



Fredstone

City College

Tel: +27 11 331 0125 Cel: +27 83 697 4690
Email: Info@fredstone.co.za www.fredstone.co.za

NATIONAL CERTIFICATE VOCATIONAL (NCV)

Human Resource Management Level 2 (Management)

Certification Body

UMALUSI

INTRODUCTION

The National Certificate Vocational (NCV) Management Level 2 is the foundation qualification for a three year (Levels 2 - 4) qualification that combines theory with Practical office skills in careers like Recruitment Agents, Consultancy, Personnel Admin, Labour Relations among others.

The practical component of the study is offered in a real workplace environment or in a simulated workplace environment. This provides students with an opportunity to experience workplace situations during the period of study.

ENTRY REQUIREMENTS

Grade 9 or its equivalent

DURATION

12 Months (1 Year)

EXAMINATION AND ASSESSMENT

This qualification is externally assessed by Department of Higher Education and Training at the end of each level for the modules that the learner registered in that particular level. To qualify for this assessment, the learner has to obtain 40% in the Internal Continuous Assessments (Tests and assignments) conducted internally during the course of the year.

CERTIFICATION

A National Certificate Vocational (NCV) certificate in Management Level 2 will be issued on successful passing of all required modules. This certificate is issued by the UMALUSI as the quality assurance body in coordination with the Department of Higher Education and Training as the assessment organ.

ARTICULATION

Vertical Articulation (Progression): Learners who successfully complete NCV Level 2 can proceed to NCV Level 3, and subsequently to NCV Level 4 (equivalent to Matric)

CAREER OPTIONS

- ✧ Personnel Manager
- ✧ Recruitment Agency
- ✧ Training and Development Practitioner
- ✧ Labour Relations
- ✧ Consultancy

✧ REGISTRATION REQUIREMENTS

- ✧ Applicant's certified ID Copies
- ✧ Parent / Guardian ID Copies
- ✧ Proof of Address
- ✧ 2 ID Photos
- ✧ Certified latest academic transcript

COURSE OUTLINE / LEVEL 2 MODULES

Subject Code	Subject Name	Credits	Field
<i>Fundamentals / Compulsory subjects</i>			
1. 04101102	English First Additional Language	19	3
2. 10501042	Mathematical Literacy	16	3
3. 07601012	Life Orientation	01	3
<i>Vocational compulsory subjects</i>			
4. 03061002	Financial Management	25	3
5. 03061012	Management Practice	25	3
6. 03061022	Operations Management	25	3
<i>Optional vocational subjects (Choose 1)</i>			
7. 03011002	Entrepreneurship	25	3

QUALIFICATION FEES STRUCTURE

*Registration fee is R1000.00 and Nonrefundable.
(Registration and Admission only applies to new students)*

SUBJECTS	6 SUBJECTS	5 SUBJECTS	4 SUBJECTS	3 SUBJECTS	2 SUBJECTS	1 SUBJECTS
ADMISSION	R 1200.00	R 1000.00	R 800.00	R 600.00	R 400.00	R 200.00
MONTHLY INSTALMENTS	R 1200.00 * 12	R 1000.00 * 12	R 800.00 * 12	R 600.00 * 12	R 400.00 * 12	R 200.00 * 12
TOTAL FEES	R 16 600.00	R 14 000.00	R 11 400.00	R 8 800.00	R 6 200.00	R 3 600.00
EXAM ONLY	Registration: R 1200.00			R 600.00 Per Subject		

College banking details

Standard Bank SA

Fredstone City College Pty Ltd

Account No: 10117596939

Branch code: 018105

Reference: Learner / Applicant full names

NB: All deposit slips must be submitted to the college for recording

EST 2005



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