



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

**PROGRAMMES FOR LEVELS 2-4
ON THE
NATIONAL QUALIFICATION
FRAMEWORK**

FURTHER EDUCATION AND TRAINING COLLEGES

IMPLEMENTATION DATE: 2007

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ACRONYMS

ABET:	Adult Basic Education and Training
ICASS:	Internal Continuous Assessment
ETQA:	Education and Training Quality Assurance Body
FET:	Further Education and Training
LOLT:	Language of Learning and Teaching
NQF:	National Qualification Framework
RPL:	Recognition for Prior Learning
SAQA:	South African Qualification Authority
Umalusi:	Council for General and Further Education and Training Quality Assurance
NC (V):	National Certificate (Vocational)
SKAVS:	Skills, Knowledge, Attitudes and Values
PoE:	Portfolio of Evidence
ISAT:	Integrated Summative Assessment Task

PREFACE

The National Education Policy Act, 1996 (No. 27 of 1996) and the Further Education and Training Act, 1998 (No. 98 of 1998) make provision for the determination of national education policy regarding curriculum frameworks, core syllabuses and education programmes, learning standards, examinations and the certifications of qualifications, subject to the provisions of any law establishing a national qualifications framework or a certifying or accrediting body.

This new policy document, National Certificate (Vocational) Programmes for Level 2 – 4 in the Further Education and Training(FET) Colleges, contains the programme requirements for current FET college education in South Africa. The policy contains lists all of programmes approved by the Minister of Education in accordance with the *National Education Policy Act 1996, (Act No. 27 of 1995) and the Further Education and Training Act, 1998 (No. 98 of 1998)*

This policy document, accommodates the national norms and standards for FET, as stipulated in the Education White Paper 4: *A programme for the transformation of Further Education Training August 1998* and the *Further Education and Training Act, 1998 (Act No. 98 of 1998)*.

The document provides guidelines for the implementation of a coherent and integrated assessment system for the National Certificate (Vocational), and must be read in conjunction with the *Policy for the Vocational Certificate: A Qualification at Level 4/3/2 on the National Qualifications Framework (NQF), Assessment Guideline and the Government Gazette No. 28677*.

This policy replaces all the previous NATED Report 190 (2000/03) specified in Report 191 (2001/08). FET College candidates registering level 2 for first time must register for the instructional programmes and subjects appearing in this policy document, National Certificate (Vocational) Programmes for level 2 – 4 in the Further Education and Training College.

1. DEFINITIONS

1.1 An Immigrant Student

An immigrant student is, for the purpose of these measures:

1.1.1 A child, or a dependent of a diplomatic representative of a foreign government accredited in South Africa; or

1.1.2 Any person who:

- First entered a South African school in Grade 7 or a more senior grade; or
- Has attended school outside South Africa for two or more consecutive years after Grade 6, or its equivalent.

1.2 Languages

1.2.1 An Approved Language

An Approved Language, with regard to the language requirements (Table 2) as listed in the policy document, is a language with a syllabus at Home or First Additional, as approved by the Minister of Education as national policy.

1.2.2 A Language of Learning and Teaching

A Language of Learning and Teaching in Public Schools and FET Colleges must be an official language.

1.3 Education Departments

In this document an Education Department is National or Provincial Education Departments.

1.4 Portfolio of Evidence

Knowledge, skills, attitudes and values (SKAVS) are assessed throughout the year by using instruments such as projects, tests, assignments, investigations, role-play, case studies, etc. The practical component of **Internal Continuous Assessment (ICASS)** is undertaken either in a real workplace, a simulated/workshop or structured environment is moderated internally and externally quality assured by Umalusi. All ICASS evidence is contained in a **Portfolio of Evidence (PoE)**, and must be readily available for monitoring, moderation and verification purposes.

1.5 Condonation

The limited relaxation of promotion requirements in the cases of a student who comes very close to meeting such requirements.

1.6 External Assessment

External assessment is formed by a practical and written assessment. Both will be done on dates and within the time frames determined by Department of Education (DoE). The written assessment will be based on a question paper set, internally moderated by DoE and externally moderated by Umalusi.

