



**VUT**

Vaal University of Technology

*Your world to a better future*

Additional Information:  
Bursaries & Loans  
Sport Academy  
Student Counselling & Support

Photography  
Graphic Design  
Fine Art  
Fashion  
Labour Law  
Legal Assistance  
Policing  
Safety Management  
Mediation  
Tourism Management  
Ecotourism Management  
Public Relations Management  
Food Service Management  
B Ed (Senior Phase & FET Teaching)  
Advance Diploma (TVT)

**Faculty of Human Sciences**  
**2021 for 2022**  
**Vanderbijlpark**

# MINIMUM ADMISSION REQUIREMENTS: FACULTY OF HUMAN SCIENCES

**NSC:** To pass a National Senior Certificate you must have written the following examinations

- One Home Language
- One Home or First Additional Language
- Mathematics or Mathematical Literacy
- Life Orientation
- 3 x other subjects

And achieved 40% in three subjects, one of which is an official language at Home Language level;

**Diploma:** To qualify for admission to Diploma Studies at a University, you need to pass the National Senior Certificate, *with an achievement rating of 3 (moderate achievement, 40%-49%)* or better in four recognised NSC 20-credit subjects, and a minimum 30% in the language of learning and teaching of the Higher Education institution concerned.

**Bachelors:** To qualify for admission to Bachelor's Degree studies at a University, you need to pass the NSC with an achievement rating of 4 (adequate achievement, 50%-59%) or better in four subjects chosen from the designated subject list determined by Higher Education. with a minimum of 30% in the language of learning and teaching of the Higher Education institution concerned.

Vaal University of Technology

Applicants will need to meet the minimum APS or fall within the testing band in order to be considered for a specific program.

To calculate your APS, add your matric subject's points according to VUT's APS table.

Regardless of your achievement level in Life Orientation, this subject is not taken in account to calculate your points. The points you get for each course will depend on the percentage you score in that particular subject. The APS score is the total points you receive from each course.

The university calculates the APS as indicated in table 1

**Table 1: Academic Points Calculation**

(Please note Life Orientation is excluded from all points calculations and bonus points)

NSC Percentages	NSC Achievement Score/Rating	SC HG %	VUT SC Score	SC SG %	VUT SC Score	BONUS POINTS		
						Maths	Language	Other
90% - 100%	8	A	8	A	7	3	2	2
80% - 89%	7	A	7	A	7	3	2	2
70% - 79%	6	B	6	A	6	2	1	1
60% - 69%	5	C	5	B	5	1	0	0
50% - 59%	4	D	4	C	4	0	0	0
40% - 49%	3	E	3	D	3	0	0	0
30% - 39%	2	F	2	E	2	0	0	0
0% - 29%	1	G	0	F	0	0	0	0

**Table 2: Academic Points Calculation - NC(V)4**

(Please note Life Orientation is excluded from all points calculations)

Percentage achieved in NCV subject	30-39%	40-49%	50-59%	60-69%	70-79%	80-89%	90-100%
Points rating for % value (VUT)	2	3	4	5	6	7	8

## FACULTY AND QUALIFICATION SPECIFIC REQUIREMENTS

### FACULTY OF HUMAN SCIENCES - Department: Education

Qualification	Compulsory subjects	Score*	Additional Compulsory subjects	Other subjects	Minimum APS required	Bonus points
B Ed (SP & FET Teaching) (Bachelor's pass required)	English Mathematics; or Mathematical Literacy Physical Sciences or Technical Sciences	4 4 or 6 3 or 3	None	3 other subjects with a minimum score of 11	22 (Maths) 24 (Maths Lit)	Maths English Physical or Natural sciences
Advance Diploma (TVT)	An appropriate 360-credits NQF level 6 undergraduate diploma or NGF level 7 Bachelors degree in Engineering, candidates in position of National Diploma/Diploma from TVET Colleges will also be admitted into the programme					

### Department: Visual Arts and Design

Qualification	Compulsory subjects	Score*	Additional Compulsory subjects	Other subjects	Minimum APS required	Bonus points
Diploma: Fashion Fine Art Graphic Design Photography (Diploma pass required)	English Mathematics; or Mathematical Literacy or Technical Mathematics	4 2 or 3 3	None	4 other subjects with a minimum score of 15	21 (Maths) 22 (Maths Lit)	Mathematics, Physical Science, Engineering, Graphics & Design, Art (not drama) to the maximum of 2 bonus points if the other 4 subjects counts to 13.

An additional compulsory selection criteria: Practical interview and portfolio submission

**Department: Hospitality, Tourism and PR Management**

Qualification	Compulsory subjects	Score*	Additional Compulsory subjects	Other subjects	Minimum APS required	Bonus points
Diploma Tourism Management (Diploma pass required)	English Mathematics; or Mathematical Literacy Or Technical Mathematics	4 3 or 4 or  4	1 of the following: Tourism Geography Business studies History	3 other subjects with a minimum score of 9.	20 (Maths) 21 (Maths Lit)	Maths English Physical or Natural sciences
Diploma Public Relations Management (Diploma pass required)	English Mathematics; or Mathematical Literacy Or Technical Mathematics	4 3 or 4 or  4	1 of the following: (Any other language, Tourism, Business studies & accounting)	3 other subjects with a minimum score of 9.	20 (Maths) 21 (Math Lit)	Maths English Physical or Natural sciences or any other official language
Diploma Food Service Management (Diploma pass required)	English Mathematics; or Mathematical Literacy Or Technical Mathematics	4 3 or 4 or  4	1 of the following: (Hospitality, catering studies, consumer studies, Hotel, Tourism, Business studies & accounting)	3 other subjects with a minimum score of 9.	20 (Maths) 21 (Math Lit)	Maths English Physical or Natural sciences
Diploma Ecotourism Management (Diploma pass required)	English Mathematics; or Mathematical Literacy Or Technical Mathematics	4 3 or 4 or  4	Life Science Biology	3 other subjects with a minimum score of 9.	20 (Maths) 21 (Math Lit)	Life Science Maths English Physical or Natural sciences

**Department: Legal Sciences**

Qualification	Compulsory subjects	Score*	Additional Compulsory subjects	Other subjects	Minimum APS required	Bonus points
Diploma Labour Law (Diploma pass required)	English Other Language Mathematics; or Mathematical Literacy Or Technical Mathematics	5 3 3 or 4 or  4	None	3 other subjects with a minimum score of 12.	23 (Maths) 24 (Maths Lit)	Maths English Physical or Natural sciences
Diploma Legal Assistance (Diploma pass required)	English Other Language Mathematics; or Mathematical Literacy Or Technical Mathematics	5 3 3 or 4 or  4	None	3 other subjects with a minimum score of 12.	23 (Maths) 24 (Maths Lit)	Maths English Physical or Natural sciences
Diploma Policing (Diploma pass required)	English Other Language Mathematics; or Mathematical Literacy Or Technical Mathematics	4 3 3 or 4 or  4	None	3 other subjects with a minimum score of 10.	20 (Maths) 21 (Maths Lit)	Maths English Physical or Natural sciences
Diploma Safety Management (Diploma pass required)	English Mathematics; or Mathematical Literacy Or Technical Mathematics	4 3 or 4 or  4	None	4 other subjects with a minimum score of 14.	21 (Maths) 22 (Maths Lit)	Maths English Physical or Natural sciences

*Additional selection criteria for Safety Management working part time students: Applicants of mature age (23 years or older, with Matric Certificate) who do not meet the entry requirements must submit proof of full time permanent employment, working in an Occupational, Health and Safety environment.*

# PHOTOGRAPHY

DEPARTMENT OF VISUAL ARTS & DESIGN

DIP: PHOTOGRAPHY

AD: PHOTOGRAPHY

PGD: PHOTOGRAPHY

MA VISUAL ARTS: PHOTOGRAPHY

DPhii VISUAL ARTS: PHOTOGRAPHY

\* Prospective students holding an Honours or equivalent qualification may articulate into the MA Visual Arts: Photography

## 1. Admission Requirements: NSC

A Grade 12 certificate allows application. This is followed with a selection interview to secure placement in the programme.

### 1.1 Requirements: SC

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.

### 1.2 Requirements: N3-N6

A complete N6 related/appropriate qualification in the field of study. Exemption may be awarded for equivalent subjects scored (50-59%) with a 60% similarity in content.

### 1.3 Requirements: International

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

### 1.4 Requirements: 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

## 2. Curriculum and Course Structure

**Theory of Photography I, II, III:** This subject deals with relevant theory related to the technical understanding of the mechanisms of photography, motion and sound. An emphasis is placed on the digital advances revolutionising the current imaging industry.

**Professional Practice I, II, III:** This subject consists of modules: EDL, English communication skills and Business Practice.

**Visual Communication I, II, III:** Aesthetic developments are covered in depth, with an emphasis on visual literacy as an important component in the holistic education of a prospective professional photographer and media specialist. The subject also includes the relevant history of photography, motion and sound applicable to the course.

**Applied Photography I, II, III:** The application of photography, motion and sound, in a two dimensional communication media, can be seen as the most important aspect of this course. The prospective photographer and media specialist must be skilled in techniques, including: image capture, formats, lighting, digital treatment and design as well as narrative productions that include sound, video and stills, to mention but a few. An aesthetic appreciation of current visual trends and the individual interpretation thereof must be realised in the applied work.

