial Enquiries may be addressed to:

Faculty Admin Officer

Deputy Registrar: Enrolment

Vaal University of Technology

Private Bag X021 VANDERBIJLPARK 1900 Tel: (016) 950-9360; e-mail: marian@vut.ac.za website: www.vut.ac.za

DEPARTMENT HUMAN RESOURCE MANAGEMENT

Diploma: Human Resource Management*

Advanced Diploma: Human Resources Management*/ Management*

Postgraduate Diploma: Human Resources Management*/ Management*

Master of Management in Human Resource Management/ Labour Relations Management/ Business Administration*

PhD in Business Administration*

*All these qualifications are accredited by the South African Board for People Practice

Admission Requirements:

A. Diploma in Human Resource Management (NQF 6)

1. National Senior Certificate/ National Certificate Vocational

Subjects	Human Resources Management	Age exemption
NSC/NCV(4) Endorsement	Eligibility for Diploma	Applicants of mature age (23 with grade 12 or 45 with incomplete schooling) who do not meet the entry requirements in 1, 2, 3 or 4 must submit a certificate of complete or conditional exemption from the DoHET.
Compulsory Subjects	Level	
English	4	
Mathematics	3 or	
Mathematics Literacy	4	
One other subject	4	
Remaining 3 Subjects (min. 3 per subject)	9	

2. Senior Certificate

A minimum rating of E (40-49%) for HG and D (50-59%) for SG subjects. English and Mathematics are compulsory. A total of 24 on the Swedish scale is required.

3. N6

A completed N6 in a management related field. Exemption may be awarded for some equivalent diploma subjects.

4. NASCA

A completed National Senior Certificate for Adults with a minimum rating of 4 (50-59%) per subject except for English and Quantitative Literacy which should be rated a 5 (60-69%)

5. International qualifications

All international qualifications will be evaluated by the International Office based on the Swedish scale.

6. Transfers

Applications from students to transfer from other institutions will be dealt with in terms of the Recognition of Prior Learning and Continuation of Studies policies of VUT.

B. Advanced Diploma: Human Resources Management (NQF 7)

Relevant Diploma or equivalent qualification or SAQA approved qualification on NQF level 6 with at least 360 credits of theory. An average of 60%. Duration: Two semesters / One year full-time or four semesters / Two years part-time class attendance at the University.

C. Advanced Diploma: Management(NQF 7)

Relevant Diploma or equivalent qualification with Management as a major component (at least to second year level) or SAQA approved qualification on NQF level 6 with at least 360 credits of theory and with Management as a major component (at least to second year level). An average of 60%. Duration: Two semesters / One year full-time or four semesters / Two years part-time class attendance at the University.

D. Postgraduate Diploma: Human Resources Management (NQF 8)

Relevant Advanced Diploma or equivalent qualification or SAQA approved qualification on NQF level 7 with at least 120 credits of theory. An average of 60%.

E. Postgraduate Diploma: Human Resource Development (NQF 8)

Relevant Advanced Diploma or equivalent qualification or SAQA approved qualification on NQF level 7 with at least 120 credits of theory. An average of 60%.

F. Postgraduate Diploma: Labour Relations Management (NQF 8)

Relevant Advanced Diploma or equivalent qualification or SAQA approved qualification on NQF level 7 with at least 120 credits of theory. An average of 60%.

G. Postgraduate Diploma: Management (NQF 8)

Relevant Advanced Diploma or equivalent qualification with Management as a major component or SAQA approved qualification on NQF level 7 with at least 120 credits of theory and with Management as a major component. An average of 60%.

F. Master of Management in Human Resource Management/ Labour Relations Management/ Business Administration (NQF 9)

A relevant Post Graduate Diploma (NQF 8, 120 credits) or a four-year relevant degree approved by SAQA (NQF 8, 120 credits). Average pass percentage of 65% with a minimum of 65% for Research Methodology. Successful completion of Faculty selection criteria.

G. PhD in Business Administration (NQF 10)

Relevant Master's degree or an equivalent qualification (NQF 9) approved by SAQA. Research Methodology course completed. Proof of previous research experience. Successful completion of the Faculty selection criteria.

