Where are you going?

- National Certificate Vocational
- Engineering Studies
- Business Studies
- Skills Courses

OUR HANDS • OUR MINDS • OUR FUTURE
ABOUT US

Lephalale TVET College is a public college registered in terms of the CET Act No:16 of 2006.

The college has two campuses in the Waterberg District of Limpopo Province:
1. Lephalale main campus
2. Modimolle campus

OUR VISION STATEMENT
“Striving towards quality vocational and technical expertise for economic growth”

OUR MISSION STATEMENT
“To create lasting solutions to poverty, unemployment, illiteracy and inequality through the provision of vocational and technical skills required in the labour market”

OUR SLOGAN/MOTTO
“Our Hands. Our Minds. Our Future”

OUR CORE VALUES
• Accountability
• Commitment
• Corporate governance
• Continuous improvement
• Fairness
• Integrity
• Responsiveness
• Transparency
FOREWORD BY THE PRINCIPAL

Welcome to the college information prospectus/brochure that details clearly all the courses offered by the institution. I hope it will be of great use.

South Africa is characterised by an oversupply of unskilled and semi-skilled workers, with fewer skilled labourers in the form of artisans. It is therefore crucial and essential that young people should consider TVET (Technical Vocational Education & Training) Colleges as institutions of choice in the 21st century in order to skill themselves and increase the chances of venturing into the labour market.

According to the White Paper for Post School Education and Training, the purpose of the TVET College sector is located within “a vision for a single, coherent, differentiated and highly articulated post-school education and training system. The PSET (Post-School Education & Training) system is supposed to contribute to overcoming the structural challenges facing our society by expanding access to education and training opportunities and increasing equity, as well as achieving high levels of excellence and innovation”.

The vision for the public TVET colleges is one of vibrant institutions that offer vocational and occupational qualifications, mainly to young people (16 to 24 years old). They are the primary sites for vocational skills development for artisans and other occupations at a similar level in areas such as engineering, construction, tourism and hospitality, business administration, early childhood education. The vision is for TVET colleges to primarily offer two types of qualifications:

- General vocational qualifications (the NCV) and;
- More focused occupational programmes in which they will primarily offer the theory components of both trade and non-trade programmes, (including apprenticeships and learnerships) as well as where necessary the practical training component of the particular qualification.

With the financial assistance in higher education institutions becoming compulsory in the form of bursaries, National Student Financial Aid Scheme (NSFAS) for the financially disadvantaged and academically deserving students, young people and the NEET (Not in Education, Employed & Training), are encouraged to pursue scarce skills careers that would land them employment with ease in the labour market industries.

Thus calls for a TVET system, aimed at helping learners secure sustainable livelihoods. The TVET sector is an important instrument to improve graduate access to socially and economically rewarding jobs, reduce poverty, redress racial income inequality, promote decent work, re-train of retrenched workers, inculcate good citizenship, encourage entrepreneurship, develop small businesses, reduce NEET and dropouts as well as develop skills for the poor, vulnerable, historically disadvantaged and marginalised to sustain livelihoods.

Therefore be wise when choosing a career path and choose only the career you are passionate with for the betterment of your future.

Thank you
INDEX

COURSES (NB: Admission requirements are the same for both campuses)

1. NATIONAL CERTIFICATE VOCATIONAL
   National Certificate (Vocational) Courses offered
   • Hospitality
   • Electrical Infrastructure Construction
   • Engineering and Related Design
   • Office Administration

2. BUSINESS STUDIES
   Business Studies Report 191
   • Business Management
   • Management Assistant
   • Marketing Management
   • Financial Management
   • Human Resource Management
   • Educare

3. ENGINEERING STUDIES
   Engineering Studies Report 191
   • Electrical Engineering
   • Mechanical Engineering

4. SKILLS COURSES

5. GENERAL INFORMATION
   • Directions (Road Map & Directions)
   • Photo Gallery
   • Notes
The NC(V) Level 4 qualification can be described as equivalent to a Technical Grade 12. Students can either start working after completion of all the levels due to the practical component brought into this qualification, or continue to report 191 or to University.