**Admission requirements for Advanced Diploma:** 60% average for major subjects (level 1-3) subjects of a completed ND/Diploma.

**Postgraduate Diploma in Photography:** The minimum requirement is an Advanced Diploma in Photography with average of 65%. The minimum requirement is an Advanced Diploma in Graphic Design, with marks of 65%.

**Master of Visual Art in Photography:** The minimum requirement is an Post graduate Diploma in Photography with average of 65%.

## 3. What does a Photographer / media specialist do?

Photographers work in the world of visual communication. Through the media of still and motion images as well as sound they communicate with individuals and the masses. Their role is to convey ideas, concepts, and information by means of a photograph and / or video and audio productions. This form of communication can be found in newspapers, magazines, pamphlets, billboards, books, posters and many other media. The photographer and media producer may photograph and video a broad or narrow range of subjects, such as news events, advertising, still life, fashion, manufacturing industries, scientific studies, portraits, buildings and anything for which there is a demand. Work can be done for exhibitions, printing in publications, packaging and posters or for use in audio-visual presentations, multimedia productions and the internet. Photographers are required to work with sophisticated equipment and to be familiar with the various photographic, video and sound processes. Most photographic and related multimedia work presents a range of practical problems including lighting, composition, exposure, as well as stills, video and sound post-processing. The photographer /media pro-

ducer is a businessperson, dealing with a variety of clients on a day to day basis, making a living through effective visual communication.

## 4. Career Opportunities

Photographers and media specialists are mostly self-employed, though many find opportunities for full-time employment in various industries including media consortia, law enforcement, multi-national corporates & medical organisations. A freelance photographer and media specialist, on the other hand, would work for a wide-ranging clientele ranging from editorial, news agency, industrial, mining & advertising, each demanding a unique, yet creative solution by the photographer to their problem at hand. With the digital media revolution, the door to the world of electronic media opens with many new and exciting career options. Photographers or media specialists from VUT are now trained to be narrative media specialists. This skill allows them to plan, produce and deliver a combination of communication strategies that can include stills, video and sound. At VUT, cutting-edge, individually focused education in photographic, motion and sound technologies and the creative application thereof are offered. A considered curriculum is aligned with contemporary industry demands focuses on narrative digital multi media. The facilities include specialised DSLR video rigs, on location sound recording gear, time-lapse rigs, a state of the art drone for capturing aerial footage, motion sliders, jibs, stabilizers, a professional sound recording studio, professional video post-production facilities, state-of-art computer laboratories, an in-house professional printing facility that can deliver uniquely profiled prints on archival material up to 64 inch, a professional mounting and framing facility and a well-equipped photography studio with a range of specialised lighting including LED, strobe, light painting, fiber lighting and high speed imaging. General capture equipment includes high-end DSLR and medium format digital capturing options as well as specialised lenses for a wide variety of imaging options.

## 5. Enquiries

Enquiries may be addressed to:

*The Head of Department: Visual Arts and Design, Faculty of Human Sciences, Vaal University of Technology, Private Bag X021 VANDERBIJLPARK 1900 Tel: (016)950-9309/950-9174 Fax: (016)950-9110*

*e-mail: [annekel@vut.ac.za](mailto:annekel@vut.ac.za) [www.vut.ac.za](http://www.vut.ac.za) [www.vut.ac.za/visual](http://www.vut.ac.za/visual)*



# GRAPHIC DESIGN

DEPARTMENT OF VISUAL ARTS & DESIGN

DIP: GRAPHIC DESIGN

AD: GRAPHIC DESIGN

PGD: GRAPHIC DESIGN

MA VISUAL ARTS: GRAPHIC DESIGN

DPhii VISUAL ARTS: GRAPHIC DESIGN

\* Prospective students holding an Honours or equivalent qualification may articulate into the MA Visual Arts: Graphic Design

## 1. Admission Requirements: NSC

A Grade 12 certificate allows application. This is followed with a selection interview to secure placement in the programme.

### 1.1 Requirements: SC

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.

### 1.2 Requirements: N3-N6

A complete N6 related /appropriate qualification in the field of study. Exemption may be awarded for equivalent subjects scored (50-59%) with a 60% similarity in content.

### 1.4 Requirements: International

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

#### 1.4 Requirements: 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.

**Admission requirements for Advanced Diploma:** 60% average for major subjects excluding WIL (level 1-3) subjects of a completed ND/Diploma  
**Post Graduate Diploma: Graphic Design:** Minimum requirement is an Advanced Diploma in Graphic Design, with marks of 65%

**Master of Visual Arts in Graphic Design:** 65% average in the completed B Tech or relevant qualification in the relevant discipline. 65% in research methodology and successful achievement of the faulty research criteria.

#### 2. Curriculum and Course Structure

History of Art and Design I, II, III which include modules 1 & 2 respectively. Graphic Design Drawing I, II, III. Theory of Business I, II, III. Design techniques which consist of Printmaking, Illustration and Photography. Communication Design consist of Applied Design and Typography. Professional Design Practice consist of Advertising and Marketing III, Theory of Reproduction Process and Advertising II, EDL, and Applied Communication Skills 1.1, 1.2, 2.1 and 2.2

#### What does a Graphic and Multimedia Designer do?

The Graphic Designer contributes greatly to the visual environment by designing posters, signs, publications, adverts, packaging, media content and corporate identities, these are created through the use of computer graphics and various electronic and other media skills. The role of the Graphic Designer is constantly expanding as communication becomes more important in our technology-driven society. The Graphic Designer is seen as an initiator of creative ideas for the promotion and selling of services and products. A designer is required to combine a command of new technologies and visual language with an entrepreneurial attitude.

#### 3. Career Opportunities

Advertising Agencies, Design Studios, Illustrators, DTP, Computer Graphic Animators, Photographic Manipulation, Editorial Design, Communication Design, Web Page Design and Interactive Design, Package Designers.

#### 4. Enquiries

Enquiries may be addressed to:

*The Head of Department. Visual Arts and Design. Vaal University of Technology, Private Bag X021 VANDERBIJLPARK 1900 Tel: (016) 950-9174 Fax: (016) 950-9895 e-mail: kate@vut.ac.za www.vut.ac.za*

#### 1.2 Requirements: N3-N6

A complete N6 related /appropriate qualification in the field of study. Exemption may be awarded for equivalent subjects scored (50-59%) with a 60% similarity in content

#### 1.3 Requirements: International qualification

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

#### 1.4 Requirements: 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.

**Admission requirements for Advanced Diploma:** 60% average for major subjects excluding WIL (level 1-3) subjects of a completed ND/Diploma.

**Post Graduate Diploma: Fine Art:** The minimum requirement is an Advanced Diploma with average of 65%.

**Master of Visual Arts in Fine Art:** Completed B Tech degree in Fine Art (or equivalent). Obtain 65% in the major subjects

#### 2. Curriculum

**First year:** Art Theory 1, Drawing 1, Two-dimensional Studies, Three-dimensional Studies, Communication Professional Practice I: EDL, Communication: Digital Imaging 1.

**Second year:** Art Theory 2, Drawing 2, any two of the following electives: Painting 2, Printmaking 2, Sculpture 2, Ceramics 2, Communication Professional Practice 2, Communication: Digital Imaging 2.

**Third year:** Art Theory 3, Drawing 3, any two of the following electives: Painting 3, Printmaking 3, Sculpture 3, Ceramics 3, Communication Professional Practice 3, Communication: Digital Imaging 3.

#### 3. What does a fine artist do?

This course will equip the graduate to operate as a practising professional artist and craftsman in the national and international arenas. Given the diversity of academic and technical skills the graduate will have, he/she would be able to make an academic and economic contribution to the arts. The graduate will be equipped to operate as an entrepreneur and set up their own workshop or studio, and negotiate the art world effectively. The graduate would be able to find employment in the art industries, such as educational institutions, museums, art galleries, publishing houses, ceramic industries, advertising agencies, film companies and TV production houses, working with architects in decoration of buildings (mosaics, murals) or doing commissioned works such as portrait paintings, drawings or monuments.

#### 4. Enquiries

Enquiries may be addressed to:

*The Head of Department: Visual Arts & Design. Vaal University of Technology, Private Bag X021 VANDERBIJLPARK 1900. Tel:(016)950-9174 Fax:(016)950-9465 e-mail: mashaole@vut.ac.za Website: www.vut.ac.za www.vut.ac.za/visual*



## FINE ART

DEPARTMENT OF VISUAL ARTS & DESIGN

DIP: FINE ART

AD: FINE ART

PGD: FINE ART

MA VISUAL ARTS: FINE ART

DPhil VISUAL ARTS: FINE ART

\* Prospective students holding an Honours or equivalent qualification may articulate into the MA Visual Arts: Fine Art

### 1. Admission Requirements: NSC

A Grade 12 certificate allows application. This is followed with a selection interview to secure placement in the programme.

#### 1.1 Requirements: SC

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



## 1. Admission Requirements: NSC

A Grade 12 certificate allows application. This is followed with a selection interview to secure placement in the programme.

### 1.1 Requirements: SC

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.

### 1.2 Requirements: N3-N6

A completed N6 related /appropriate qualification in the field of study. Exemption may be awarded for equivalent subjects scored (50-59%) with a 60% similarity in content.

