



SAAAC

Educate Empower Employ

www.saaac.co.za

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ENGINEERING SCIENCE - CIVIL

**NATIONAL N DIPLOMA CIVIL
ENGINEERING
SAQA ID: 67043**

QUALIFICATION ID: N4 - SAQA ID: 66881

N5 - SAQA ID: 66960

N6 - SAQA ID: 67005

ENTRY REQUIREMENTS:

Grade 12 with mathematics and science

COURSE DURATION: 12 Months F/T

18 Months P/T

24 Months Practicals

CAREER OPPORTUNITIES:

**Quantity Surveying; Drainage Inspector;
Architectural Technician**



TRIMESTER 1 F/T SEMESTER 1 P/T

Building Administration N4

Building & Structural Surveying N4

Building & Structural Construction N4

Quantity Surveying N4

TRIMESTER 2 F/T SEMESTER 2 P/T

Building Administration N5

Building & Structural Surveying N5

Building & Structural Construction N5

Quantity Surveying N5

TRIMESTER 3 F/T SEMESTER 3 P/T

Building Administration N6

Building & Structural Surveying N6

Building & Structural Construction N6

Quantity Surveying N6

ENGINEERING SCIENCE ELECTRICAL

**NATIONAL N DIPLOMA
ELECTRICAL ENGINEERING
SAQA ID: 67043**

**QUALIFICATION ID: N4 - SAQA ID: 66881
N5 - SAQA ID: 66960
N6 - SAQA ID: 67005**

ENTRY REQUIREMENTS:

Grade 12 with mathematics and science

COURSE DURATION: 12 Months F/T

18 Months P/T

24 Months Practicals

CAREER OPPORTUNITIES:

**Computer Technician; Electronic
Technician; Electrician**



TRIMESTER 1 F/T SEMESTER 1 P/T
Mathematics N4
Engineering Science N4
Industrial Electronics N4
Electrotechnics N4

TRIMESTER 2 F/T SEMESTER 2 P/T
Mathematics N5
Power Machines N5
Industrial Electronics N5
Electrotechnics N5

TRIMESTER 3 F/T SEMESTER 3 P/T
Mathematics N6
Power Machines N6
Electrotechnics N6
Industrial Electronics N6

ENGINEERING SCIENCE MECHANICAL

**NATIONAL N DIPLOMA
MECHANICAL ENGINEERING
SAQA ID: 67043**

**QUALIFICATION ID: N4 - SAQA ID: 66881
N5 - SAQA ID: 66960
N6 - SAQA ID: 67005**

ENTRY REQUIREMENTS:

Grade 12 with mathematics and science

COURSE DURATION: 12 Months F/T

18 Months P/T

24 Months Practicals

CAREER OPPORTUNITIES:

**Mill Wright; Fitter & Turner; Mechanical
Technician; Welder; Tool Maker**



TRIMESTER 1 F/T SEMESTER 1 P/T

Mathematics N4

Engineering Science N4

Mechanical Draughting N4

Mechanotechnics N4

TRIMESTER 2 F/T SEMESTER 2 P/T

Mathematics N5

Power Machines N5

Mechanical Draughting N5

Mechanotechnics N5

TRIMESTER 3 F/T SEMESTER 3 P/T

Mathematics N6

Power Machines N6

Mechanotechnics N6

Mechanical Draughting N6

EDUCARE (ECD) NEED TO DO PRACTICAL TRAINING AT DAYCARE CENTRE

NATIONAL N DIPLOMA EDUCARE
SAQA ID: 67050

QUALIFICATION ID: N4 - SAQA ID: 66883
N5 - SAQA ID: 66971
N6 - SAQA ID: 67007

ENTRY REQUIREMENTS:

Grade 12 or N3

COURSE DURATION: 18 Months F/T
24 Months P/T
18 Months Practicals

CAREER OPPORTUNITIES:

Grade R Assistant Teacher; Centre Manager;
Au Pair; Cresch/Playschool/Daycare Teacher
Managing own business