In order to obtain a National Certificate (Vocational), a student is required to take a total of Seven (7) subjects per level. These include three (3) fundamental subjects and four (4) vocational subjects.

A student will qualify for a National Certificate (Vocational) from Umalusi after completion of all the levels, and passing all 21 subjects.

The department of Higher Education & Training has a bursary scheme (NSFAS) for students who are enrolled for a full course in either NC(V) or Report 191, whose applications meet the requirements.

The 3 fundamental subjects are:
- Language - this must be language of teaching and learning
- Mathematics (Compulsory for Engineering or Mathematical Literacy
- Life Orientation

The four vocational subjects are determined by the student’s choice of study programme.
### NC(V) LEVEL 2 / FULL-TIME ONLY

<table>
<thead>
<tr>
<th>School Qualification</th>
<th>Electrical</th>
<th>Fabrication</th>
<th>Automotive</th>
<th>Fitting</th>
<th>Hospitality</th>
<th>Office Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Passed GRD 9 or higher ABET L4 Certificate</td>
<td>• Passed GRD 9 or higher ABET L4 Certificate</td>
<td>• Passed GRD 9 or higher ABET L4 Certificate</td>
<td>• Passed GRD 9 or higher ABET L4 Certificate</td>
<td>• Passed GRD 9 or higher ABET L4 Certificate</td>
<td>• Passed GRD 9 or higher ABET L4 Certificate</td>
</tr>
</tbody>
</table>

| Subjects Passed      | Natural Science, Maths & English | Maths & English | Maths & English | Maths & English | Maths & English |

### NC(V) LEVEL 3 / FULL-TIME ONLY

<table>
<thead>
<tr>
<th>College Qualification</th>
<th>Electrical</th>
<th>Fabrication</th>
<th>Automotive</th>
<th>Fitting</th>
<th>Hospitality</th>
<th>Office Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NC(V) Level 2 in the respective course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Subjects Passed       | Minimum of 5 subjects from Level 2, provided that the subjects failed qualify for supplementary admission. | | | | | |

### NC(V) LEVEL 4 / FULL-TIME ONLY

<table>
<thead>
<tr>
<th>College Qualification</th>
<th>Electrical</th>
<th>Fabrication</th>
<th>Automotive</th>
<th>Fitting</th>
<th>Hospitality</th>
<th>Office Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NC(V) Level 3</td>
<td>NC(V) Level 3</td>
<td>NC(V) Level 3</td>
<td>NC(V) Level 3</td>
<td>NC(V) Level 3</td>
<td>NC(V) Level 3</td>
</tr>
</tbody>
</table>

| Subjects Passed       | Minimum of 7 subjects from Level 2 plus minimum of 5 subjects from Level 3, provided that the 2 subjects failed qualify for supplementary admission. | | | | | |
**HOSPITALITY**

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>VOCATIONAL SUBJECTS</th>
<th>CAREER OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATIONAL CERTIFICATE (VOCATIONAL) Hospitality</td>
<td>Food Preparation; Hospitality Generics; Client Services &amp; Human Relations; Hospitality Services</td>
<td>House Keeping; Food and Beverage Management; Hotel/ Lodge/ Guest House Management; Accommodation Services; Event Management.</td>
</tr>
</tbody>
</table>

**ELECTRICAL INFRASTRUCTURE CONSTRUCTION**

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>VOCATIONAL SUBJECTS</th>
<th>CAREER OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATIONAL CERTIFICATE (VOCATIONAL) Electrical Infrastructure</td>
<td>Electrical Principles &amp; Practice; Electronic Control &amp; Digital; Electronics; Electrical Workmanship; Electrical Systems &amp; Construction.</td>
<td>Electrical Engineering; Industrial Engineering; Sound Engineering; Theatre Technology; Process Level Control; Digital Electronics; Instrumentation</td>
</tr>
</tbody>
</table>