### 1.3 Requirements: International

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

**Admission requirements for Advanced Diploma:** 60% average for major subjects (level 1-3) subjects of a completed ND/Diploma

**Post Graduate Diploma: Fashion:** The minimum requirement is an Advanced Diploma in Fashion with average of 65%

**Master of Visual Arts in Fashion:** Completed B Tech degree in Fashion (or equivalent). Obtain 65% in the major subjects - Design Studies & Applied Clothing Technology (level III).

## 2. Curriculum and Course Structure

The Diploma is structured in modules consisting of:

**Design Studies 1,11,111:** This module consists of the following modules: Drawing & Illustration, Creative Design, History of Design and Visual Culture. These modules cover the various aspects of Fashion design ranging from haute couture to fashion retail. It also allows the fashion designer to make an effective contribution by combining creativity with technological understanding.

**Business Studies 1,11,111:** This subject consists of the following modules:

Communication & Human Resources, Retail Merchandising, Entrepreneurship, Business Management, End-User Computing and Applied Communication Skills. Fashion merchandising is an energetic and fast-paced field and requires a creative, efficient professional involvement in all phases of marketing merchandise to consumers. Professional skills and communication skills are included, also, the ability to function effectively in an ever changing communication environment and a knowledge of proper business practice.

**Applied Clothing Technology 1,11,111:** This subject consists of the following modules: Garment Technology, Pattern Technology, Grading, Textiles and Visual Literacy. Emphasis is placed on theoretical and practical aspects of garment technology, pattern technology, pattern grading and textiles.

**Theory of Clothing 1,11,111:** This subject consists of the following modules: Clothing Management & Technology, CAD and Technological Literacy. The application of fashion design is incorporated into computer aided design and production environment

## 3. Work Integrated Learning

In the final year of study the student completes a minimum period of 6 weeks in-service training. The student can do Work Integrated Learning in various fields of study. The final mark is compiled from reports written by the mentor, student and lecturer.

### Masters Degree:

This master's degree consists of a written dissertation investigating a proposed field of study within the field of fashion. The investigation is of an advanced level.

Admission requirements: Obtain 65% in the B Tech: Fashion.

## 4. Introduction

The core of the fashion design course is studied at different levels with focus on acquiring and applying technical skills to provide a learning environment in which innovation and originality can be developed according to learner's choice of pathways. Students achieve their full potential through innovation, invention and originality developed through practice and research in an art and design environment. Work integrated

learning is an important aspect in the students learning process as this module aims to emphasise the need to understand how real-life situations in industry operate.

## 4. Enquiries

Enquiries may be addressed to:

**The Head of Department: Visual Art and Design, Vaal University of Technology, Private Bag X021 Vanderbijlpark 1900. Tel (016) 950-9174, Fax (016) 950-9788 e-mail: le-nikas@vut.ac.za website: www.vut.ac.za**

### Student achievements

During the few years, Fashion students have participated in the prestigious Vodacom Durban July at the Greyville Racecourse in Durban. In 2010 four students participated. 10 students competing in various categories and winning 3rd place in 2011.

Participation in other fashion competitions during 2010 included: Designer of the Vaal competition (overall winner) and the Bridal Africa Young Designer Awards. In addition, 20 students produced 40 garments that were presented at the SA Fashion Week held in Sandton during 2010. During 2011, entries were accepted in the Rotary Young Dress Designer of the Year competition, where students received prizes including the allover winner, titled Young Designer 2011, the third place as well as first prize winner in the category: Professional Designers.

Staff within the fashion section are well qualified as well as a diverse range of expertise and skills relating to all aspects within the fashion field. This section has embraced a significant group of alumni students such as internationally renowned Fashion Designer David Tlale and local designers such as Louise Geldenhuys, Annabel Wessels, Elsmarie Jacobs and Elizna Ebersohn.



## 1. Admission Requirements: NSC

### 2. Requirements: SC

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. Requirements: N3-N6

A complete N6 related/appropriate qualification in the field of study. Exemption may be awarded for equivalent subjects scored (50-59%) with a 60% similarity in content.

### 4. Requirements: NASCA/NCV(4)

To register and complete the Foundation programme in the specific discipline with VUT, subject to the admission requirements for the Foundation programme for this specific discipline.

### 5. Requirements: International qualifications

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

### 6. Requirements: 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.

### 7. Curriculum

**First year:** Labour Law 1, Labour Relations 1, Labour Law Practice 1, Introduction to the Theory of Law, Language and Life Skills, Law of Contract, ICT Skills.

**Second Year:** Labour Law 2, Labour Relations 2, Labour Law Practice 2, Human Resource Administration, Human Rights Law, Interpretation of Statutes, Law of Civil Procedure, Economics, Law of Evidence.

**Third Year:** Labour Law 3, Labour Law Practice 3, Law of Alternative Dispute Resolution, Law of Delict, Occupational Wellbeing, Organisational Behaviour Studies, Entrepreneurial Studies, Legal Ethics, Local Government Law.

### 8. What are the duties of a person qualified in labour law?

To provide a labour advisory service to unions. Administer compensation and benefits. Render assistance to unions, CCMA, private practice and corporate, apply labour practice in the HR environment and participate in dispute settlement.

### 9. Vocational Possibilities?

To pursue a career in Labour Law and Relations. The qualification will satisfy the niche areas identified as gaps in Labour Law and can be applied by people that plan to practice as labour brokers, human resource practitioners, union officials and labour officials.

### Core Syllabi

**ICT Skills:** Introduction to macro computer systems, computer terminology, hardware components, different applicable programs, data, information, communication networks, viruses, security, management information systems and purchasing of computer programs.

**Human Rights Law:** Historical Background, international context and constitutional environment, Application, interpretation and Limitation of the Bill of Rights, Various Rights embodied in the Constitution, Non-judicial enforcement of human rights, Human Rights Litigation.

**Introduction to the Theory of Law:** What is the Law?, History of South African Law, Sources, Classification of Law and perspectives on Law.

**Law of Civil Procedure:** Introduction to the Law of Civil Procedure, Court Structure and officers of the Courts, Jurisdiction of the Courts, The Action and Application Procedures, Summons and Service, Pleadings, Trial process, Appeals and Reviews, Execution.

**Entrepreneurship:** Entrepreneurship defined, Creativity and innovation, Identification and screening of business opportunities, Establishment of forms of ownership, The business plan, The strategic planning and the business, Entrepreneurship management, The financial plan, The marketing plan.

**Human Resource Administration:** Foundation and challenges of Human Resource Management, management of diversity and regulatory challenges, information technology in Human Resources HR planning, research and problem-solving, Evaluation of job design and job analysis, HR administration functions such as recruitment internal staffing and career management issues learning and training process, performance management and appraisal compensation and benefits

**Labour Law 1.1:** Introduction, Common Law contract of employment, Basic Conditions of Employment Act, Employment Equity Act, The Unemployment Insurance Act, Compensation for Occupational Injuries and

Diseases Act, Occupational Health and Safety Act, Skills Development Act  
**Labour Law 1.2:** Labour Relations Act, Collective Bargaining, Worker participation, Dismissals, Unfair Labour Practices, Dispute resolution, Strikes and Lock-outs

**Labour Relations 1.1:** Main topics to be covered: Concept of labour relations, uniqueness of labour relationship, interaction of parties to labour relationship, approaches to labour relationship, labour relations system, role of the state, historical development of labour relations in SA, types of trade unions, trade union styles, aims and objectives of trade unions, role, qualities, duties, power of shop stewards

**Labour Relations 1.2:** Main topics to be covered: Policies and practices of trade union federations, worker's charter, corporatism, importance, nature and scope of labour economics, functioning and characteristics of labour market, economic theory, law of demand and supply, labour market perfection, wages and employment level, productivity, labour market regulation, social plan, skills development.

**Labour Relations 2.1:** Main topics to be covered: Principles of industrial democracy, forms of worker participation, advantages and disadvantages of worker's participation, workplace policies, role of labour relations manager, conflict management, workplace forums, unfair dismissals, affirmative action, employment equity plans, industrial relations systems.

**Labour Relations 2.2:** Main topics to be covered: Concept and contents of negotiations, variables that influence negotiations, qualities of a good negotiator, preparation for and conduct of negotiations, mediation, arbitration and conciliation, collective bargaining styles, forms and effect of industrial action

**Law of Alternative Dispute Resolution:** Conflict and disputes. Conciliation and Mediation. Arbitration. Dispute resolution by bargaining and statutory councils. Practice and procedure.

**Law of Contract:** Introduction to law. Basic principles of contract. Specific business contracts.

**Law of Evidence:** Introduction and history. Scope and function. Sources. Relevance and Admissibility. Types of Evidence. O Specific Rules.

**Legal Ethics:** Relationships with client. Relationships with other practitioners. Relationships with the Court. Mistakes and Misapprehensions. Communicating and Drafting. Practice Management. Working in the Law. Miscellaneous

**Law of Delict:** Aquilian action. Actio Injuriarum. Defences to an action for defamation. Individuals right to fama.

**Labour Law 2.1:** Historical Background. Dispute resolution and application of Labour Legislation. Dispute resolution.

**Labour Law 2.2:** Section 23 of the Constitution. Collective bargaining. Access to social security. Limitation of rights.