SEMESTER 1

Education N4

Child Health N4

Daycare Personnel Development N4

Educare Didactics N4

SEMESTER 2

Educational Psychology N5

EBM N4

Daycare Communication N5

Educare Didactics N5

SEMESTER 3

Educational Psychology N6

Daycare Communication N6

Daycare Management N4

Educare Didactics N5

LEGAL SECRETARY

**NATIONAL N DIPLOMA LEGAL
SECRETARY - SAQA ID: 67035**

**QUALIFICATION ID: N4 - SAQA ID: 66883
N5 - SAQA ID: 66959
N6 - SAQA ID: 67880**

ENTRY REQUIREMENTS:

Grade 12 or N3

**COURSE DURATION: 18 Months F/T
24 Months P/T
18 Months Practicals**

CAREER OPPORTUNITIES:

**Clerk of the Court; Secretary for a Law Firm;
Poice Services; Legal Secretary**



SEMESTER 1

**Computer Practice N4
Information Processing N4
Communication N4
Office Practice N4**

SEMESTER 2

**Legal Practice N5
Information Processing N5
Communication N5
Office Practice N5**

SEMESTER 3

**Legal Practice N6
Information Processing N6
Communication N6
Office Practice N6**



HUMAN RESOURCE MANAGEMENT

**NATIONAL N DIPLOMA HUMAN
RESOURCE MANAGEMENT
SAQA ID: 67039**

**QUALIFICATION ID: N4 - SAQA ID: 66873
N5 - SAQA ID: 66953
N6 - SAQA ID: 66997**

**ENTRY REQUIREMENTS:
Grade 12 or N3**

**COURSE DURATION: 18 Months F/T
24 Months P/T
18 Months Practicals**

**CAREER OPPORTUNITIES:
Human Resource Manager;
Human Resource Assistant;
Administration Assistant; Entrepreneur**



SEMESTER 1

Computer Practice N4

EBM N4

Management Communication N4

Personnel Management (HRM) N4

SEMESTER 2

Personnel Management N5

Labour Relations N5

Personnel Training N5

Computer Practice N5

SEMESTER 3

Personnel Management N6

Labour Relations N6

Personnel Training N6

Computer Practice N6

MARKETING MANAGEMENT

**NATIONAL N DIPLOMA
MARKETING MANAGEMENT
SAQA ID: 67037**

**QUALIFICATION ID: N4 - SAQA ID: 66872
N5 - SAQA ID: 66952
N6 - SAQA ID: 66996**

ENTRY REQUIREMENTS:

Grade 12 or N3

**COURSE DURATION: 18 Months F/T
24 Months P/T
18 Months Practicals**

CAREER OPPORTUNITIES:

**Marketing; Sales; Market Research;
Advertising; Branding; Distribution;
Entrepreneur**



SEMESTER 1

**Computer Practice N4
EBM N4
Management Communication N4
Marketing Management (HRM) N4**

SEMESTER 2

**Marketing Management N5
Sales Management N5
EBM N5
Computer Practice N5**

SEMESTER 3

**Marketing Management N6
Marketing Research N6
Sales Management N6
Marketing Communication N6**

BUSINESS MANAGEMENT

**NATIONAL N DIPLOMA
BUSINESS MANAGEMENT
SAQA ID: 67036**

**QUALIFICATION ID: N4 - SAQA ID: 66871
N5 - SAQA ID: 66929
N6 - SAQA ID: 66995**

ENTRY REQUIREMENTS:

Grade 12 or N3

**COURSE DURATION: 18 Months F/T
24 Months P/T
18 Months Practicals**

CAREER OPPORTUNITIES:

