

### NATIONAL CERTIFICATE VOCATIONAL (NCV) PROGRAMMES

The National Certificate: Vocational or NC(V) is an alternative option and equivalent to a Matric Certificate. Programmes are aimed at developing students in a certain specialisation with practical skills and knowledge that leads to a strong career pathway. Offered at levels 2,3 and 4 of the National Qualification's Frame Work which are equivalent to Grades 10,11 and 12.

On completion of the National Certificate Vocational one may look for a job or apply to a university or college to further one's studies as follows:

- Higher Certificate programme at NQF Level 5;
- National Diploma at NQF L 6;
- Bachelor's Degree at NQF Level 7.

#### How to apply

Prospective students may apply online for Wilberforce Community College courses! Activate your future by completing the online application to study at our Campus located at **Plot no 26 CNR Buffalo & Sekontle Road EVATON 1981.**

#### The following certified documents are required for the online application process:

- Certified copy of your ID;
- Certified copy of your Parent or Guardian;
- Certified copy of your Highest Grade Passed;
- Certified copy of your Proof of residence

#### Admission Requirements

- Level 2 – Grade 9
- Level 3 – Level 2 Qualification
- Level 4 – Level 3 Qualification

### VOCATIONAL LEARNING PROGRAMMES OFFICE ADMINISTRATION L 2-4



- Business Practice
- Office Practice
- Office data Processing
- New Venture Creation

#### ABOUT OFFICE ADMINISTRATION

The National Certificate (Vocational) NCV Office Administration equip learners with Grade 9 a vocational; alternative to an academic of Grade 10 to Grade 12 with industrial focused training of NQF level 2 to level 4, providing student with relevant exposure to office environment in a real work situation.

#### MANAGEMENT L 2-4



- Financial Management
- Management Practice
- Operations Management
- Entrepreneurship

### ABOUT MANAGEMENT

The National Certificate (Vocational) Generic Management course is a 3-year qualification with its primary goal set at providing the certificate holder the opportunity to be employed in industry without any additional training. This course is a combination of theory and practical components.

### INFORMATION TECHNOLOGY L 2-4



- Information System
- System Development
- Electronics
- Contact Centre Operations

#### ABOUT INFORMATION TECHNOLOGY

The Information Technology Cover the fundamentals of computer software application development, as well as basic system analytic including basic introduction to computer hardware and software architecture together with information technology data processing, the student will be equipped with the knowledge and theory with practical skills and values.

#### ALL NCV PROGRAMMES INCLUDE FUNDAMENTAL SUBJECTS:

- ENGLISH
- MATHEMATICS/ MATHEMATICAL LITERACY
- SKILLS AND COMPUTER LITERACY

## NATIONAL N DIPLOMA (NATED)

The National N Diploma is a three year post matric Qualification consisting of a theoretical part(N4-N6) with 18 months of work experience for business studies.

### Admission Requirements

- Matric / Grade 12 Passed
- NCV L4 Certificate

## NATED PROGRAMMES

### Business Management N4-N6

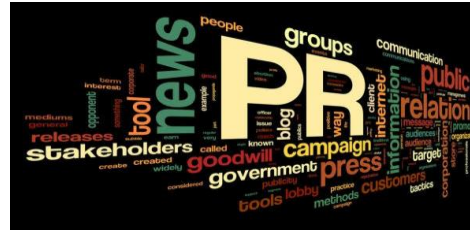


- Compute Practice
- Financial Accounting
- Management Communication
- Entrepreneurship & business Management

### ABOUT BUSINESS MANAGEMENT

At the end of this course the student would make a good career in Business Management, being able to start their own business with the acquired Entrepreneurship skills learned. This course enables students to use the business skills and knowledge to pursue a career in Entrepreneurship, work in retail or wholesale or even run their own business.

## Public Relations N4-N6



- Information Processing
- Public Administration
- Communication
- Office Practice

### ABOUT PUBLIC RELATIONS

Purpose is to equip students with knowledge of the key elements of media landscape. Student who completes these modules will gain understanding of the media as a vehicle for building sound relations between an organisation and its stakeholders

### Public Management N4-N6



- Computer Practice
- Public Administration
- Management Communication
- Entrepreneurship & Business Management

### ABOUT PUBLIC MANAGEMENT

The public Management course addressed the skills; knowledge and experience needed in the Public/ Government departments.

## Human Resource Management N4-N6



- Computer Practice
- Personnel Management
- Management Communication
- Entrepreneurship & Business Management

### ABOUT HUMAN RESOURCE MANAGEMENT

Is the practice of recruiting, hiring, deploying and managing, an organization's employees HRM is often referred to simply as human resources (HR). HRM is employee management with an emphasis on those employees as assets of the business.

### FEE SCHEDULE

#### National Certificate Vocational (NCV)

- Business Studies R 9,500.00
- Information Technology R 11,500.00

#### National Diploma (NATED)

- Business studies R4000.00

**NB: A minimum of R1500.00 is payable on registration including a non-refundable registration fee.** No student will be registered without proof of payment of the minimum fee required.

### COLLEGE BANKING DETAILS

Standard Bank

Wilberforce Community College

Account Type: Current

Account Number: 001164309

002305 (CARLTON CENTRE).

**NB:** WCC works on a CASH FREE system.

Customise pre-printed deposit slips are issued at the Campus and fees can be paid in at any Standard Bank.