**Labour Law 3.1:** Freedom of association. Collective bargaining. Strikes and Lockouts.

**Labour Law 3.2:** Dismissals. Unfair Labour Practices.

**Organisational Behaviour Studies:** Core concepts of organisational behaviour, Organisational culture, ethics and diversity, Individual differences in the workplace, Motivation of the work force, Performance management of knowledge workers, Group and team dynamics, and Communication in the information age, Power, empowerment and influence within the work context, Conflict management, Decision making, Leadership and fellowship, Stress management, Organisational structures and design, and Change and Innovation.

**Occupational Wellness:** Health and well-being within organisations, interventions to improve worker health, factors influencing health and well-being, the relationship between organisational health and antisocial work behaviour, Organisational employee support strategies, positive coping skills, mental health within the work context, workplace counselling, coaching and mentoring, the management of HIV/AIDS in the workplace, combating toxic work environments, the management of employee success/failure, international strategies for employee wellbeing and health.

**Language and Life Skills:** Introduction. Writing skills. Research. Practical exercises.

**Local Government Law:** Legislative Framework, Municipal Values, Financial Systems, Systems and procedures, Communicating and Drafting, Delegations, HR Management, Miscellaneous.

**Interpretation of Statutes:** Statutes, Functions of the courts, General rules of interpretation, Presumptions.

**Economics:** Economics as a science, The economic problem, Economists analytical tool kit, Demand, Supply and Prices, Labour Market, Elasticity, Perfect Competition, Monopoly and imperfect competition.

### 10. Enquiries

Enquiries may be addressed to:

**Information Desk.** Vaal University of Technology, Private Bag X021 Vanderbijlpark 1900 Tel: (016) 950 7711/6940/7596/7671; Fax: (016) 950 9775/9731 e-mail: [admissions@vut.ac.za](mailto:admissions@vut.ac.za) website: [www.vut.ac.za](http://www.vut.ac.za)

## 1. Admission Requirements: NSC

### 2. SC

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 are required.

### 3. N3-N6

A complete N6 related/appropriate qualification in the field of study. Exemption may be awarded for equivalent subjects scored (50-59%) with a 60% similarity in content.

### 4. NASCA/NCV(4)

To register and complete the Foundation programme in the specific discipline with VUT, subject to the admission requirements for the Foundation programme for this specific discipline.

### 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.

### 7. Curriculum

**First year:** Legal Profession 1, Mercantile Law 1, Legal Practice 1, Language and Life Skills, Law of Contract, Legal History, ICT Skills, Computing for Legal Assistance, Introduction to the Theory of Law.

**Second Year:** Legal Profession 2, Mercantile Law 2, Criminal Law 1, Legal Practice 2 Human Rights Law, Law of Evidence, Law of Succession.

**Third Year:** Legal Profession 3, Mercantile Law 3, Legal Practice 3, Interpretation of Statutes, Law of Civil Procedure, Law of Persons, Family Law, Law of Criminal Procedure.

### 8. What are the duties of a Legal Assistant?

To provide a legal support service to practicing attorneys, advocates and legal advisors;

Render service in Legal Aid Departments by giving legal advice and support to clients;

Work in Police Departments by taking down witness statements; Provide support in the Justice Department and the court system; Provide professional and effective service to the public.

### 9. Vocational Possibilities?

To pursue a career in legal assistance. The qualification will satisfy the niche areas identified as gaps in industry and can be applied by people that plan to practice as paralegals.

### Core Syllabi

**Language and Life Skills:** Introduction, Writing skills, Research, Practical exercises.

**Legal History:** SA Law in historical & comparative perspective, Law in a Subjective Sense, Law in a Subjective Sense: Human Rights, The Law in a Normative Sense.

**Mercantile Law 1.1:** Contract of Sale, Contract of Agency, Contract of Lease and Occupancy, Law of Insolvency, Credit Agreements, Contract of Insurance.

**Legal Profession 1.1:** Mistakes and Misapprehensions, Communicating and Drafting, Practice Management, Working in the Law, Miscellaneous. **ICT Skills:** Introduction to macro computer systems, computer terminology, hardware components, different applicable programs, data, information, communication networks, viruses, security, management information systems and purchasing of computer programs.

**Computing for Legal Assistance:** General Introduction IT Background & Concepts, Basic use of the computer, Microsoft Word, Use of Worksheets, Introduction to PowerPoint, The Internet.

**Introduction to the Theory of Law:** What is the Law?, History of South African Law, Sources of Law, Classification of the Law, Perspectives on Law.

**Mercantile Law 1.2:** The law of Partnerships, Companies, Close Corporations.

**Legal Profession 1.2:** Relationships with client, Relationship with the profession and the community, Relationships with other practitioners; Relationships with the Court, Mistakes and Misapprehensions.

**Human Rights Law 1:** Historical Background, International context and constitutional environment, Application, Interpretation and Limitation of the Bill of Rights, Various rights embodied in the Constitution, Non-judicial enforcement of human rights, Human Rights Litigation.

**Legal Profession 2.1:** Introduction, Ethics in relation to costs, Non-Liti-

gious matters, Civil Litigious matter, Bill of costs, Taxation.

**Law of Evidence:** Introduction and history, Scope and function, Sources, Relevance and Admissibility, Types of Evidence, Onus and Burden of Proof, Specific Rules.

**Mercantile Law 2.1:** The company as separate legal entity, Shares and debentures, Meetings of a company, Role and function of directors, Business rescue.

**Criminal Law 1.1:** General Principles, Conduct, Definitional elements, Unlawfulness, Culpability, Participation and accessory, Attempt, Conspiracy and Incitement.

**Law of Succession:** Introduction, Intestate succession, Testate succession, Testamentary capacity, Formalities of a will, Revocation of a will, Capacity to inherit, Administration of estates.

**Legal Profession 2.1:** (Administration of Deceased Estates) introduction, Executor's account, Administration of the deceased estates, Practical exercises.

**Mercantile Law 2.2:** Introduction to intellectual property, Patents, Copyright, Trademarks, TRIPS Agreement.

**Criminal Law 1.2:** Specific Crimes, Crimes against the Person, Crimes relating to appropriation of Property, Fraud and related crimes, Offences relating to damage to property.

**Law of Contract:** Formation of a valid contract, Lawfulness of contract, Capacity to contract, Serious intention, Offer and Acceptance of contract, Certainty of terms of contract, Reality of consent, Possibility of performance, Common contractual provisions and third parties to a contract, Termination of contract and remedies.

**Law of Persons:** The concept of legal subjects, The beginning and end of legal personality, Status, Factors affecting status, Mental illness, Inability to manage own affairs, Influence of alcohol and drugs, Prodigality, Insolvency.

**Law of Civil Procedure:** Introduction to the Law of Civil Procedure, Court Structure and officers of the Courts, Jurisdiction of the Courts, The Action and Application Procedures, Summons and Service, Pleadings, Trial process, Appeals and Reviews, Execution.

**Mercantile Law 3.1:** Introduction, The contract of employment, Statutory legislation governing conditions of employment in business, Maintaining discipline in the workplace, Termination of employment, Resolving disputes over unfair dismissals, Fundamental rights and labour relations, Workers rights and collective labour law.

**Legal Profession:** Preparing to draft documents, correspondence, Practice Management, Research, Oral communication, Cross examination, Aims of cross examination, Preparing for cross-examination.

**Interpretation of Statutes:** Statutes, Functions of the courts, General rules of interpretation, Presumptions.

**Law of Criminal Procedure:** General concept of Criminal Procedure, Pre-trial Procedure, Rights of the accused, Preparation for trial, Trial procedure, Post-trial procedure.

**Family Law:** Introduction, Types of unions, Divorce law, Family Law in Practice, Maintenance for a spouse, Maintenance for a minor.

**Mercantile Law 3.2:** Copyright and the internet, Trademarks, domain names and meta tags, Electronic transactions, Privacy and the internet, Freedom of expression and the internet, Criminal law and the internet.

**Legal Profession 3.2:** Introduction, Legal Aid Policy, Legal Aid Procedure, Legal Aid in Criminal Matters, Rules relating to Legal Aid Matters.

**Mercantile Law 3.3:** Introduction to taxation, Gross Income, Exempt income, Fringe Benefits, Donations Tax, Estate Duty.

### 10. Enquiries

Enquiries may be addressed to:

**Information Desk.** Vaal University of Technology, Private Bag X021 Vanderbijlpark 1900 Tel: (016) 950 7711/6940/7596/7671; Fax: (016) 950 9775/9731 e-mail: [admissions@vut.ac.za](mailto:admissions@vut.ac.za) website: [www.vut.ac.za](http://www.vut.ac.za)





## 1. Admission Requirements: NSC

### 1. Requirements: SC

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 are required.

### 2. Requirements: N3-N6

A complete N6 related/appropriate qualification in the field of study. Exemption may be awarded for equivalent subjects scored (50-59%) with a 60% similarity in content.

### 3. Requirements: NASCA/NCV(4)

To register and complete the Foundation programme in the specific discipline with VUT, subject to the admission requirements for the Foundation programme for this specific discipline.

### 4. Requirements: International qualifications

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

### 5. Requirements: 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.

### 6. Requirements: Advanced Diploma

60% average for major (level 1-3) subjects of a completed ND/Diploma in a relevant field.