**Entrepreneur; Business Manager;
Sales; Bookkeeping; Administrator;
Manager**



SEMESTER 1

**Computer Practice N4
EBM N4
Management Communication N4
Financial Accounting N4**

SEMESTER 2

**Financial Accounting N5
Sales Management N5
EBM N5
Computer Practice N5**

SEMESTER 3

**Financial Accounting N6
EBM N6
Sales Management N6
Computer Practice N6**

PUBLIC MANAGEMENT

**NATIONAL N DIPLOMA
PUBLIC MANAGEMENT
SAQA ID: 67041**

**QUALIFICATION ID: N4 - SAQA ID: 66875
N5 - SAQA ID: 66995
N6 - SAQA ID: 67000**

ENTRY REQUIREMENTS:

Grade 12 or N3

**COURSE DURATION: 18 Months F/T
24 Months P/T
18 Months Practicals**

CAREER OPPORTUNITIES:

**Officials/posts within all state, provincial
and local governments of the public
sector**



SEMESTER 1

**Computer Practice N4
EBM N4
Management Communication N4
Public Administration N4**

SEMESTER 2

**Public Finance N5
Public Administration N5
EBM N5
Municipal Administration N5**

SEMESTER 3

**Public Law N6
Municipal Administration N6
Public Administration N6
Public Finance N6**



PUBLIC RELATIONS

**NATIONAL N DIPLOMA
PUBLIC RELATIONS
SAQA ID: 67042**

**QUALIFICATION ID: N4 - SAQA ID: 66879
N5 - SAQA ID: 66958
N6 - SAQA ID: 67003**

ENTRY REQUIREMENTS:

Grade 12 or N3

**COURSE DURATION: 18 Months F/T
24 Months P/T
18 Months Practicals**

CAREER OPPORTUNITIES:

**Public Relations Officer
Communications Officer**



SEMESTER 1

**Computer Practice N4
Office Practice N4
Communication N4
Information Processing N4**

SEMESTER 2

**Communication N5
Information Processing N5
Office Practice N5
Computer Practice N5**

SEMESTER 3

**Communication N6
Computer Practice N6
Information Process N6
Public Relations N6**

FINANCIAL MANAGEMENT

**NATIONAL N DIPLOMA FINANCIAL
MANAGEMENT
SAQA ID: 67040**

**QUALIFICATION ID: N4 - SAQA ID: 66874
N5 - SAQA ID: 66954
N6 - SAQA ID: 67998**

ENTRY REQUIREMENTS:

Grade 12 or N3

**COURSE DURATION: 18 Months F/T
24 Months P/T
18 Months Practicals**

CAREER OPPORTUNITIES:

**Financial Assistant; Cost Accountant;
Clerk; Financial Services; Banking;
Entrepreneur**



SEMESTER 1

EBM N4

Financial Accounting N4

Management Communication N4

Computerized Financial Systems N4

SEMESTER 2

Cost & Management Accounting N5

Financial Accounting N5

EBM N5

Computerize Financial Systems N5

SEMESTER 3

Financial Accounting N6

Cost & Management Accounting N6

Income Tax N6

Computerized Financial Systems N6

TOURISM

NATIONAL N DIPLOMA TOURISM
SAQA ID: 67051

QUALIFICATION ID: N4 - SAQA ID: 66910
N5 - SAQA ID: 66978
N6 - SAQA ID: 67013

ENTRY REQUIREMENTS:
Grade 12 or N3

COURSE DURATION: 18 Months F/T
24 Months P/T
18 Months Practicals

CAREER OPPORTUNITIES:
Travel Agent; Tasting Room Assistant;
Guest House Manager; Hotel Reception;
Airport Staff; Events Planning; Tour
Operator; Entrepreneur



SEMESTER 1

Travel Services N4
Tourist Destinations N4
Travel Office Procedures N4
Tourism Communications N4

SEMESTER 2

Travel Services N5
Tourist Destinations N5
Travel Office Procedures N5
Tourism Communications N5

SEMESTER 3

Travel Services N6
Tourist Destinations N6
Travel Office Procedures N6
Tourism Communications N6

BOOKKEEPING

**NATIONAL CERTIFICATE
BOOKKEEPING NQF 3 SAQA ID: 58375**

ENTRY REQUIREMENTS:

