

ENTER CURIOUS

DISTANCE LEARNING PROSPECTUS **2023-2024**

EXIT...

SKILLED · QUALIFIED · CERTIFIED



Creative &
Technology
Universitas

www.ctutraining.ac.za



Teaching & Learning Methodologies

Full Time Qualifications

We offer one/ two and three year qualifications with classes from Monday to Friday, after which the student will obtain a national qualification and international certification/s (where applicable).

Blended Training

Through the Microsoft Office 365 platform CTU uses Teams as a virtual classroom to deliver lecturer-led, interactive teaching virtually. Teams allow lecturing staff to facilitate a training session live to students with a whiteboard and recording capability. It also allows the lecturer to get access to the student's computer to assist with problematic areas.

All theory classes will be conducted virtually through lecturer-led interactive teaching on a national basis. A flipped classroom approach will be followed. This means that students are introduced to content at home and practice working through it during the applicable session, either the virtual theory sessions or the practical sessions.

All students will be allocated to lecturers that is not necessarily based at the campus of enrolment but who will always be subject matter experts. CTU implements a national academic standard and all lecturers have been appointed on the same criteria and use exactly the same academic content in the teaching and learning process. The adherence to a national academic standard is monitored by the Academic Management team at Head office. Therefore, all students will continue to receive the same quality of education.

Students might also not have the same lecturer for all modules or all learning units within a module. Various subject matter experts will be facilitating various aspects of learning outcomes per learning unit as well as modules within the qualification.

Students will have a choice of attending some practical, group and lab sessions at campus or virtually. The same work and time will be spent on both methodologies with students. **Students will be expected to attend practical, group and lab classes on campus a minimum of two days a week as per campus schedule.**

Student support sessions with the lecturer will also take place on a one on one basis either virtually or physically at the campus per appointment or per the academic schedule.

CTU's Language Policy: English

English is the language of tuition (It includes lectures, study material and student support services, etc).



Teaching & Learning Methodologies

Part Time Qualifications

We offer one, two, and three-year qualifications with classes in the evenings & Saturdays. Upon completion, the student will obtain a national qualification and international certification (where applicable). *Selected programmes offer self-paced options where Hybrid learning applies.

- Vocational qualifications: 2 evenings a week and 2 Saturdays per month
- Technical diplomas: 3 evenings a week and 2 Saturdays per month

Short Courses

Short courses present the perfect opportunity to upskill. Classes are presented during the day, evening and Saturdays. International certifications are obtainable after passing the international exams written at the international testing centres located at the CTU campus. Short learning programmes are non credit bearing courses.

Hybrid Learning

Background:

Hybrid learning is a knowledge and skills learning process (student centred) that uses various teaching methods which integrates digital (internet and mobile), recorded and traditional face-to-face class activities in a planned manner. This method ensures that the student self-direct his or her learning process by choosing the learning methods and materials available that best fit his or her individual characteristics and needs-oriented to reach competence on the required outcomes.

The Generation Z students are bandwidth-connected students who have been immersed in technology for their entire lives. At CTU, the hybrid approach to course delivery combines face-to-face classroom instruction (theory and practical) with online activities (O'Reilly books and ColCampus) as well as group and research activities.

Flipped Classroom:

CTU will be making use of a flipped classroom approach. The flipped classroom approach will be used to blend the online learning and face-to-face learning environments. The student therefore will use independent study time to watch lecture video content that introduces new concepts. They then use class time to engage in discussion about this information, do exercises with the support of their lecturer, and engage in group work and discussion.

All CTU Study Guides will guide the student to ensure that all pre-reading on subjects and topics takes place prior to the student attend a face to face class. During the classroom instruction time, students can then engage in an authentic, collaborative learning experience with the lecturer as well as other students. The underlying premise is that students review information outside of class and, instead of simply receiving information from the instructor/lecturer, come prepared to discuss concepts.

Group and Research:

The hybrid instruction method allows students to interact with content and engage in learning activities before, during, and after the face-to-face class. This interaction will take place in the group and research classes.

To enable students to be fully active in the Hybrid Learning approach each student must have a device with data. Please see "Device Specifications, Stationery Requirements and Book List document."



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CTU AT A GLANCE

About Us
The CTU Student Journey
National Footprint

About us



Our Mission:

Empowering people through education.

Our Vision:

To design, develop & deliver an exceptional learning experience that will cultivate educated and skilled citizens who will contribute to socio-economic growth.

For over three decades, CTU Training Solutions has been at the forefront of developing skilled professionals across various industries. With faculties spanning IT, Design, Business/Management, Engineering, Humanities and Green Technologies, we offer full time and part time study options where you can acquire national qualifications and international vendor-related certifications. As a graduate, you will be well-prepared to excel in the South African job market, equipped with the right skills to thrive from entry-level to professional positions.

Creative Technology Universitas, a division of CTU Training Solutions, is where creative minds flourish, and cutting-edge technology enhances the learning experience. Our qualification division offers diverse study options across multiple faculties, providing the perfect platform for you to achieve your career aspirations. At CTU, we pride ourselves on fostering creative thinking and equipping you with the skills to succeed in today's technology-driven world.

Words of culture



CTU Directors:

CEO: Juanie Newby; Business Development Director: Corporate & Part Time: Bonita Brown; Group Academic Director: Erna Ferreira

About Distance Learning

Unlock Your Potential with Creative & Technology Universitas (CTU)

Embark on an exciting new learning journey from the comfort of your home with Creative & Technology Universitas (CTU) newly launched Distance Learning Programmes. Our distance learning qualifications have been designed and approved by QCTO, ensuring a learning experience that is both effective and empowering.