### 7. Curriculum

**First year:** Policing 1, Investigation of Crime 1, Law for Policing 1, English Practical: Policing.

**Second year:** Policing 2, Investigation of Crime 2, Law for Policing 2, ICT Skills.

**Third year:** Policing 3, Investigation of Crime 3, Law for Policing 3, Management Leadership 1.

### 8. What does a police officer do?

Prevention and combating of crime; Protecting and securing the safety of people and their property; Upholding and enforcing the South African criminal and statutory law; Maintaining public order; Gathering of crime-related intelligence; Investigating and solving of crime; Preparing and compiling of criminal cases for submission to the Director of Public Prosecutions; Giving evidence in courts.

### 9. Vocational Possibilities:

South African Police Service; Metropolitan Police Services; The Private Security Sector; Etc...

### Core Syllabi:

**Policing I, II & III:** General orientation towards Policing.

Police, Crime and Society in a social and legislative context. Theories, principles and practice of providing service to the community, organising communities and neighbourhoods.

**Investigation of Crime I, II & III:** Develop the meaning and aims of crime investigation and the role of police as investigators. The investigation of a scene of crime, modus operandi, the description of a person and direct observation. It requires students to assess the principles of the Scientific Method of Investigation.

**Law for Policing I, II & III:** Law concerned with public or general interest; Criminal Law; Specific Crimes; Law of Criminal Procedure and Law of Evidence.

**Management Leadership:** Policing I: General principles of supervision.

**ICT Skills:** Introduction to macro computer systems, computer terminology, hardware components, different applicable programs, data, information, communication networks, viruses, security, management information systems and purchasing of computer programs.

**English Practical Policing:** Technical writing in English.

### 10. Enquiries

Enquiries may be addressed to:

Information Desk. Vaal University of Technology, Private Bag X021 Vanderbijlpark 1900 Tel: (016) 950 7711/6940/7596/7671; Fax: (016) 950 9775/9731 e-mail: [admissions@vut.ac.za](mailto:admissions@vut.ac.za) website: [www.vut.ac.za](http://www.vut.ac.za)

## 1. Admission Requirements: NSC

### 2. Requirements: SC

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. Requirements: N3-N6

A complete N6 related/appropriate qualification in the field of study. Exemption may be awarded for equivalent subjects scored (50-59%) with a 60% similarity in content.

### 4. Requirements: NASCA/NCV (4)

To register and complete the Foundation programme in the specific discipline with VUT, subject to the admission requirements for the Foundation programme for this specific discipline.

### 5. Requirements: International qualifications

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

### 6. Requirements: 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.

### 7. Requirements: Advanced diploma

60% average for major (level 1-3) subjects of a completed ND/Diploma in Safety Management.

### 8. Curriculum

**First Year:** Occupational Health and Safety Law 1, Safety Principles and Practice 1, Risk Management 1, Business Management 1, ICT Skills, Computing for Safety

**Second Year:** Occupational Health and Safety Law 2, Safety Principles and Practice 2, the Personnel Function, Quantitative Techniques

**Third Year:** Occupational Health and Safety Law 3, Safety Principles and Practice 3, Language and Life Skills, Financial Management 1.

### 9. What are the duties of a Safety Officer / Manager?

- Initiating and formulating policy.
- Coordination of safety systems.
- Training and cognition regarding safety aspects.
- Development and coordination of safety training programmes.
- Monitoring different aspects of safety target management systems.
- Advising line management on safety policy and programmes in respect of legal aspects.
- Investigating safety incidents
- Hazard recognition; Inspections/audit
- Fire protection
- Regulatory compliance
- Health hazard control
- Ergonomics
- Hazardous material management
- Environment protection
- Training
- Accident and incident investigations
- Record keeping
- Evaluation
- Emergency response and managing safety programmes.

### 10. Vocational Possibilities

Safety management offers a challenging and exciting career in both the private and the public sectors, with a growing demand for experts in this field.

Entry level: Safety officer/Loss control officer.

Middle Management: Safety manager / Loss control manager

Top Management: Primary executive level.

### Core Syllabi

**ICT Skills:** Introduction to macro computer systems, computer terminology, hardware components, different applicable programs, data, information, communication networks, viruses, security, management information systems and purchasing of computer programs.

**Computing for Safety:** Advanced PowerPoint: Customising PowerPoint environment, design template and slide show, adding graphics and special effects, Advance Excel: Manipulating data using statistical and lookup functions, analysing using data analysis tools, Using financial math, text & information-functions, Templates and charts, Managing data in workbooks.



**Business Management:** Introduction to business, functional divisions of the enterprise, entrepreneurship, principles relating to management of business, management objectives, formulating policy, the business world and business management, general management principled, entrepreneurship, the informal sector, facilities for entrepreneur, concluding contracts, taxation, the business plan and financial management for the small business.

**Risk Management 1:** The human factor in safety, managing the environment, Identification of risk, Fundamental Principles of risk management, Risk management functions, Risk evaluation and assessment, financing risk

**Safety Principles and Practice 1, 2, 3:** Regulations on the Law of Industries, regulations of the Law on Machinery, setting up of the Safety Committees, Regulations on the appointment of Safety Representatives, investigating accident scenes and reporting to the Department of Labour. **Occupational Health and Safety Law 1, 2, 3:** Introduction to the Law, Exposition of laws, Functions of the court, Criminal Procedure law, Vocational Health and Safety Law, Regulations/Laws on Industries.

**Quantitative Techniques:** General statistical calculations, Probability, Regression and correlation, Introduction to accounting.

**The Personal Function:** Statutory compliance with injuries that occur in the workplace.

**Language and Life Skills:** The learners are required to apply language and life skills in the execution of the duties in the field of Safety Management

**Financial Management 1:** Maintaining a firm's liquidity and solvency. It also concerned with providing the cash flow necessary to satisfy its obligations and to acquire and financial the current and fixed assets needed to achieve the firm's goals. Financial Management is based on the cost-benefit principles, the risk-return principle and the time-value of money principle. It is concerned with where you will get the money to finance your business and how to distribute the money according to the needs of the business. It is also concerned with how to make investment decisions, how to make financial decisions, to ensure a positive cash flow and to ensure solvency.

#### 11. Enquiries

Enquiries may be addressed to:

**Information Desk. Vaal University of Technology, Private Bag X021 Vanderbijlpark 1900 Tel: (016) 950 7711/6940/7596/7671; Fax: (016) 950 9775/9731 e-mail: [admissions@vut.ac.za](mailto:admissions@vut.ac.za) website: [www.vut.ac.za](http://www.vut.ac.za)**



## MEDIATION

DEPARTMENT OF LEGAL SCIENCES  
ADVANCED DIPLOMA: MEDIATION, 1 YEAR COURSE

### 1. Admission Requirements: NSC

#### 1. Admission Requirements

Any Bachelor's (BTech) degree.

#### 2. Curriculum

Family law (Financial implications of divorce); Family Law (Family and divorce); Introduction to the process of divorce mediation; Language and Life Skills (Listening and communication skills); Law of Alternative Dispute Resolution; Mediation Ethics; Mercantile Law; Mediation Practice

#### 3. Enquiries

Enquiries may be addressed to:

**Information Desk. Vaal University of Technology, Private Bag X021 Vanderbijlpark 1900 Tel: (016) 950 7711/6940/7596/7671; Fax: (016) 950 9775/9731 e-mail: [admissions@vut.ac.za](mailto:admissions@vut.ac.za) website: [www.vut.ac.za](http://www.vut.ac.za)**



## TOURISM MANAGEMENT

DEPARTMENT OF HOSPITALITY, TOURISM AND PR MANAGEMENT  
DIPLOMA: TOURISM MANAGEMENT  
POSTGRADUATE DIPLOMA: TOURISM MANAGEMENT  
MASTERS OF MANAGEMENT IN TRAVEL AND TOURISM SERVICES  
MANAGEMENT

### 1. Admission Requirements: NSC

#### 1.1 Requirements: SC

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 are required.

#### 1.2 Requirements: N3-N6

A completed N6 in an appropriate field of study. Exemption may be awarded for equivalent subjects scored (50-59%) with a 60% similarity in content.

#### 1.3 Requirements: NASCA/NCV (4)

To register and complete the Foundation programme in the specific discipline with VUT, subject to the admission requirements for the Foundation programme for this specific discipline.

#### 1.4 Requirements: International qualification

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

#### 1.5 Transfer Requirements:

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.

#### Curriculum:

##### Year 1

Tourism Development 1  
Travel & Tourism Management 1  
Travel & Tourism Practice 1  
Marketing for Tourism 1  
Accountancy Skills  
Applied Communication Skills 1  
ICT Skills  
Advanced ICT Skills

##### Year 2

Tourism Development 2  
Travel & Tourism Management 2  
Travel & Tourism Practice 2  
Marketing for Tourism 2  
Law for Tourism 1  
Applied Communication Skills 2

##### Year 3

Tourism Development 3  
Travel & Tourism Management 3  
Travel & Tourism Practice 3  
Marketing for Tourism 3  
Introduction to Research Methods 1  
Work Integrated Learning (WIL)

##### First year

Travel & Tourism Management I, Tourism Development I, Travel and Tourism Practice I, Marketing for Tourism I, Applied Communication Skills I, ICT Skills, Advanced ICT Skills and Accountancy Skills.