1. CURRICULUM: DIPLOMA IN HUMAN RESOURCE MANAGEMENT

First Year: Business Management 1, Labour Law, Sociological Aspects, Workplace Psychology, ICT Skills, Economics, Applied Communication Skills

Second Year: Fundamentals of Human Resource Management, Workforce Planning, Business Management, Introduction to Employment Relations, Employment Relations Practices, Introduction to Human Resources Development, Education, Training and Development Practices, Accounting Aspects, Descriptive Statistics

Third Year: Talent Management, Compensation Management, Education, Training and Development Management, Human Resources Development Interventions, Employment Relations Management, Business Communication, Entrepreneurship, Human Resource Practice

2. CURRICULUM: ADVANCED DIPLOMA IN HUMAN RESOURCE MANAGEMENT

First Year: Advanced Human Resource Management, Advanced Human Resource Development, Advanced Labour Relations, Research Methodology, Advanced Business Management

3. CURRICULUM: ADVANCED DIPLOMA IN MANAGEMENT

First Year: Management Theory, Human Resource Practice, Employment Relations Management, Research Methodology, Economics for Managers, Accounting for Managers, Supply Chain Management, Marketing Management

4. CURRICULUM: POSTGRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT

First Year: Human Resource Development, Labour Relations, Strategic Human Resource Management, Organisational Behaviour, Project Management, Research Methodology

5. CURRICULUM: POSTGRADUATE DIPLOMA IN HUMAN RESOURCE DEVELOPMENT

First Year: Human Resource Development, Human Resource Development Strategy, Organisational Development, Organisational Behaviour, Project Management, Research Methodology

6. CURRICULUM: POSTGRADUATE DIPLOMA IN LABOUR RELATIONS MANAGEMENT

First Year: Labour Economics, Advanced Labour Law, Labour Relations Management, Organisational Behaviour, Project Management, Research Methodology

7. CURRICULUM: POSTGRADUATE DIPLOMA IN MANAGEMENT

First Year: Strategic Management, Financial Management, Project Management, Research Methodology

8. What are the functions of a Human Resources Practitioner?

Policy initiation and formulation, advising line managers on HR policy, liaison and negotiation with trade unions and seeing to the needs and welfare of both the organisation and the employees. Manpower planning, recruitment, selection, compensation administration, development and presentation of training courses and the maintenance of employee records. Monitoring the performance of line and other staff departments to ensure that they conform to established HR policy, procedures and practices.

9. Career Opportunities

Human Resources Management offers a rewarding career as organisations in both the private and public sectors are experiencing an increasing need for people in this field. Position on entry-level: Job analyst, Recruitment Officer, HR Trainee, Assistant HR Officer, ETD Practitioner, and Employment Relations Officer.

10. Enquiries

Enquiries may be addressed to:

Head of Department

Department: Human Resources Management

Vaal University of Technology

Private Bag X021 VANDERBIJLPARK 1900 Tel: (016) 950-6872; Fax to e-mail: 086 614 1322

e-mail: rochelle@vut.ac.za website: www.vut.ac.za

Admission and Financial Enquiries may be addressed to:

Faculty Admin Officer

Deputy Registrar: Enrolment

Vaal University of Technology

Private Bag X021 VANDERBIJLPARK 1900 Tel: (016) 950-9360; e-mail: marian@vut.ac.za website: www.vut.ac.za

DEPARTMENT: ACCOUNTANCY

Diploma: Cost & Management Accounting/Financial Information Systems/Internal Auditing

Advanced Diploma: Cost & Management Accounting/Internal Auditing

Postgraduate Diploma: Cost & Management Accounting/Internal Auditing

Master of Management in Cost and Management Accounting

PhD in Business Administration in Management Accounting

Admission Requirements

A. Diploma Courses (NQF 6)

1. National Senior Certificate

Subjects	Financial Info. Systems	Cost & Man. Accounting	Internal Auditing	Age exemption: Applicants of mature age (23 with grade 12 or 45 with incomplete schooling) who do not meet the entry requirements must submit a certificate of completion or conditional exemption from the DoHET.
NSC Endorsement	Eligibility for Diploma			
Compulsory Subjects	Level			
English	4	4	4	
Accounting	4	4	4	
Mathematics OR Mathematics Literacy	3 or 5	3 or 5	3 or 6	
Remaining 3 Subjects (min. 3 per subject)	11	11	11	

2. NCV (4)

Not accepted as it does not include Accounting.

3. Senior Certificate

A minimum rating of E (40-49%) for HG and D (50-59%) for SG subjects. English and Accounting are compulsory. Accounting must have a minimum rating of C on SG and D on HG. A total of 25 on the Swedish scale is required for the Diplomas in Cost and Management Accounting and Internal Auditing and 26 for the Diploma in Financial Information Systems.