The practical assessment will consist of a task called Integrated Summative Assessment Task (ISAT), which will be set by DoE and externally moderated. The ISAT only applies to the vocational subjects. More than one subject may be assessed in a given ISAT. (eg. The practical of the three compulsory subjects may be assessed in one ISAT)

1.7 Internal Assessment

Internal Continuous Assessment (ICASS) refers to College-Based Assessment. The assessment is conducted throughout the year. The student collects assessment information in a PoE. The final mark of the PoE is a combination of theory and practical assessment.

2. CONCESSIONS

- 2.1 An immigrant candidate as contemplated in *paragraphs 1.1 (1.1.1) and (1.1.2)* above may offer the required official language on at least Second Additional Language Level, provided that the immigrant candidate complies with the promotion requirements of that language at Second Additional Language Level, namely a rating of 30% at Elementary Level.
- 2.2 To be classified as an immigrant candidate, such a candidate must be in possession of:
 - 2.2.1 The relevant official documentation issued by the Department of Home Affairs; and
 - 2.2.2 The relevant official documentation issued by the school where the student entered the South African School system for the first time.
- 2.3 Concessions in respect of Languages may be applied to candidates who experience barriers related to aural impairment, aphasia and dyslexia:
 - 2.3.1 Student with aural impairment, whose language of instruction is not their home language; the language of learning of institution may be offered at Second Additional Level.
 - 2.3.2 Students suffering from dyscalculia may be exempted from the offering of Mathematical Literacy or Mathematics, provided that another subject is offered in lieu of Mathematical Literacy or Mathematics.
 - 2.3.3 *White Paper 6 on Special Needs Education: Building an Inclusive Education and Training System*, released by the Ministry in 2001, guides policies related to students experiencing barriers to learning.

3. ASSESSMENT

3.1 Assessment requirements

3.1.1 Assessment of learning for promotion or certification in the NC (V) consists of two components of assessment, namely a portfolio of evidence of achievement gathered during the college year and external assessment.

3.2 The weighting of the assessment components:

3.2.1 The portfolio of evidence mark for each of the three (3) fundamental subjects will be 25%, and the external assessment mark, 75% of the total mark.

3.2.2 The portfolio of evidence mark for each of the four (4) subjects in the vocational component will be 50%, and the external assessment mark 50% of the total mark.

3.2.3 The portfolio of evidence and the external assessment will consist of a combination of theory and practical components.

3.2.4 A practical component is a compulsory component of both the portfolio of evidence and the external assessment mark of each of the four (4) subjects in the vocational component of the NC (V). The practical component can either be conducted in a work-based environment, or in a simulated work-based environment.

3.2.5 A Practical assessment involves direct and systematic observation of specific skills. Practical assessment covers the practical components of the four (4) vocational subjects and is aimed at determining how students put theory into practice.

3.2.6 The practical assessment must be externally moderated through a process either conducted or delegated by the Umalusi Council for this purpose in terms of *section 28(2) of the General and Further Education and Training Quality Assurance Act, 2001 (Act NO. 58 of 2001.)*

ASSESSMENT REQUIREMENTS					
	INTERNAL ASSESSMENT / PORTFOLIO OF EVIDENCE		EXTERNAL ASSESSMENT		TOTAL
FUNDAMENTAL COMPONENT	Portfolio Of Evidence (Practical & Theory)	25%	(Theory)	75%	100%
VOCATIONAL COMPONENT	Portfolio Of Evidence (Practical & Theory)	50%	(Practical & Theory)	50%	100%

- 3.3 A minimum of 50% will apply to the practical component in both the portfolio of evidence and the external assessment components. This can be calculated according to the actual practical time.

4. The Examining Body

The external assessment consists of written and practical assessment components that are externally set and marked by the Department of Education and externally moderated by Umalusi. This function of external assessment is delegated by the Umalusi Council for this purpose in terms of *section 29(2) of the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*.

5. Dates for the National Examinations

The examinations for National Certificate (Vocational) in all levels per programme will be conducted yearly in October/November.