Grade 10

COURSE DURATION: 12 Months

SUBJECTS:

**Business Literacy;
Bookkeeping to Trial Balance;
Payroll & Monthly SARS;
Computerized Bookkeeping**

CAREER OPPORTUNITIES:

**Accounts Clerk; Debtors Clerk; Creditors
Clerk; Payroll Clerk**



**FURTHER EDUCATION & TRAINING
BOOKKEEPING NQF 4 - SAQA ID: 58376**

ENTRY REQUIREMENTS:

Grade 11

National Certificate: Bookkeeping NQF 3

COURSE DURATION: 6 Months

SUBJECTS:

**Cost & Management Accounting
Financial Statements**

CAREER OPPORTUNITIES:

**Junior Accountant
Assistant Accountant**



FINANCIAL ACCOUNTING

**NATIONAL DIPLOMA TECHNICAL
FINANCIAL ACCOUNTING NQF 5
SAQA ID: 36213**

ENTRY REQUIREMENTS:

Grade 12 - FETC: BOOKKEEPING NQF 4

COURSE DURATION: 6 Months

SUBJECTS:

**Business Law & Accounting Control
Income Tax Returns**

CAREER OPPORTUNITIES:

**Accounting Technician
Certified Tax Technician**



**NATIONAL DIPLOMA: FINANCIAL
ACCOUNTING - NQF 6 - SAQA ID: 20366**

ENTRY REQUIREMENTS:

**National Diploma: Technical Financial
Accounting NQF 5**

COURSE DURATION: 12 Months

SUBJECTS:

**Corporate Strategy; Management
Accounting & Control Systems
Financial Reporting & Regulatory
Frameworks; Accounting Theory &
Practice**

CAREER OPPORTUNITIES:

Financial Accountant

PUBLIC SECTOR ACCOUNTING

**NATIONAL CERTIFICATE PUBLIC
SECTOR ACCOUNTING NQF 4
SAQA ID: 20352**

ENTRY REQUIREMENTS:

Grade 11

COURSE DURATION: 12 Months

SUBJECTS:

Business Literacy

Computerized Bookkeeping

Public Accounting Administration

Bookkeeping to Trial Balance

CAREER OPPORTUNITIES:

Administrator

Public Accounts



**DIPLOMA: PUBLIC SECTOR ACCOUNTING
NQF 5 - SAQA ID: 20353**

ENTRY REQUIREMENTS:

**National Certificate: Public Sector
Accounting**

COURSE DURATION: 12 Months

SUBJECTS:

Business Law & Accounting Control

Technical Public Accounting

Cost & Management Accounting

Financial Statements

CAREER OPPORTUNITIES:

**Accounting Technician in the Public
Sector**

OFFICE MANAGEMENT & ADMINISTRATION

**CERTIFICATE OFFICE
ADMINISTRATION NQF 5
SAQA ID: 23618**

ENTRY REQUIREMENTS:

Grade 12

COURSE DURATION: 18 Months

SUBJECTS:

Office Communication; Business & Office Administration; Bookkeeping to Trial Balance; Marketing Management & Public Relations; Business Law & Administrative Practice; Cost & Management Accounting

CAREER OPPORTUNITIES:

Receptionist; Office Assistant; Office Administrator; PRO; Marketing Admin



**HIGHER CERTIFICATE: OFFICE ADMINISTRATION NQF 5
SAQA ID: 23619**

ENTRY REQUIREMENTS:

Certificate: Office Administration NQF 5

COURSE DURATION: 9 Months

SUBJECTS: Economics;

Business & Office Administration 2;

Human Resource Management & Labour Relations.

