



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:

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

How to apply

Prospective students may apply online by visiting www.wilberforcecommunitycollege.co.za.

Or submitting the application form at one of our campuses located at **Plot no 26 CNR Buffalo & Sekontle Road EVATON 1984.**

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

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

Admission Requirements

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

VOCATIONAL LEARNING PROGRAMMES OFFICE ADMINISTRATION L2-L4



- o Business Practice
- o Office Practice
- o Office data Processing
- o 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 L2 - L4



- o Financial Management
- o Management Practice
- o Operations Management
- o 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 L2-L4



- o Information System
- o System Development
- o Electronics
- o 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:

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

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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

- o Matric / Grade 12 Passed
- o NCV L4 Certificate

NATED PROGRAMMES

Business Management N4-N6



- o Computer Practice
- o Financial Accounting
- o Management Communication
- o 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



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ACCOMODATION AVAILABLE!!!

- o Information Processing
- o Public Administration
- o Communication
- o 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



- o Computer Practice
- o Public Administration
- o Management Communication
- o 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



Reg.2009/ FE08/010

NPD Reg NO 024 – 214

TEL: 016-583-8000

EMAIL ADDRESS: wilberforcecollege@gmail.com

Visit us at: www.wilberforcecommunitycollege.co.za

POST OFFICE: Box 5150 MAFATSANA 1981

- o Computer Practice
- o Personnel Management
- o Management Communication
- o 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.

Educare N4- N6



- o Day-Care Management
- o Day-Care Centre Administration
- o Baby Sitting
- o AU Paring
- o Teaching

ABOUT EDUCARE PROGRAMME

Is a comprehensive approach to programmes and policies for children from birth to seven of age. Its purpose is to protect the rights of children to develop their full cognitive, emotional, social and physical potential.

FEE SCHEDULE 2023

National Certificate Vocational (NCV)

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

National Diploma (NATED)

- o Business studies R4000.00 per semester

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: 001164309002305

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SKILLS & SPORTS PROGRAMMES

COURSE/MODULE	DURATION	COST
Sport Adminstration	4-5 Days Credits	R3500
Generic Sport Coaching	4-5 Days 12 Credits	R3200
Life Skills	2-3 Days	R2000
First Aid	2-3 Days 3-5 Credits	R3000
Sport Team Management	4-5 Days Credits	R3500
Sport Event Managent	4-5 Days 14 Credits	R3400
Coordinate Sport Tournament	4-5 Days 12 Credits	R3200
Sport Governance	2-3 Days 5 Credits	R3000
Leadershiop COOLCLUB	2-3 Days	R2500
Facilitator Course	4-5 Days 10 Credits	R3400
Assesor Course	5 Days 15 Credits	R4000
Moderator Course	5 Days 10 Credits	R4000
Sport Club Administration	3-4 Months 54 Credits	R11 000
Sport & Recreation Leader	3-4 Months 59 Credits	R11000
Fitness Instructor	1-2 Months 28 Credits	R8600
Football Coaching	2-3 Months 41 Credits	R9500

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Personal Trainer	4-6 Months 86 Credits	R15 600
Sport Coaching	3-4 Months 54 Credis	R11000
Sport Facility Manager	1-2 Months 28 Credits	R36 000
	1-2 Year Courses	R30 000
	12 Months 12 Months 137 Credits 172 Credits	R36 000
FETC Sport Administration	12 Months 172 Credits	R30 000
National Certificate Sport Management	12 Months 124 Credits	R30 000
National Certificate Arts & Culture	12 Months 139 Credits	R30 000 Matric Certificate
Culture Development Management Namtional Certificate Arts & Culture Enterprise	12 Months 161 Credis	R30 000
National Diploma Sport Management	24 Months 240 Credis	Matric Certificate