6. Supplementary Examination

Supplementary Examinations will be written in March of each year, however it must be noted that it will be granted under the following conditions:

- 6.1 In exceptional cases candidates, who are medically unfit or absent for other valid reasons, may have the supplementary assessment regarded as part of the same sitting.
- 6.2 In the case of death in the immediate family or other special reasons for absence, such as illness, admission to supplementary examination is at the discretion of the Head of the College.
- 6.3 Authentic evidence must be produced to support the above cases. A certified copy of the evidence must accompany the entry form for a supplementary examination sitting.

7. Examination Language

All subjects in 2007 will be examined in English, with the exception of languages as subjects.

8. Date of Implementation

The policy will be implemented as follows:

- NQF Level 2 in 2007
- NQF Level 3 in 2008
- NQF Level 4 in 2009

9. INFORMATION REGARDING PROGRAMMES OF THE NC (V) QUALIFICATION

9.1 Admission requirements for NC (V) Programmes / Qualification

The minimum admission requirements for full-time and part-time students to the NC (V) programmes are as follows:

9.1.1 NQF Level 2 NC (V) Programmes / Qualification

- Grade 9 Certificate OR
- Adult Basic Education and Training (ABET) Level 1 **OR**
- Recognition of Prior Learning (RPL) OR
- A recognised equivalent qualification or approved bridging programme to National Qualification Framework (NQF) Level 2 according to NC (V) programme concerned.

9.1.2 NQF Level 3 NC (V) Programmes / Qualification

- NC (V) at NQF Level 2 **OR**
- RPL OR
- A recognised equivalent qualification.

9.1.3 NQF Level 4 NC (V) Programmes / Qualification

- NC (V) at NQF LEVEL 3 **OR**
- RPL **OR**
- A recognised equivalent qualification.

9.2 The duration of NC (V) Programmes: Level 2, Level 3 and Level 4

The duration of the NC (V) Programmes for **full-time study** is minimum of **one year**. **Part-time** students may spread their programme over a longer period than one year. A maximum of **three years** is allowed for completion of the part-time programme.

9.3 Composition of NC (V) Programmes / Qualification

9.3.1 Components of NC (V) per Programme / Qualification

Every NC (V) Programme consists of two components, namely fundamental learning component and vocational component.

9.3.1.1 Fundamental Component

The **Fundamental Component** is essential for the qualification and forms the basis for all other learning at that level and therefore it is the compulsory component. It comprises of **three subjects**, **ONE** of the eleven official languages on First Additional Language, Mathematics or Mathematical Literacy and Life Orientation.

9.3.1.2 Vocational Component

The **Vocational Component** defines the specialisation of the qualification. They are therefore compulsory subjects as defined per programme. The vocational component comprises of four subjects from the list of approved subjects as indicated in Table 6 (*see par 12, Nationally approved subjects, levels and respective codes*). Three of these subjects are compulsory and relate to the specialisation of the qualification. **The remaining subjects may be chosen from the recommended optional subjects; as listed per programme or from any of the other remaining subjects in other programmes.**

10. Programme requirements for the NC (V) Qualifications

10.1 Requirements for Certification

To proceed to the next level candidates are required to obtain:

SUBJECT		PERCENTAGE
Fundamental Subjects	Official language	Minimum 40%
	Mathematics OR Mathematics Literacy	Minimum 30%
	Life Orientation	Minimum 40%
Vocational Subjects (Three specialization/compulsory subjects and one additional subject from the optional subjects)		Minimum 70% in all FOUR vocational subjects

10.2 Condonation of scale in subject

A condonation of maximum of one fundamental subject will be applied with maximum of 5%. For example in Mathematics or Mathematical literacy a candidate gets between 25% and 29% the result may be condoned with maximum of 5%. In Life Orientation a candidate obtained between 35% and 39%, the result may be condoned by maximum of 5%.

10.3 Scale of achievement

10.3.1 Scale of achievement for the Fundamental Component

RATING CODE	RATING	PERCENTAGE
7	Outstanding	80-100%
6	Meritorious	70-79%
5	Substantial	60-69%
4	Adequate	50-59%
3	Moderate	40-49%
2	Elementary	30-39%
1	Not achieved	0-29%

10.3.2 Scale of achievement for the Vocational Component

RATING CODE	RATING	PERCENTAGE
4	Outstanding	80-100%
3	Competent	70-79%
2	Not yet Competent	60-69%
1	Not achieved	0-59%

11. CREDITS

Each subject is worth 20 credits with Life Orientation worth 10 credits. The total credits for qualification are 130.