DIPLOMA: OFFICE MANAGEMENT NQF 5

SAQA ID: 35958

SUBJECTS: Management;

Financial Accounting;

Business & Office Admin 3

CAREER OPPORTUNITIES: Secretary; Office Manager;

Human Resource Administrator;

Public Relations Officer

SMALL BUSINESS FINANCIAL MANAGER AND TRAVEL & HOSPITALITY

**NATIONAL CERTIFICATE SMALL
BUSINESS FINANCIAL MANAGER
NQF 4 - SAQA ID: 48736**

ENTRY REQUIREMENTS:

Grade 11

COURSE DURATION: 12 Months

SUBJECTS:

Business Literacy

Computerized Bookkeeping

Essential Business Finance

CAREER OPPORTUNITIES:

Assistant Financial Manager



**INTERNATIONAL CERTIFICATION: TRAVEL
& HOSPITALITY - Level 3**

ENTRY REQUIREMENTS: Grade 11

COURSE DURATION: 18 Months

**SUBJECTS: Essentials in Human
Resources & Business Computing in
Tourism & Hospitality
Essentials of Marketing & Customer
Relations in Tourism and Hospitality
Tourism & Hospitality Industry
Essentials of Tourism & Hospitality
Industry**

**CAREER OPPORTUNITIES: Guest Support;
Hotel Reception; Travel Agent/Guide**

SHORT COURSES TRAVEL INDUSTRY

CERTIFICATE: TRAVEL GEOGRAPHY VA - EARTH

ENTRY REQUIREMENTS:
Grade 9

COURSE DURATION: 6 Months

SUBJECTS:
Travel & Tourism Geography; Oceans; Continents;
Countries; Capitals; Major Cities & World Maps

CERTIFICATE: FARES & TICKETING VA - 1

ENTRY REQUIREMENTS:
Grade 9

COURSE DURATION: 6 Months

SUBJECTS:
Travel & Tourism Geography; Oceans; Continents;
Countries; Capitals; Major Cities & World Maps



CERTIFICATE: FARES & TICKETING VA - 2

ENTRY REQUIREMENTS: Grade 9

COURSE DURATION: 6 Months

SUBJECTS:
Complex Fare Construction; Calculate Fares for
Surface Sectors; Open Jaws; Side Trips & Stopover
Charges; Apply Hips; CTM & Backhaul checks; Multi-
Sector Mixed Class Fares

CERTIFICATE: SABRE - GDS SYSTEMS

ENTRY REQUIREMENTS: Grade 9

COURSE DURATION: 6 Months

SUBJECTS: Sabre; Quoting; Booking Flights; Amending
Flights; GDS

CAREER OPPORTUNITIES: Travel Agent; Retail Travel
Agent

SHORT COURSES - IT BANKING DETAILS ADMISSION PROCESS & POLICIES

CERTIFICATE: MICROSOFT OFFICE

ENTRY REQUIREMENTS:
Grade 9

COURSE DURATION: 6 Months

SUBJECTS:
Word; PowerPoint; Excel; Outlook; Internet

CERTIFICATE: PC PRO; NETWORKING PRO; SECURITY PRO

ENTRY REQUIREMENTS:
Grade 10

COURSE DURATION: 18 Months (6 months each
segment)

CAREER OPPORTUNITIES:
Computer Technician (Hardware); IT Hardware
Specialist; Network Technician; IT Network Specialist



BANKING DETAILS:

Use student no as reference

PRETORIA SAAAC
FNB
ACC NO: 6252 8936 810
BRANCH: 252 045

QUEENSTOWN SAAAC
FNB
ACC NO: 6243 8494 693
BRANCH: 252 045

DURBAN SAAAC
FNB
ACC NO: 6253 7673 916
BRANCH: 252 045

PRESTIGE COLLEGE CAMPUS
SAAAC
FNB
ACC NO: 6244 2161 311
BRANCH: 252 045

- **INDUCTION:**
Each Student will be required to attend an induction for their relevant courses. You will be informed on the difference between local and international courses.
-
- **CERTIFICATION:**
Certificates are issued by the relevant Education Quality Assurance Bodies. Certificates can take up to three to six months before reaching the Academy.