##### Second year

Travel Tourism Management II, Tourism Development II, Travel and Tourism Practice II, Marketing for Tourism II, Law for Tourism I, Applied Communication Skills II.

##### Third year

Travel & Tourism Management III, Tourism Development III, Travel and Tourism Practice III, Marketing for Tourism 3, Introduction to Research Methods, WIL

#### Postgraduate Diploma: Tourism Management

65% Average for an Advanced Diploma in Tourism Management or equivalent qualification in the related discipline with a minimum of 120 credits. Students who have obtained a bachelor's degree will need to provide the structure of the degree in order to determine if any/which subjects/modules can be credited

#### Master of Management in Travel and Tourism Services Management

An appropriate BTech degree, a postgraduate diploma or an equivalent qualification as approved by SAQA with an average pass percentage of

65% and 60% for research methodology on NQF level 8. In addition, students must present a PowerPoint presentation of ten minutes defending their desire to study towards a postgraduate qualification. International students will be required to complete an English proficiency test.

#### 3. What are the functions of a Travel and Tourism Consultant?

Provide information regarding various destinations and attractions locally and overseas, guide customers in planning their itinerary, handle in a competent and professional manner the planning, compiling and execution of travel arrangements for individuals as well as groups, market effectively special packages, products and professional services.

#### 4. Career Opportunities

Can be employed by travel agencies (wholesale and retail), holiday accommodation/resorts, transport and travel organisations, publicity associations in cities and towns and tourist information centres.

For further information, prospective students are advised to visit the Co-operative Education Department, where you will also be informed about your experiential training program

#### 5. Enquiries

Enquiries may be addressed to: *The Head of Department: Hospitality, Tourism and PR Management. Vaal University of Technology, Private Bag X021, VANDERBILLPARK, 1900 . Tel: (016) 950-9279 Fax: (016) 950-9788 E-mail: portag@vut.ac.za Website: www.vut.ac.za*



ECOTOURISM MANAGEMENT  
DEPARTMENT OF ECOTOURISM  
DIPLOMA: ECOTOURISM

### 1. Admission Requirements: NSC

#### 1.2 Requirements: SC

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 are required.

#### 1.3 Requirements: N3-N6

A completed N6 in an appropriate field of study. Exemption may be awarded for equivalent subjects scored (50-59%) with a 60% similarity in content.

#### 1.4 Requirements: NASCA/NCV (4)

To register and complete the Foundation programme in the specific discipline with VUT, subject to the admission requirements for the Foundation programme for this specific discipline.

#### 1.5 Requirements: International qualification

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

#### 1.6 Requirements: 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.

## 2. What are the Functions of an Ecotourism Management Graduate?

This qualification aims to develop theoretical competencies and practical skills for individuals to effectively operate in the field of Ecotourism and has been internationally benchmarked but comparison with other countries is not fully possible as South Africa has its own unique wildlife and eco systems. Furthermore, the standards and requirements for Ecotourism managers in South Africa are different to that of other countries. The diploma is specifically tailored to train Ecotourism practitioners with a strong focus on management skills. The learner who has achieved this qualification will be able to integrate ecotourism management and leadership knowledge with those of customer service and the operational specifics of a given Ecotourism context.

### 3. Career Opportunities

Designed for students who endeavour to pursue a career in ecotourism of which the qualification will satisfy the niche areas identified as gaps in ecotourism and can be applied by people that plan to practice as ecotourism managers, game rangers, conservationists and ecotourism developers.

Access to the qualification Minimum points 26

### 4. Curriculum

#### Year 1

Travel and Tourism Management 1, Applied Communication Skills 1, Principles of Ecotourism, Ecotourism Biology, ICT Skills, Intro to Natural Resource Management, Natural Resource Management.

#### Year 2

Ecotourism Biology, Ecotourism Development, Ecotourism Marketing, Applied Communication Skills, Ecotourism Destination and Service Management, Intro to Field Guiding, Field Guiding, Natural Resource Management.

#### Year 3

Ecotourism Bio-geography, Ecotourism Development, Ecotourism Entrepreneurship, Applied Field guiding, Game Ranch Management, WIL.

### 5. Enquiries

Enquiries may be addressed to:

*The Head of Department: Hospitality, Tourism and PR Management. Vaal University of Technology. Private Bag X021, Vanderbijlpark, 1900. Tel: (016) 950 9279. Fax: (016) 950 9788. E-mail: portia@vut.ac.za. Website: www.vut.ac.za*

### (Second year):

Communication Science II, Public Relations II, Media Studies II, Integrated Brand Communication, Videology, Law for Public Relations, Photography, Applied Communication Skills II.

### (Third year):

Communication Science III, Public Relations III and WIL (Work Integrated Learning).

### Advanced Public Relations Management

60% average for a completed ND/Diploma in Public Relations Management or equivalent qualification in a Public Relations related field with no less than 300 credits for theory.

Subjects include:

Strategic Communication Management, Media Studies in Public Relations Management, Project Management in Public Relations Management and Research Methodology

### 3. The functions of a Public Relations Practitioner

The PRP should be equipped to be a link between the organisation and the stakeholders; be able to communicate effectively with the internal and external public, liaise with the press and other media; compile and edit press releases, bulletins, journals, brochures; organise a variety of functions and be responsible for the corporate image of an organisation.

### 4. Career Opportunities

Can be employed as a Public Relations Practitioner by commerce and industry, central, provincial and local government, tertiary and other educational institutions, the news media, PR consultancies and non-government organisations.

#### 4.1 Professional Status

Member of the Public Relations Institute of South Africa (PRISA).

### 5. Enquiries

Enquiries may be addressed to:

*Head of the Department: Hospitality, Tourism & Public Relations. Vaal University of Technology. Private Bag X021. VANDERBIJLPARK 1900. Tel: (016) 950-9279; Fax: (016) 950-9788. E-mail: portia@vut.ac.za Website: www.vut.ac.za*

## PUBLIC RELATIONS

DEPARTMENT OF HOSPITALITY, TOURISM AND PR MANAGEMENT  
DIPLOMA: PUBLIC RELATIONS MANAGEMENT  
ADVANCED DIPLOMA: PUBLIC RELATIONS MANAGEMENT

## 1. Admission Requirements: NSC

### 1.2 Requirements: SC

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 are required.

### 1.3 Requirements: N3-N6

A completed N6 in an appropriate field of study. Exemption may be awarded for equivalent subjects scored (50-59%) with a 60% similarity in content.

### 1.4 Requirements: NASCA/NCV (4)

To register and complete the Foundation programme in the specific discipline with VUT, subject to the admission requirements for the Foundation programme for this specific discipline.

### 1.5 Requirements: International qualifications

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

### 1.6 Requirements: 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.

### 2. Curriculum

#### (First year):

Communication Science I, Public Relations I, Media Studies I, Business Studies, ICT Skills & ICT Skills Advanced, Applied Communication Skills I, Accountancy Skills for PR.



# FOOD SERVICE MANAGEMENT

DEPARTMENT OF HOSPITALITY, TOURISM AND PR MANAGEMENT

DIPLOMA: FOOD SERVICE MANAGEMENT

ADVANCED DIPLOMA: FOOD SERVICE MANAGEMENT

POST GRADUATE DIPLOMA: FOOD SERVICE MANAGEMENT

MASTER OF MANAGEMENT IN FOOD SERVICES MANAGEMENT

MASTER OF MANAGEMENT IN FOOD & BEVERAGE MANAGEMENT

DOCTOR OF MANAGEMENT IN FOOD SERVICE MANAGEMENT

## 1. Admission Requirements: NSC

### 1.2 Requirements: SC

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 are required.

### 1.3 Requirements: N3-N6

A completed N6 in an appropriate field of study. Exemption may be awarded for equivalent subjects scored (50-59%) with a 60% similarity in content

### 1.4 Requirements: NASCA/NCV (4)

To register and complete the Foundation programme in the specific discipline with VUT, subject to the admission requirements for the Foundation programme for this specific discipline.

### 1.5 Requirements: International qualifications:

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

### 1.6 Requirements: 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.

## 2. Curriculum

### DIPLOMA FOOD SERVICE MANAGEMENT

#### Level 1 (NQF level 5)

All subjects in the first year are compulsory:

Culinary Studies I (Theory & Practical); Food and Beverage Operations I (Theory & Practical/ Industry); Applied Communication skills I; Accountancy skills I; Safety principles and Law (Hospitality)1; ICT Skills I; Hospitality Management I; Nutrition I.

#### Level 2 (NQF level 6)

Culinary Studies II (Theory and Practical); Nutrition II; Food and Beverage Operations II (Theory & Practical/ Industry); Applied Communication skills II; ICT Skills I; Financial Management Skills II; Hospitality Management II; Hospitality Law I.

#### Level 3 (NQF level 6)

The following subjects are compulsory in the third year:

ICT Skills (Opera); Hospitality Management II; Hospitality Law II; Culinary Studies III (Theory & Practical); Nutrition III, Food & Beverage Operations III (Theory & Practical's), Work Integrated Learning (WIL).