4. N3-N6

A completed N6 in an Accounting related field. Exemption may be awarded for some equivalent diploma subjects. The course must include Financial Accounting. Applied Accounting is not accepted.

5. NASCA

Not accepted as it does not include Accounting.

6. International qualifications

All international qualifications will be evaluated by the International Office based on the Swedish scale.

7. Transfers

Applications from students to transfer from other institutions will be dealt with in terms of the Recognition of Prior Learning and Continuation of Studies policies of VUT.

B. Advanced Diploma: COST AND MANAGEMENT ACCOUNTING (NQF 7)

A completed 360 credits NQF level 6 relevant qualification (Diploma in Cost & Management Accounting/Financial Information Systems), with an average of 60% on all the core (major) third year subjects/modules. Duration: This is a one-year full-time course. No part time classes offered.

C. Advanced Diploma: INTERNAL AUDITING (NQF 7)

A completed 360 credits NQF level 6 relevant qualification (Diploma in Internal Auditing), with an average of 60% on all the core (major) subjects/modules. Duration: This is a one-year full-time course. No part time classes offered.

D. Postgraduate Diploma: COST AND MANAGEMENT ACCOUNTING (NQF 8)

A completed NQF level 7 relevant qualification (Advanced Diploma in Cost and Management Accounting or equivalent) with an average of 60% for all the core subjects.

E. Postgraduate Diploma: INTERNAL AUDITING (NQF 8)

A completed NQF level 7 relevant qualification (Advanced Diploma in Internal Auditing or equivalent) with an average of 60%.

F. Master of Management in COST AND MANAGEMENT ACCOUNTING (NQF 9)

65% average for a completed PGD or equivalent qualification in Cost and Management Accounting or related discipline. 65% average for Research Methodology and Management Accounting. Successful achievement of the Faculty selection criteria.

G. PhD in Business Administration (NQF 10)

A relevant master's degree on NQF 9 approved by SAQA in a related discipline. Research Methodology course completed. Successful achievement of the Faculty selection criteria .

CURRICULUM

1. Instructional Offering Diploma: Cost and Management Accounting

Year 1: Auditing 1, Applied Communication Skills 1, Commercial Law for Accountants 1, Cost & Management Accounting 1, Economics 1, Financial Accounting 1, ICT Skills 1.

Year 2: Accountancy Technology 1, Applied Communication Skills 1, Auditing 2, Commercial Law for Accountants 2, Cost & Management Accounting 2, Financial Accounting 2, Taxation 1.

Year 3: Accountancy Technology 2, Business Ethics, Cost & Management Accounting 3, Entrepreneurial Skills, Financial Accounting 3, Statistics 1, Taxation 2.

1.1 Instructional Offering Advanced Diploma: Cost and Management Accounting:

Advanced Cost & Management Accounting, Advanced Financial Accounting, Financial Management, Research Methodology, Systems & Project Management.

1.2 Instructional Offering Postgraduate Diploma: Cost and Management Accounting:

Business Strategy, Cost & Management Accounting, Financial Reporting, Research Project in Cost & Management Accounting, Strategic Financial Management

1.3 Career opportunities

Through this course you can obtain the necessary skills to prepare and present accounting information to assist in the decision making process. Career opportunities include: Management Accountant, Financial Manager, Investment advisor.

2. Instructional Offering Diploma: Internal Auditing

Year 1: Applied Communication Skills 1, Commercial Law for Accountants 1, Cost & Management Accounting 1, Economics 1, Financial Accounting 1, ICT Skills 1, Internal Auditing 1.

Year 2: Accountancy Technology 1, Applied Communication Skills 2, Cost & Management Accounting 2, Financial Accounting 2, Internal Auditing 2, Statistics 1.

Year 3: Accountancy Technology 2, Business Ethics, Commercial Law for Accountants 2, Cost & Management Accounting 3, Entrepreneurial Skills, Financial Accounting 3, Internal Auditing 3, Information Systems Auditing, Taxation 1.

2.2 Instructional Offering Advanced Diploma: Internal Auditing

Advanced Business Communication for Internal Auditors, Advanced Cost & Management Accounting, Advanced Financial Accounting, Advanced Internal Auditing, Advanced Information Systems Auditing, Research Methodology.

2.3 Instructional Offering Postgraduate Diploma: Internal Auditing

Corporate Governance, E-Commerce Auditing, Environmental Auditing, financial Accounting, Forensic Auditing, Organisational dynamics, Research Project in Internal Auditing, Risk based Auditing.