ADMISSION PROCESS & POLICIES

ADMISSION PROCESS

All prospective students will be expected to complete the application form for acceptance into the Academy. Each student will have to:

1. Complete the application form
2. Provide two certified copies of your Matric Certificate or school report for any other entry
3. Provide two certified copies of your ID or passport
4. Two ID photos
5. Provide confirmation of Registration Fee specifying your surname and course chosen as reference or student number if you have one.

CANCELLATION POLICY

a student will be required to pay the required cancellation fee as well as ensure that current payments are up to date before cancellation will be verified. The student must cancel the course in writing. Only once the paperwork is completed will the course be cancelled.

REFUND POLICY

There are no refunds on Registration Fees. No refund will be made in the unfortunate event of death, illness or injury.



ATTENDANCE POLICY:

All students are expected to attend all classes. In case of illness extending more than two days will require a doctors note. Students are expected to arrive on time for class.

CAREER GUIDANCE & COUNSELING:

Career guidance will be provided at Academy level. Please feel free to ask our well qualified staff members to assist with your study choice. Counseling will be provided to students in need of counseling.

FEE STRUCTURE AVAILABLE

NO CASH POLICY

- Students are expected to pay directing into the Academy bank accounts provided on Page 20.
- Debit orders can be arranged as well. No CASH will be accepted at the Academy and we cannot be held liable for any payments made to staff members.

PROGRESS REPORTS:

- Progress Reports will be given on a quarterly basis. Parents are requested to ask their children on how they are progressing.
- Parents may contact the Principal to discuss the progress of their children with them.



2018 Academic Calendar

Engineering Studies

Trimester	Classes Commence	Classes End	Internal Exam	Exam Date	College Closes
1	15 Jan	23 March	12-15 March	26 Mar - 13 Apr	13 Apr
2	14 May	20 July	02-05 July	23 July - 08 Aug	06 Aug
3	10 Sept	13 Nov	29 Oct - 01 Nov	14 - 30 Nov	06 Dec

Business/Utility Studies

Semester 1	Classes Commence	Classes End	Internal Exam	Exam Date	College Closes
1 Term 1	15 Jan	23 March	19 - 23 March	01 - 22 June	23 Mar
1 Term 2	9 April	31 May	21-24 May		22 June
Semester 2	Classes Commence	Classes End	Internal Exam	Exam Date	College Closes
2 Term 1	23 July	28 Sept	25-28 Sept	12-30 Nov	28 Sept
2 Term 2	08 Oct	09 Nov	22-25 Oct		07 Dec

Your Nearest College

SAAAC PRETORIA CAMPUS & CORPORATE TRAINING

Kutlwanoeng Democracy Centre, 357 Visagie STR, PRETOIRA, 012 320 8973

SAAAC QUEENSTOWN CAMPUS

7 Ebden Street, QUEENSTOWN, 087 160 0649

SAAAC STERKSTROOM CAMPUS

Main Street, Opposite Library, STERKSTROOM, 082 566 5375

SAAAC DURBAN CAMPUS

301, Tower C, Salisbury Centre, West Street, DURBAN, 031 822 2936

SAAAC, EAST LONDON CAMPUS (Schooling only)

9 Kelvin Place, Beacon Bay, EAST LONDON, 043 748 2225

SAAAC PRESTIGE COLLEGE CAMPUS

1 Eike Avenue, Off Old Warmbaths Road, HAMMANSKRAAL, 012 711 8600

SAAAC EAST RAND CAMPUS

55 van der Walt Street, Dalview, BRAKPAN, 078 701 0828

Accreditation

QCTO: NATED/14/0096

QCTO: Skill Development Provider: SDP1222/16/0050

QCTO: Skill Development Provider: SDP1223/17/00300

DHET Exam Centre Pretoria: 0899992811

DHET Exam Centre Queenstown: 0499992407

ICB: QAP/585/003

ICB: 302269

SACAI: A-1005-14

CTH: 1043



SAAAC

Educate Empower Employ