### ADVANCED DIPLOMA IN FOOD SERVICE MANAGEMENT

#### Level 4 (NQF level 7)

Subjects of Advanced Diploma in Food Service Management: Advanced Food and Beverage Operations 4, Strategic Management, Culinary studies 4, Nutrition 4, Research Methodology.

#### Admission Requirements:

Upon entry to the Advanced Diploma: Food Service management, learners should have an average of 60% for all subjects on NQF Level 5 and 6 for the Diploma: Food Service Management.

#### Duration:

This degree is only offered full-time over one year

### POST-GRADUATE DIPLOMA IN FOOD SERVICE MANAGEMENT

#### Level 5 (NQF level 8)

Subjects of Post-Graduate Diploma: Food Service Management:

Advanced Food Service Operations Management; Advanced Project Management in Food Service Operations; Advanced Strategic Management in Food Service Operations; Advanced Culinary studies and Nutrition Operations; Conducting and Reporting Research Project in Food Service Management.

#### Admission Requirements:

Admission in to the Postgraduate Diploma will require a student to be in possession of an Advanced Diploma in Food Service Management or Advanced Diploma in Food and Beverage Management with an average of 65% (minimum 120 credits on NQF level 7, which includes a research method component or a relevant qualification.

#### Duration:

This degree is only offered full-time over one year.

### Master of Management in Food Service Management

#### Master of Management in Food and Beverage Management

#### Level 6 (NQF level 9)

#### Research Project/Dissertation

#### Admission requirement:

65% average for a completed Post Graduate/BTech or equivalent qualification in the related discipline, and 60% average for Research Subject on NQF level 8. Students must present a power point presentation of ten minutes defending their desire to study towards a postgraduate qualification. International students will be required to complete an English proficiency test.

#### Duration:

Minimum of two years

### Doctor of Management in Food Service Management.

#### Level 7 (NQF level 10)

#### Research Project/Thesis.

#### Admission Requirements:

Appropriate Masters of Technology: Food Service management/ Food & Beverage Management or an equivalent qualification as approved by SAQA. As this qualification is based on an advanced research project, proof of previous research experience and the submission of an acceptable research proposal are required.

#### Duration:

Minimum of three years

### 2.1 Work Integrated Learning (WIL)

Work integrated learning takes place from level 1 with a six month continuous experiential training period during level 3. The student should be actively involved in prescribed practical work at an approved food service unit. A recognised Food Service Manager who is selected by the University in conjunction with industry will act as the student's mentor. Topics included during the experiential training period include the following:

Menu planning, physical facilities planning and equipment, personnel administration and management, production planning and control and art of entertainment.

### 3. What does a Hospitality Manager do?

A Food Service Manager works as caterer and a manager, compiles menus, arranges, and caters for functions and exercises overall control over a food service unit. Such a person is responsible for:

Quality control, attractive food displays, palatability and nutritional value, effective use of equipment, hygiene and safety, stock control, compilation and adhering to budget procedures, identification and solution of problems in a food service unit, evaluation of subordinate staff, liaison with different divisions of the organisations and industry.

### 4. Career Opportunities

Hospitals, correctional services, old age homes, hotels, lodges and other accommodation establishments. Careers opportunities exist in units where people prepare food in large quantities e.g canteens, restaurants, recreation clubs and hostel as well as privately owned catering business. Training of food service staff in catering companies can also provide job opportunities

### 5. Enquires:

*The Head of Department: Hospitality, Tourism and PR Management. Vaal University of Technology, Private Box X021, Vanderbijlpark, 1900. Tel: (016) 950-9279, Fax: (016) 950-9788, e-mail: portia@vut.ac.za. Website: www.vut.ac.za*



# B ED (SENIOR PHASE & FET TEACHING)

DEPARTMENT EDUCATION  
B ED (SP & FET TEACHING)  
FOUR YEAR FULL TIME

## Major Expenses for the Year

Registration Fee, Accommodation, Class/Course Fees, Books, Pocket Money, Transport: For course fees see VUT website: [www.vut.ac.za](http://www.vut.ac.za) (Look under study at VUT, Tuition Fees, Study Loans and Funza Lushaka Bursaries)

## What is the Bachelor of Education (SP & FET teaching) about?

The BEd (Senior Phase and Further Education and Training Teaching) is a 506-credit qualification offered at NQF Level 7. It aims to provide beginner teachers with disciplinary and pedagogical content knowledge relevant for teaching in secondary or FET colleges. Graduates will develop in-depth critical knowledge in their key learning areas (Disciplinary Learning) and in the pedagogy of facilitating the learning (Pedagogical Learning) of secondary school students and those in FET colleges.

## Career Opportunities:

Graduates will be able to teach any of the following subjects: mathematics, physical science, natural science, electrical technology and mechanical technology in secondary schools, senior phase and TVET colleges.

## Who qualifies for Funza Lushaka Bursaries and NSFAS Loan?

- South African citizens registered at South African University
- An undergraduate, studying for a first tertiary educational qualification.
- Individuals able to demonstrate potential for academic success.
- Financially needy individuals.

## 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 are: 1st Semester – 30th November; 2nd Semester – 30th May.

## International Students:

1st Semester – 30 October; 2nd Semester – 15 May

## Enquiries:

Enquiries may be addressed to:  
Education Department  
Vaal University of Technology  
Private Bag X021  
Vanderbijlpark 1900  
Tel (016) 950 6777 and (016) 950 9553  
Call Centre: 0861 888 or 0861 861 VUT  
Email: [conniem@vut.ac.za](mailto:conniem@vut.ac.za)  
Website: [www.vut.ac.za](http://www.vut.ac.za)

Email: [chris@vut.ac.za](mailto:chris@vut.ac.za)

## Applications/Admissions Enquiries:

(016) 950 9272

The Department of Co-operative Education assists in experiential learning (teaching practice) administration and placements.

Contact details: (016) 950 9496

Fax: (016) 950 9759 Email: [education@vut.ac.za](mailto:education@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 of 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.

## 1. Admission Requirements: NSC

### National Senior Certificate (Since 2008)

A National Senior Certificate (NCS) (with endorsement for entry into Bachelor studies) or an equivalent qualification (Vocational Senior Certificate/FET Certificate) with English, a second language and Mathematics or Mathematical Literacy.

With at least two of the following recommended subjects: Computer Applications Technology, Physical Science and Life Sciences.

**Total APS score of 23 (with Mathematics) or 24 (with Mathematical Literacy)**

- The seven prescribed school subjects will be used in the calculation of the APS.
- The APS achievement of Life Orientation is divided by 2 in the calculation of the APS.
- A personal interview with the head of department (HOD).

### Admission Points Score (APS)

Subjects	B Ed (Senior Phase & FET Teaching)
<b>Compulsory subjects</b>	<b>Group A</b>
Language of teaching and learning	4
Mathematical Literacy	6
Mathematics	4
Physical Sciences or Technical Sciences	3
<b>Compulsory subjects</b>	<b>Group B</b>
Remaining 3 Subjects with minimum score of	11
<b>Total</b>	<b>22 (with Mathematics)</b> <b>24 (with Mathematics literacy)</b>

### YEAR 1

Education 1  
Teaching Practice 1  
Language of teaching learning 1  
Computer Literacy  
Elective A1  
Elective B1  
Elective C1  
Pedagogy Subject 1

### YEAR 2

Education 2  
Teaching Practice 2  
Language of teaching learning 2  
Computer Literacy  
Elective A2  
Elective B2  
Elective C2  
Pedagogy Subject 2

### YEAR 3

Education 3  
Teaching Practice 3  
Language of Conversational Competence  
Research Methods  
Elective A3  
Elective B3  
Pedagogy Subject 3

### YEAR 4

Education 4  
Teaching Practice 4  
Research Project  
Pedagogy Subject 3

### Choose from the Electives from the subjects below :

Mathematics ; Physical Science ; Natural Science; Electrical Technology; Mechanical Technology .

**Mode of delivery:** Contact through blended learning.



# ADVANCED DIPLOMA (TECHNICAL AND VOCATIONAL TEACHING) IN 2021

## ABOUT THE PROGRAMME

The AdvDip (TVT) is a professional teaching qualification for lecturing at institutions that offer technical and vocational education and training programmes. The AdvDip (TVT) is a 'capping' qualification for graduates and/or diplomates already in possession of a general undergraduate bachelor's degree or diploma, to become professionally qualified as a TVET lecturers/aspirant lecturers. The rationale for this programme resides in the institution's strong Science, Engineering and Technology background. This programme is linked to the mission of VUT which is to "produce employable graduates who can make an impact in society by adopting cutting edge technology and teaching methods", the programme is designed in such a way that the TVET lecturers/aspirant lecturers will emerge with relevant and requisite specialised knowledge, skills, values, attitudes and competencies to teach effectively in the scarce subjects so required in the country.

### Program Structure

This program is composed of 7 threads, delivered in one academic year (full-time) or 2 years (part-time). The programme is structured:

- Action Research
- Curriculum Studies
- Education: History of Education; Philosophy of Education; Psychology of Education; Sociology of Education
- Specialisation fields/Electives (select one): Civil Engineering and Building Construction; Drawing Office Practice; Electrical Infrastructure Construction; Engineering and Related Design; Information Technology & Computer Science; Mechatronics
- Teaching Practice
- TVET context
- Workplace Practice

### Minimum Admission Requirements

An appropriate 360-credit NQF Level 6 undergraduate diploma or NQF Level 7 bachelor's degree in engineering. Candidates in possession of National N Diploma from TVET colleges will also be admitted into the programme.