COMPONENT	SUBJECTS	CREDITS
FUNDAMENTAL	Language	20
	Mathematics OR Mathematical Literacy	20
	Life Orientation	10
VOCATIONAL	Vocational Subject 1	20
	Vocational Subject 2	20
	Vocational Subject 3	20
	Vocational Subject 4	20
TOTAL		130

12. NC (V) PROGRAMMES, LEVELS AND CODES

TABLE: 1 PROGRAMMES, LEVELS AND CODES

PROGRAMME	PROGRAMME CODE		
	NQF LEVEL 2	NQF LEVEL 3	NQF LEVEL 4
Civil Engineering and Building Construction	12030002	12030003	12030004
Engineering and Related Design	06010002	06010003	06010004
Electrical Infrastructure Construction	12040002	12040003	12040004
Finance, Economics and Accounting	03010002	03010003	03010004
Hospitality	11010012	11010013	11010014
Information Technology and Computer Science	10040002	10040003	10040004
Management	03020002	03020003	03020004
Marketing	03040002	03040003	03040004
Office Administration	03060002	03060003	03060004
Primary Agriculture	01010002	01010003	01010004
Tourism	11010002	11010003	11010004

13. NATIONALLY APPROVED FUNDAMENTAL SUBJECTS, LEVELS AND CODES

TABLE 2: OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL

SUBJECT	SUBJECT CODE		
	NQF Level 2	NQF Level 3	NQF Level 4
Afrikaans Home Language	04101012	04101023	04101034
Afrikaans First Additional Language	04101042	04101053	04101064
English Home Language	04101072	04101083	04101094
English First Additional Language	04101102	04101113	04101124
IsiNdebele Home Language	04101132	04101143	04101154
IsiNdebele First Additional Language	04101162	04101173	04101184
IsiXhosa Home Language	04101192	04101203	04101214
IsiXhosa First Additional Language	04101222	04101233	04101244
IsiZulu Home Language	04101252	04101263	04101274
IsiZulu First Additional Language	04101282	04101293	04101304
Sepedi Home Language	04101312	04101323	04101334
Sepedi First Additional Language	04101342	04101353	04101364
Sesotho Home Language	04101372	04101383	04101394
Sesotho First Additional Language	04101402	04101413	04101424
Setswana Home Language	04101432	04101443	04101454
Setswana First Additional Language	04101462	04101473	04101484
SiSwati Home Language	04101492	04101503	04101514
SiSwati First Additional Language	04101522	04101533	04101544
Tshivenda Home Language	04101552	04101563	04101574
Tshivenda First Additional Language	04101582	04101593	04101604
Xitsonga Home Language	04101612	04101623	04101634
Xitsonga First Additional Language	04101642	04101653	04101664

Phasing In of Languages will be as follows in 2007:

- English First Additional Language
- Afrikaans First Additional Language
- Xhosa First Additional Language

TABLE 3: MATHEMATICAL SCIENCES

SUBJECT	SUBJECT CODE		
	NQF Level 2	NQF Level 3	NQF Level 4
Mathematical Literacy	10401012	10401023	10401034
Mathematics	10501042	10501053	10501064

TABLE 4: HUMAN AND SOCIAL SCIENCES

SUBJECT	SUBJECT CODE		
	NQF Level 2	NQF Level 3	NQF Level 4
Life Orientation	07601012	07601023	07601034

14. NATIONALLY APPROVED VOCATIONAL SUBJECTS, LEVELS AND CODES

NB: The optional subject(s) indicated under each programme are the recommended subject(s) for training in a specific programme, however the optional subject can be chosen from any other programme.

The first **three-shaded subjects** are the **compulsory subjects** per programme which forms the **specialisation** of the NC (V) qualification.