2.4 Career opportunities

Through this course the student will be able to follow the Institute of Internal Auditors (IIA) Certified Internal Auditor (CIA) qualification route. Career opportunities are available in the public and private sector

3. Instructional Offering Diploma: Financial Information Systems

Year 1: Applied Communication Skills 1, Auditing 1, Commercial Law for Accountants 1, Cost & Management Accounting 1, Financial Accounting 1, Financial Information Systems 1, ICT Skills 1.

Year 2: Accountancy Technology 1, Applied Communication Skills 2, Auditing 2, Cost & Management Accounting 2, Entrepreneurial Skills, Financial Accounting 2, Financial Information Systems 2, Taxation 1.

Year 3: Accountancy Technology 2, Business Ethics, Cost & Management Accounting 3, Financial Accounting 3, Financial Information Systems 3, Statistics 1, Taxation 2.

3.1 Career Opportunities

Qualified candidates could easily be promoted from clerk to accountant to management. People in possession of this qualification are in demand in commerce and industry, the banking sector, insurance and the public service. They could also head the electronic data processing department using their management skills and programming knowledge.

4. Enquiries

Enquiries may be addressed to:

The Head of department: Accountancy

Vaal University of Technology

Private Bag X021 Vanderbijlpark 1900 Tel: (016) 950-9267; Fax: (016) 950-9576;

e-mail: queenm@vut.ac.za website: www.vut.ac.za

Admission and Financial Enquiries may be addressed to:

Faculty Admin Officer

Deputy Registrar: Enrolment

Vaal University of Technology

Private Bag X021 VANDERBIJLPARK 1900 Tel: (016) 950-9360; e-mail: marian@vut.ac.za website: www.vut.ac.za

GPS coordinates

S26, 42' 15.1 / E 27, 52' 35.1

Bursaries and Loans

Financial Aid Office

VISION

To become recognised as a leading administrative section providing a creative, holistic personalised and satisfactory service to a wide range of clients, to the maximum benefit of all concerned.

MISSION

Financial Aid Office strives to offer a comprehensive internal and external administrative service to all stakeholders, specifically catering for individual needs in a creative and professional manner in order to make a meaningful contribution to their success and in so doing to foster a long term working relationship.

The Financial Aid Office offers the following services in order to help students to obtain bursaries and/or loans to be able to complete their studies. Bursaries and/or loans are offered in all study fields at the Vaal University of Technology.

1. SPORT BURSARIES

The Vaal University of Technology offers Sport Bursaries to students who have excelled in sport. The value of these bursaries is determined by the level of competitions in which candidates have participated.

The retention of a sport bursary is dependent on satisfactory academic progress.

Contact number: (016) 950 9282 / 9307

2. MERIT AWARD (Academic)

2.1 FIRST YEARS

2013 GRADE 12 RESULTS

%	Criteria	Bursary
75%+	Science, Engineering & Technology,	R 15 000
70%+	Photography,	R 12 000
65%+	Fine Arts	R 10 000
75%+	Accounting	R 10 000
70%+	Accounting	R 6 000
65%+	Accounting	R 4 000

75%+	Other	R 7 500
70%+	Other	R 5 000
65%+	Other	R 3 000

TOTAL

Closing date: 31 January each year

Contact number: (016) 950 9342 / 950 9486

2.2 SENIOR STUDENTS

Please note:

A list of all qualified students will be published no later than 31 March.

Funds are allocated in the following manner:

Annual aggregate of 75+(Minimum 3 registered subjects per annum), R5000 automatic award.

3. PRESTIGE AWARDS

Depending on the availability of funds, students can receive prestige awards dependant on involvement in student activities throughout the year. Contact number: (016) 950 9900

4. COMPANY BURSARIES

At the Vaal University of Technology we fully provide assistance to all company sponsored students. Students who are in possession of confirmation letters must report to the Financial Aid Bureau where their registration will be dealt with.

The following assistance is provided

- *Meal vouchers* Book vouchers
- *Booking of residence
- *Sending of statements
- *Sending of Academic Records
- *Handling of all refunds
- *Debt Collection* Company Visits

NOTE: The Vaal University of Technology is not responsible in funding nor seeking sponsorship (s) for students. It also remains the responsibility of the student to ensure that their accounts are settled on time.

Should any information be required feel free to contact the following numbers:

Tel: (016) 950 9342 Fax: (016) 950 9106

The Vaal University of Technology will provide assistance to students in securing placements for experiential training but does not guarantee such placements.

5. LOANS

i) NSFAS LOANS

What is NSFAS?