**ENGINEERING AND RELATED DESIGN**

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>VOCATIONAL SUBJECTS</th>
<th>CAREER OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATIONAL CERTIFICATE (VOCATIONAL) Engineering &amp; Related Design</td>
<td>Engineering Fundamentals; Engineering Technology; Engineering Systems; Automotive Repair &amp; Maintenance; (or) Fitting &amp; Turning; (or) Fabrication.</td>
<td>Car Manufacturing; Architectural technology; Welding; Toolmaking; Automotive Repair; Motor Mechanics; Panel Beating; Manufacturing and Industrial Engineering; Metallurgical and Materials Engineering; Geological Engineering; Fitting and Machining; Civil Engineering; Mining Engineering; Mining Metallurgy; Petroleum Engineering; Mechanical Engineering.</td>
</tr>
</tbody>
</table>
## OFFICE ADMINISTRATION

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>VOCATIONAL SUBJECTS</th>
<th>CAREER OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATIONAL CERTIFICATE (VOCATIONAL) Office Administration</td>
<td>Business Practice; Office Practice; Office Data Processing; New Venture Creation</td>
<td>Accounting and Bookkeeping; Office Management; Office Administration; Freight Forwarder; Human Resources Management; Personal Assistant; Private Secretary; Front Line Reception; Employment Agent; Self-Employment; Legal Secretarial Service; Personal and General Secretarial Services.</td>
</tr>
</tbody>
</table>

## 2. BUSINESS STUDIES REPORT 191

### FULL-TIME

### ENROLMENT REQUIREMENTS: NATED BUSINESS STUDIES

<table>
<thead>
<tr>
<th>N4 BUSINESS STUDIES - FULL TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Assistant</td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td>School Qualification</td>
</tr>
</tbody>
</table>
| Subject Passed         | • Grade 12 - English, CAT  
                        • Level 4 - ODP  
                        • No IP, CAT or ODP will be enrolled for Introl Information Processing  
                        | • Grade 12 - English  
                        | • Grade 12 - English, Accounting (30-39%) Intro Accounting, 40%+ Financial Accounting  
                        • NCV Level 4 - Accounting |

All first time students have to enrol for 4 subjects
# BUSINESS STUDIES (FULL-TIME)

## ENROLMENT REQUIREMENTS: NATED BUSINESS STUDIES

### N5 BUSINESS STUDIES - FULL TIME

<table>
<thead>
<tr>
<th>College Qualification</th>
<th>Management Assistant</th>
<th>HR Management</th>
<th>Business Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA N4 Certificate</td>
<td>HR N4 Certificate</td>
<td>BM N4 Certificate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Only student with 60%+ in Intro Accounting will be allowed to enrol Financial Accounting</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject Passed from N4</th>
<th>Office Practice</th>
<th>Communication</th>
<th>Computer Practice</th>
<th>Entrepreneurship</th>
<th>Management</th>
<th>Communication</th>
<th>Computer Practice</th>
<th>Entrepreneurship</th>
<th>Intro Accounting N4 with 60%+ or Financial Accounting N4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Full time Business Management students will only be allowed to enrol for 4 subjects on one level**

**Students will not be allowed to enrol for a subject to the next level if they did not pass the previous level**

**All current college students have to pre-register for the next trimester**

**It is the responsibility of students to produce their Academic Record and paid up Invoice before registration**

### N6 BUSINESS STUDIES - FULL TIME

<table>
<thead>
<tr>
<th>College Qualification</th>
<th>Management Assistant</th>
<th>HR Management</th>
<th>Business Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA N5 Certificate</td>
<td>HR N5 Certificate</td>
<td>BM N5 Certificate</td>
<td></td>
</tr>
</tbody>
</table>

**First time N6 students have to enrol for all 4 subjects in their enrolled programme**

**All current college students have to pre-register for the next trimester**

**It is the responsibility of students to produce their Academic Record and paid up Invoice before registration**
## BUSINESS STUDIES (OPEN LEARNING)