TABLE: 5

IMPLEMENTATION DATE		JANUARY 2007		JANUARY 2008		JANUARY 2009	
PROGRAMME AND CODE		VOCATIONAL SUBJECT LEVEL 2	SUBJECT CODE	VOCATIONAL SUBJECT LEVEL 3	SUBJECT CODE	VOCATIONAL SUBJECT LEVEL 4	SUBJECT CODE
1.	Civil Engineering and Building Construction	Drawings, Setting Out, Quantities and Costing	12011002	Drawings, Setting Out, Quantities and Costing	12011003	Drawings, Setting Out, Quantities and Costing	12011004
		Construction Plant and Equipment	12011012	Construction Plant and Equipment	12011013	Construction Supervision	12011084
		Construction Material	12011022	Construction Material	12011023	Construction Material	12031024
		Physical Science (O)* OR	10021002	Physical Science (O)* OR	10021003	Physical Science (O)* OR	10021004
		Construction Plumbing (O)* OR	12031032	Construction Plumbing (O)* OR	12031033	Civil and Construction Technology (O)*	12031084
		Construction Capentry and Roof Work (O)*	12031042	Construction Capentry and Roof Work (O)*	12031043		
		Construction Masonry and Tiling (O)* OR	12021052	Construction Masonry and Tiling (O)* OR	12021053		
		Roads (O)* OR	12031062	Roads (O)* OR	12031063		
		Concrete Structures (O)* OR	12011072	Concrete Structures (O)* OR	12021073		
2.	Electrical Infrastructure Construction	Electrical Principles and Practice	12041002	Electrical Principles and Practice	12041003	Electrical Principles and Practice	12041004
		Workshop Practice	12041012	Electrical Workmanship	12041013	Electrical Workmanship	12041014
		Electronic Control and Digital Electronics	12041022	Electronic Control and Digital Electronics	12041023	Electronic Control and Digital Electronics	12041024
		Electrical Systems and Construction (O)* OR	12041032	Electrical Systems and Construction (O)* OR	12041033	Electrical Systems and Construction (O)* OR	12041034
		Physical Science (O)*	10021002	Physical Science (O)*	10021003	Physical Science (O)*	10021004

NB: (O) = OPTIONAL SUBJECTS*

*** OPTIONAL SUBJECTS CAN ALSO BE CHOSEN FROM ANY OTHER PROGRAMME***

3.	Engineering and Related Design	Engineering Fundamentals	06021002	Engineering Practice and Maintenance	06021003	Engineering Processes	06021004	
		Engineering Technology	06021012	Material Technology	06021013	Professional Engineering Practice	06021014	
		NQF-2 06010002 NQF-3 06010003 NQF-4 06010004	Engineering Systems	06021022	Engineering Drawing and Design (CAD)	06021023	Applied Engineering Technology	06021024
		Engineering Fabrication (O)* OR	06031002	Engineering Fabrication (O)* OR	06031003	Engineering Fabrication (O)* OR	06031004	
		Physical Science (O)* OR	10021002	Physical Science (O)* OR	10021003	Physical Science (O)* OR	10021004	
		Fitting and Turning (O)* OR	06011042	Fitting and Turning (O)* OR	06011043	Fitting and Turning (O)* OR	06011044	
		Automotive Repair and Maintenance (O)*	06021032	Automotive Repair and Maintenance (O)*	06021023	Automotive Repair and Maintenance (O)* OR	06021034	
4.	Finance, Economics and Accounting	Applied Accounting	03011002	Applied Accounting	03011003	Applied Accounting	03011004	
		Financial Management	03011012	Financial Management	03011013	Financial Management	03011014	
		NQF-2 03010002 NQF-3 03010003 NQF-4 03010004	Economic Environment	03011022	Economic Environment	03011023	Economic Environment	03011024
		New Venture Creation (O)*	03011032	New Venture Creation (O)*	03011033	New Venture Creation (O)*	03011034	
5.	Hospitality	Hospitality Generics	11011002	Hospitality Generics	11011003	Hospitality Generics	11011004	
		Food Preparation	11011012	Food Preparation	11011013	Food Preparation	11011014	
		NQF-2 11010012 NQF-3 11010013 NQF-4 11010014	Client Services and Human Relations	11011022	Client Services and Human Relations	11011023	Client Services and Human Relations	11011024
		Hospitality Services (O)*	11011032	Hospitality Services (O)*	11011033	Hospitality Services (O)*	11011034	