### Enquiries

Enquiries can be addressed to:

**Education Department:** [chris@vut.ac.za](mailto:chris@vut.ac.za) or

**Assistant Registrar:** [modise@vut.ac.za](mailto:modise@vut.ac.za)

**Website:** [www.vut.ac.za](http://www.vut.ac.za)

**Call Centre:** 086 186 1888

**Department Tel:** 016 950 9553



# EDUCATION



# VUT Sport Academy

*Where champions meet*

## WELCOME

The VUT Sport and Recreation would like to extend a warm welcome to you as a new student on campus. We invite you to make use of the numerous well-equipped sport facilities that are available. We have top quality coaches who are willing to help with your needs. Through sport we build the image of Vaal University of Technology (VUT). We wish you a happy and successful sporting experience.

## ADMISSION REQUIREMENTS

Registration at any one of the sport clubs is open to all full time, part time, as well as non-students at VUT. Acceptance to clubs depends on that club's constitution. There is no discrimination with regard to gender, colour, or creed at the Sport Academy and its associated divisions and clubs. This is also the policy at the Vaal University of Technology. Kindly note that only bona fide VUT students will qualify for selection to national student teams and for representing VUT at the University Sport South Africa (USSA) tournaments and Varsity sport competitions.

## SPORT CODES

USSA and Provincial Leagues	Rugby
Track and Field	Basketball
Cross Country	Softball
Road Running	Volleyball
Tennis	Netball
Table Tennis	Body Building
Dance	Aerobics
Karate	Chess
Cricket	Football
Hockey	

Head: Sport and Recreational Services:

Mr. T. Mabulelong (016) 950-9481

Administrator:

Ms. H. Molatela (016) 950-9282

Stadium Manager:

Mr. Hannes Hattingh (016) 981 6403

## FACILITIES

Isak Steyl Stadium  
2 rugby fields (floodlit)  
Grandstand & VIP lounge  
3 soccer fields (floodlit)  
1 athletics track (floodlit)  
throws practice nets (floodlit)  
Astro hockey field (floodlit)  
2 hockey grass fields (floodlit)

Hockey/cricket/soccer clubhouse  
2 cricket fields (2 x floodlit)  
8 cricket nets  
Hockey/cricket open pavilion  
6 netball courts (floodlit)  
6 tennis courts (floodlit)  
3 basketball courts (floodlit)  
Weight training room  
VUT radio station

## VUT RESIDENCES

3 tennis courts (floodlit)  
2 soccer fields  
1 gymnasium

## SPORT MERIT BURSARIES

Merit bursaries are available and awarded to athletes who are selected for the following categories:

1. Representation on National or International level
2. Representation in any South African Junior teams and/or USSA representation.
3. SA and/or USSA and/or Provincial representation.
4. School Honourary Colors and Regional representation.

The annual closing date is 31 October.

## SPORT AWARDS

### Honours:

Awarded to athletes who are selected at a senior provincial level or higher and to those who are selected to represent the different USSA teams.

### General:

The Sport Academy works in conjunction with the Academic Faculties and the Sport Management Department as well as with student sport organizations such as University South African (USSA), Varsity Sport Competitions (High performance student competitions), as well as South African Sport Federations such as South African Football Association (SAFA), Netball South Africa (NSA), Athletics South Africa (ASA), Basketball South Africa (BSA), Gauteng Cricket Board (GCB), Gauteng Softball Association (GASA), Falcons Rugby, Federation of Dance South Africa (Fedansa) Volleyball South Africa (VSA) etc.

## ENQUIRIES

### Sport Academy

Vaal University of Technology

Private Bag X021

Vanderbijlpark 1900

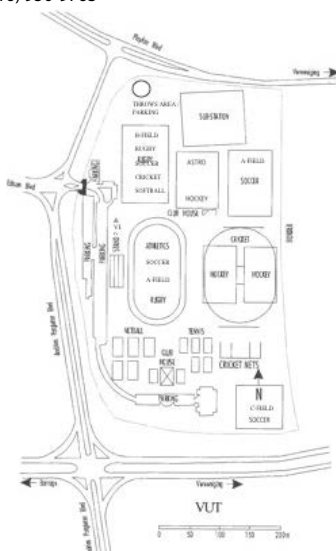
Tel: (016) 950-9917

Fax: (016) 950-9763

### Sport & Recreation

Tel: (016) 950-9282

Fax: (016) 950-9763



GPS: S26, 42' 15.1 / E27, 52' 35.1



# Bursaries & 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

#### Grade 12 Results

%	Criteria	Bursary
75%+	Science Engineering & Technology	R15 000
70%+	Photography	R12 000
65%+	Fine Arts	R10 000
75%+	Accounting	R10 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

Contact number: (016) 950 7652 / 950 9342

#### 2.2 SENIOR STUDENTS Please note:

Funds are allocated in the following manner: Annual aggregate of 75+(Minimum 3 registered subjects per annum), R5000 automatic award.

### 3. COMPANY BURSARIES

At the Vaal University of Technology we fully provide assistance to all company sponsored students. Students who are in pos-

session 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 or 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 7652/9342 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.

### 4. 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.

First year students (year and semester courses) 31 October.

Late first year applicants: 24 January.

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.



Know more. Be more.   
**FUNDI**

**Student or teacher, nurse or manager.**  
Apply for an education loan today  
and we'll help you realise your ambition.

Apply for a loan at the Finance Office,  
Window 14&15, VUT

Please contact your customer service consultant,  
Nonkululeko Jali.

Tel: 016 950 9948 | Email: [nonkululekoj@fundi.co.za](mailto:nonkululekoj@fundi.co.za)

For more information, visit [www.fundi.co.za](http://www.fundi.co.za)

At Fundi, we cover study fees, registration fees, outstanding balances, text books, accommodation, uniforms and stationery, laptops, tablets and other study tools.

With the agreement we have with various institutions around South Africa, we pay direct into the institutions.

And the applicant pays us back with low interest rate and at an affordable monthly repayment.

For someone to qualify for a Fundi Loan, the person must be permanently employed.

# Student Counselling and Support Career Services

Student Counselling and Support as a whole is committed to offering career support, career counselling and guidance, therapeutic counselling and support as well as spiritual/pastoral guidance and support.

Career services that are offered within Student Counselling and Support

The Career Centre Support Services include:

- Career Guidance
- Psychometric Testing
- Workplace Preparation:
  - o CV writing
  - o Job hunting skills
  - o Interview skills
  - o Professionalism and ethics
- Academic Support:
  - o Adjustment to student life
  - o Study skills/time management
  - o exam preparation
  - o exam and test anxiety
  - o Personal Finance

**As enrolled students, the above services are available FREE of charge.**

Prospective students and External Clients can liaise with our department to enable them to make appropriate subject (Grade 9) and career (Grade 11/12) choice as well as graduate career development decisions. Career and subject choice counselling process include:

1. The initial interview (40-60 minutes) and parents are welcome to sit in on the interview
2. Psychometric testing (approximately 5 hours) determining your:
  - interests: which measures how people differ in their motivation, values and opinions in relation to their interests
  - Aptitude: Which measures how people differ in their ability to perform or carry out different tasks
  - Personality: Which measures how people differ in their style or manner of doing things and in the way they interact with their environment and other people
3. Feedback session (40-60 minutes), where we will be giving feedback about the assessment and discussing the outcomes with you. Parents are welcome to sit in during this session

Procedure to follow on assessing our services:

- Phone (016) 950-9244 or visit us at P021
- An initial interview will be arranged, after which a payment (R600.00) must be made at AW-Building into cost code 4220/5460. The receipt must be forwarded to us.
- A booking for psychometric testing will be confirmed as soon as the proof of payment is received
- The payment includes the feedback session that will be scheduled after the psychometric testing to discuss the results.

Career Assessments and Career Guidance Services are offered to Grade 9-12 Learners as well as those who have graduates and are looking to develop in their career.

Office Hours:

Monday – Friday  
08:30-16:30

For Further information, please feel to contact us and calling our office

Where to find us: P-Block (P021-ground floor)  
Contact number: (016) 950 9244



VUT- Student Counselling and Support



@ScsVut

[www.vut.ac.za](http://www.vut.ac.za)

# FACULTY OF HUMAN SCIENCES

**Tel: (016) 950 6865**  
**Fax: (016) 950 9789**  
**e-mail: cleodp@vut.ac.za**

## **Major expenses for the year:**

Registration fee, Accommodation, Class / Course Fees, Books, Pocket Money, Transport.  
For costs see VUT website [www.vut.ac.za](http://www.vut.ac.za) (look under: Study at VUT, Tuition Fees & Study Loans).

## **Application for Admission & 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 date for admission 30 September.

Closing date for accommodation applications 31 October.

## **International Students:**

31 October

## **How to apply:**

See front page of application form or VUT website ([www.vut.ac.za](http://www.vut.ac.za)) click on "study at VUT" and then "admissions and how to apply" and then "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](http://www.vut.ac.za)

Click on "**admissions new students**"

Click on "**check your application status**"

Click on blue block "**check your application status**"

Enter 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](mailto:wil@vut.ac.za)

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