### BUSINESS STUDIES OPEN LEARNING COURSES OFFERED

<table>
<thead>
<tr>
<th>Business Management N4</th>
<th>Business Management N5</th>
<th>Business Management N6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrolment requirement:</strong> Matric- Commercial subjects including English &amp; Accounting / Intro Accounting N4 with 60%+</td>
<td><strong>Enrolment requirement:</strong> N4 BM certificate</td>
<td><strong>Enrolment requirement:</strong> N5 BM certificate</td>
</tr>
<tr>
<td><strong>Subject Offered:</strong> Management Communication Computer Practice Entrepreneurship Financial Accounting / Intro Accounting</td>
<td><strong>Subject Offered:</strong> Computer Practice Computer Financial System N4 / Financial Accounting N4/ Entrepreneurship Sales Management</td>
<td><strong>Subject Offered:</strong> Computer Practice Personnel Management N4 Entrepreneurship Sales Management Computer Financial Systems</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrolment requirement:</strong> Matric- Any Gr 12 subjects including English Passed L4</td>
<td><strong>Enrolment requirement:</strong> N4 HRM certificate</td>
<td><strong>Enrolment requirement:</strong> N5 HRM certificate</td>
</tr>
<tr>
<td><strong>Subject Offered:</strong> Management Communication Computer Practice Entrepreneurship or Economics Personnel Management</td>
<td><strong>Subject Offered:</strong> Personnel Management Labour Relations Personnel Training Entrepreneurship or Computer Practice</td>
<td><strong>Subject Offered:</strong> Personnel Management Labour Relations Personnel Training Entrepreneurship or Computer Practice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Educare N4</th>
<th>Educare N5</th>
<th>Educare N6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrolment requirements:</strong> Matric- Any Grade 12 subjects including: English Passed L4</td>
<td><strong>Enrolment requirement:</strong> N4 Educate certificate</td>
<td><strong>Enrolment requirement:</strong> N5 Educate certificate</td>
</tr>
<tr>
<td><strong>Subjects Offered:</strong> Day Care Personnel Development Education Educare Didactics Theory Child Health</td>
<td><strong>Subjects Offered:</strong> Educational Psychology Day Care Communication Educare Didactics Theory Entrepreneurship N4</td>
<td><strong>Subjects Offered:</strong> Educational Psychology Day Care Communication Educare Didactics Theory Day Care Management</td>
</tr>
</tbody>
</table>
**BUSINESS STUDIES (OPEN LEARNING)**

<table>
<thead>
<tr>
<th>Management Assistant N4</th>
<th>Management Assistant N5</th>
<th>Management Assistant N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment requirement: Matric- Any Grade 12 subjects including: English &amp; CAT Passed L4</td>
<td>Enrolment requirement: N4 MA certificate</td>
<td>Enrolment requirement: N5 MA certificate</td>
</tr>
<tr>
<td><strong>Subjects Offered:</strong> Communication Office Practice Computer Practice Information Processing/Intro Typing N4</td>
<td><strong>Subjects Offered:</strong> Communication Office Practice Computer Practice Information Processing N4/N5</td>
<td><strong>Subjects Offered:</strong> Communication Office Practice Computer Practice Information Processing N5/N6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Management N4</th>
<th>Financial Management N5</th>
<th>Financial Management N6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment requirement: Matric with passed Accounting, Passed L4 with Accounting 40%</td>
<td>Enrolment requirement: N4 FM certificate</td>
<td>Enrolment requirement: N5 FM certificate</td>
</tr>
<tr>
<td><strong>Subjects Offered:</strong> Computerised Financial System Entrepreneurship Management Communication Financial Accounting</td>
<td><strong>Subjects Offered:</strong> Computerised Financial System Entrepreneurship Cost and Management Accounting Financial Accounting</td>
<td><strong>Subjects Offered:</strong> Computerised Financial System Entrepreneurship Cost and Management Accounting Financial Accounting</td>
</tr>
</tbody>
</table>
### 3. ENGINEERING STUDIES REPORT 191