*** OPTIONAL SUBJECTS CAN ALSO BE CHOSEN FROM ANY OTHER PROGRAMME***

6.	Information Technology and Computer Science	Introduction to Information Systems	10041002	System Analysis and Design	10041003	Systems Analysis and Design	10041004
		Electronics	10041012	Computer Hardware and Software	10041013	Data Communication and Networking	10041014
		Introduction to Systems Development	10041022	Principles of Computer Programming	10041023	Computer Programming	10041024
		Contact Centre Operations (O)*	10041032	Contact Centre Operations (O)*	10041033	Contact Centre Operations (O)*	10041034
		NQF-2 10040002 NQF-3 10040003 NQF-4 10040004					
7.	Management	Management Practice	03021002	Management Practice	03021003	Management Practice	03021004
		Operations Management	03021012	Operations Management	03021013	Operations Management	03021014
		Financial Management	03011012	Financial Management	03011013	Financial Management	03011014
		Entrepreneurship (O)*	03021042	Project Management (O)*	03081033	Project Management (O)*	03081034
		NQF-2 03020002 NQF-3 03020003 NQF-4 03020004					
8.	Marketing	Marketing	03041002	Marketing	03041003	Marketing	03041004
		Advertising and Promotions	03041012	Advertising and Promotions	03041013	Advertising and Promotions	03041014
		Marketing Communication	03041022	Marketing Communication	03041023	Marketing Communication	03041024
		Consumer Behaviour (O)* OR	03041032	Consumer Behaviour (O)* OR	03041033	Consumer Behaviour (O)* OR	03041034
		Contact Centre Operations (O)*	10041032	Contact Centre Operations (O)*	10041033	Contact Centre Operations (O)*	10041034
9.	Office Administration	Business Practice	03061002	Business Practice	03061003	Business Practice	03061004
		Office Practice	03061012	Office Practice	03061013	Office Practice	03061014
		Office Data Processing	03061022	Office Data Processing	03061023	Office Data Processing	03061024
		Applied Accounting (O)* OR	03011002	Applied Accounting (O)* OR	03011003	Applied Accounting (O)* OR	03011004
		2 nd Language (O)* OR	See tables 2 & 3	2 nd Language (O)* OR	See tables 2 & 3	2 nd Language (O)* OR	See tables 2 & 3
		New Venture Creation (O)*	03011032	New Venture Creation (O)*	03011033	New Venture Creation (O)* OR	03011034
						Personal Assistance L4 (O)*	03061044

* OPTIONAL SUBJECTS CAN ALSO BE CHOSEN FROM ANY OTHER PROGRAMME*

10.	Primary Agriculture	Soil Science	01011002	Soil Science (PSSE)	01011003	Farm Planning and Mechanisation	01011044	
		NQF-2 01010002	Plant Production	01011012	Plant Production	01011013	Advanced Plant Production	01011014
		NQF-3 01010003	Animal Production	01011022	Animal Production	01011023	Animal Production	01011004
		NQF-4 01010004	Agribusiness (O)*	01011032	Agribusiness (O)*	01011033	Agribusiness (O)*	01011034
11.	Tourism	Science of Tourism	11011042	Science of Tourism	11011043	Science of Tourism	11011044	
		NQF-2 11010002	Sustainable Tourism in SA	11011062	Sustainable Tourism in SA and Regional Travel	11011063	Sustainable Tourism in SA and International Travel	11011064
		NQF-3 11010003	Client Services and Human Relations	11011022	Client Services and Human Relations	11011023	Client Services and Human Relations	11011024
		NQF-4 11010004	Tourism Operations (O)*	11011072	Tourism Operations (O)*	11011073	Tourism Operations (O)*	11011074

*** OPTIONAL SUBJECTS CAN ALSO BE CHOSEN FROM ANY OTHER PROGRAMME***