The National Student Financial Aid Scheme (NSFAS) is a loan and bursary scheme operating in terms of Act 56 of 99 and funded by the National Department of Education. NSFAS has been established to assist academically deserving and financially needy students to achieve academic goals at tertiary educational institutions in South Africa, with particular concern in overcoming barriers created by structural disadvantage.

What does NSFAS offer?

- The means to obtain a tertiary qualification
- Loans at low interest rates
- Loans without guarantees
- A reasonable repayment plan

NSFAS convert loan (s) to a Bursary.

Up to 40% of the award may be converted into a bursary depending on your end of year results.

- If you pass all the courses for which you have registered, you qualify for a 40% bursary.
- If you pass three quarters of the course, you qualify for a 30% bursary.
- If you pass half of the courses, you qualify for a 20% bursary.
- If you pass one quarter of the course, you qualify for a 10% bursary.
- If you pass none of the courses, you qualify for no bursary at all.

What is a loan?

- A loan is the money you borrow to cover tertiary studies. - This loan has to be repaid.

Who qualifies for a NSFAS loan?

You can qualify for a NSFAS loan if you are:

- A South African citizen;
- Registered at a South African university or University of Technology;

- An undergraduate, studying for a first tertiary educational qualification; or
- Studying for a second tertiary qualification, if this is necessary to practice in your chosen profession; (e.g. LLB or HDE)
- Able to demonstrate potential for academic success;
- Financially needy;
- You will, however, be expected to make your own family contribution towards the total costs of your studies. (EFC)

How much money do you get?

- There is a minimum award and a maximum award, which is determined annually by NSFAS. Please enquire at the Financial Aid Office for the current limits.

Where do you apply for a loan?

At the Financial Aid Office of the Vaal University of Technology.

NOTE: Interest on NSFAS awards is determined annually by NSFAS.

Closing dates:

Senior students (year and first semester courses) 04 October

2013

First year students (year and semester courses) 31 October 2013. Late first year applicants: 24 January 2014. Late applicants will **only** be considered for awards if funds are available.

Contact numbers: (016) 950 9484, 9972, 9486, 9485, 9571

Brochures for NSFAS 'Students guide to funding' are available at the Financial Aid Bureau office.

ii) EDU-LOAN

Do you need study finance?

You can apply for Edu-loan at the VUT campus (Finance). Edu-loan offers hassle free educational finance. As long as you, or a family member, receive a salary, paid into a bank account then you could qualify for an Edu-loan. What's more, if we have an agreement with your, or your family member's employer, we won't even have to carry out credit checks.

Once your loan is approved we will:

Pay your student fees to the educational institution of your choice.

Assure you of affordable interest rates with a fixed monthly instalment.

Give you the option of an Edu-Xtras Smart Card for books and accessories.

You don't even have to pay a deposit.

Contact numbers EDU-LOAN (016) 950 9948/9373

Call Centre: 0861 861 888 or 0861 861 VUT

Financial Aid Office
Vaal University of Technology
Private Bag X021
VANDERBIJLPARK
1900

Financial Aid Office support a care free education.



Vaal University of Technology

Faculty of Management Sciences

Major expenses for the year

Registration fee, Accommodation, Class / course fees, Books, Pocket money, Transport to campus. For costs see VUT website www.vut.ac.za (look under: Study at VUT, Tuition fees & Study loans.)

Application for Admission and Accommodation

Prospective students are advised to apply early in the year preceding registration for admission to the course, and/or for hostel accommodation.

Arrangements can be made to visit the campus in this regard. Closing dates for admission and/or accommodation applications 31 October.

International students: 31 October.

How to apply: See front page of application form or VUT website (www.vut.ac.za) click on 'Study at VUT' and then 'Admissions and How to apply' and then on 'How to apply'.

Enquiries

General Tel: (016) 950 9924/5 or Call Centre 0861 861 888

Admission Enquiries: (016) 950-9356

Application Status : Self-check

Go to VUT website – www.vut.ac.za.

Click on "admissions new students".

Click on "check your application status".

Click on blue block "check your application status".

Enter your student or identification number.

Click "submit".

The Department of Co-operative Education assists in experiential learning administration and placements. Contact details: Tel: 016-950-9496, Fax: 016-950-9759, E-mail: wil@vut.ac.za

The Institution makes every attempt to accommodate students with disabilities.

Whilst every effort has been made to present you with the relevant information in this brochure, program offerings may be subject to change in order to keep abreast with new developments in the higher education landscape. The institution therefore reserves the right to unilaterally change or amend any of the content/structures contained herein.