**FULL-TIME ENROLMENT REQUIREMENTS: NATED ENGINEERING STUDIES**

#### N1 ENGINEERING STUDIES / FULL-TIME

<table>
<thead>
<tr>
<th>School Qualification</th>
<th>Electrical</th>
<th>Mechanical</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subjects Passed</strong></td>
<td>Passed Grade 12 with Maths and Physical Science</td>
<td>Mathematics 30%</td>
</tr>
<tr>
<td></td>
<td>Mathematics 30%</td>
<td>Physical Science 30%</td>
</tr>
<tr>
<td><strong>Exceptions on enrolment</strong></td>
<td>Workforce students. Proof of employment and recommendation letter by immediate supervisor with relevance of training</td>
<td></td>
</tr>
</tbody>
</table>

- All first time students have to enrol for 4 subjects on a level
- All new students will be subjected to a placement test to determine placing in correct area

#### N2 ENGINEERING STUDIES / FULL-TIME

<table>
<thead>
<tr>
<th>School Qualification</th>
<th>Passed Technical Grade 11 Or Passed Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subjects Passed</strong></td>
<td>• Technical Grade 11-3 Technical subjects in similar field with 40%</td>
</tr>
<tr>
<td></td>
<td>• Grade 12 - Mathematics 40%, Physical Science 40%</td>
</tr>
<tr>
<td></td>
<td>• Technical Grade 11-3 Technical subjects in similar field with 40%</td>
</tr>
<tr>
<td></td>
<td>• Grade 12 - Mathematics 40%, Physical Science 40%</td>
</tr>
</tbody>
</table>

- Full time Nated Engineering students will only be allowed to enrol for 4 subjects on one level
- Preference will be given to students who passed all 4 N1 subjects, then qualifying grade 12 students
- All current college students have to pre-register for the next trimester
- It is the responsibility of students to produce their academic record and paid up invoice before registration

#### N3 ENGINEERING STUDIES / FULL-TIME

<table>
<thead>
<tr>
<th>College Qualification</th>
<th>Passed Grade 12 with Diploma/Degree endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subjects Passed</strong></td>
<td>• Maths 12 - Not Maths Literacy with 60% and Physical Science Gr 12 (with 60%).</td>
</tr>
<tr>
<td></td>
<td>• Grade 12 Technical subjects with 40% (3 related subjects)</td>
</tr>
<tr>
<td></td>
<td>• Maths 12 - Not Maths Literacy with 60% and Physical Science Gr 12 (with 60%).</td>
</tr>
<tr>
<td></td>
<td>• Grade 12 Technical subjects with 40% (3 related subjects)</td>
</tr>
<tr>
<td><strong>OR College Certificate</strong></td>
<td>N2 Electrical certificate</td>
</tr>
<tr>
<td></td>
<td>N2 Mechanical certificate</td>
</tr>
</tbody>
</table>
## N4 ENGINEERING STUDIES / FULL-TIME

<table>
<thead>
<tr>
<th>Electrical: Light Current</th>
<th>Electrical: Heavy Current</th>
<th>Mechanical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 12 with technical subjects of which they must be passed with 60%+</td>
<td>Grade 12 with technical subjects of which they must be passed with 60%+</td>
<td>Grade 12 with technical subjects of which they must be passed with 60%+</td>
</tr>
<tr>
<td>NCV Electrical Infrastructure Construction L4 Certificate</td>
<td>NCV Electrical Infrastructure Construction L4 Certificate</td>
<td>NCV Engineering and Related Designs L4 Certificate</td>
</tr>
</tbody>
</table>

## N5 ENGINEERING STUDIES / FULL-TIME

<table>
<thead>
<tr>
<th>College Qualification</th>
<th>Electrical</th>
<th>Mechanical</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4 Electrical Certificate</td>
<td>N4 Mechanical Certificate</td>
<td></td>
</tr>
</tbody>
</table>

## N6 ENGINEERING STUDIES / FULL-TIME

<table>
<thead>
<tr>
<th>College Qualification</th>
<th>Electrical</th>
<th>Mechanical</th>
</tr>
</thead>
<tbody>
<tr>
<td>N5 Electrical Certificate</td>
<td>N5 Mechanical Certificate</td>
<td></td>
</tr>
</tbody>
</table>

## ENGINEERING SUBJECTS

### MECHANICAL

<table>
<thead>
<tr>
<th>LEVELS N1-N6</th>
<th>ELECTRICAL / ELECTRONICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N2 is the minimum requirement for a trade test. Subjects marked with * are compulsory for Boilermakers.</td>
<td></td>
</tr>
</tbody>
</table>

- Mathematics N1, N2;
- Engineering Science N1, N2;
- Engineering Drawing N1, N2;
- Plating & Structural Steel Drawing N1, N2; one of:
  - Motor / Diesel Trade Theory N1, N2;
  - Fitting & Machining N1, N2;
  - *Metal / Platers Theory N1, N2.
- Mathematics N3;
- Engineering Science N3;
- Mathematics N4, N5, N6;
- Engineering Science N4, N5, N6;
- Industrial Electronics N4, N5, N6;
- Electronics N4, N5, N6.

- Mathematics N1, N2;
- Engineering Science N3;
- Electro-Technology N3;
- Industrial Electronics N3;
- Mathematics N4, N5, N6;
- Engineering Science N4, N5, N6;
- Industrial Electronics N4, N5, N6;
- Electronics N4, N5, N6.
4. SKILLS COURSES

ACCREDITED PROGRAMMES

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>NQF LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing</td>
<td>Level 4</td>
</tr>
<tr>
<td>Building</td>
<td>Level 3</td>
</tr>
<tr>
<td>Plastering</td>
<td>Level 3</td>
</tr>
<tr>
<td>Roofing</td>
<td>Level 3</td>
</tr>
<tr>
<td>Painting</td>
<td>Level 3</td>
</tr>
<tr>
<td>Welding</td>
<td>Level 2</td>
</tr>
<tr>
<td>Automotive</td>
<td>Level 2</td>
</tr>
<tr>
<td>End User Computing</td>
<td>Level 3</td>
</tr>
<tr>
<td>National Certificate Diesel Mechanic</td>
<td></td>
</tr>
<tr>
<td>National Certificate: Plater / Boiler Maker</td>
<td></td>
</tr>
<tr>
<td>National Certificate: Plater / Welder</td>
<td></td>
</tr>
<tr>
<td>Professional Driving</td>
<td></td>
</tr>
<tr>
<td>Cleaning Services</td>
<td></td>
</tr>
<tr>
<td>Diesel Mechanic</td>
<td></td>
</tr>
</tbody>
</table>

MODIMOLLE CAMPUS

<table>
<thead>
<tr>
<th>NATIONAL CERTIFICATE (VOCATIONAL)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Administration (Level 2 - 4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS STUDIES REPORT 191</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Assistant (N4 - N6)</td>
</tr>
</tbody>
</table>
DIRECTIONS TO LEPHALALE CAMPUS

• Enter into Lephalale from either the Vaalwater or Stockpoort/Marken side.
• Turn left or right (depending from which side you are coming) at Palm Park Hotel, into Nelson Mandela Drive and then go straight.
• Turn right at the fifth traffic light onto Ngoako Ramatlhodi Drive
• The main entrance to the college is on your left.

DIRECTIONS TO MODIMOLLE CAMPUS

• From Kranskop
• N1 to Nelson Mandela Drive
• Proceed until you see a Pick n Pay on the left hand side
• The campus is on the right hand side at LeGrant building
• From Vaalwater
• Proceed with R33 until the robots
• Pass robots until you find the Shoprite centre
• The campus is at the LaGrant building.
GALLERY