The following courses will be available for Distance Learning

- N4 Educare
- N4 Tourism
- N4 Business Management
- N4 Human Resource Management
- N4 Electrical Engineering

These qualifications offer a structured 12-month learning path, allowing students to balance self-study and professional commitments without the need for daily on-campus attendance. Each programme is divided into two 6-month semesters with two specialised modules, giving learners a thorough understanding of their chosen field.

Benefits of Distance Learning

- Flexible scheduling allows students to fit their education around their employment and other obligations
- Write your formatives from the comfort of your own home
- Academic expertise, advice, and feedback are ready to assist
- Students can connect with one another through online meetings, study groups, and course forums

Fulfilling the admission requirements, which include a National Senior Certificate, FETC, or an N3 in the relevant specialization area, also paves the way for aspirants to put their newfound knowledge into practice in their current workplaces.

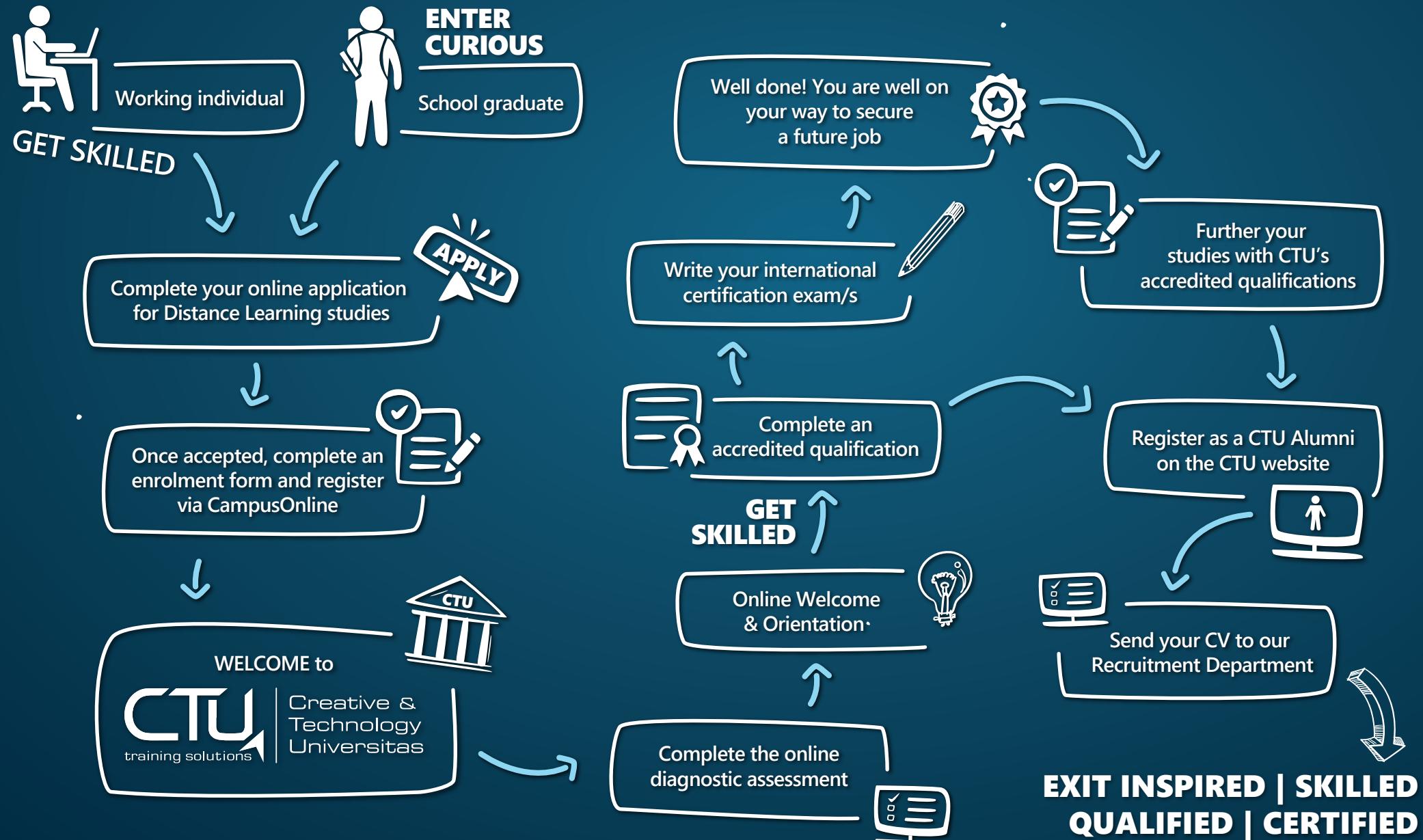
At CTU, we're committed to delivering an exceptional learning experience. We have planned for a balanced student-tutor ratio, ensuring personalised attention and support. Our tutors, with their wealth of experience and expertise, will conduct bi-monthly interactive sessions, assist in grading assignments and be available for evening email and TEAMS chat support.

To equip our students with a 360-degree learning experience, we've got a robust array of resources at your disposal. From online assessments via the Invigilator App to study guides, lecture recordings, podcasts, and more – every resource has been curated to enhance understanding and knowledge retention. Moreover, our dedicated helpline will address any technical glitches you may encounter during your learning journey.

Take your career to new heights and open doors to numerous opportunities by joining us at Creative & Technology Universitas. We believe it's never too late to get skilled, qualified, and certified, and our full time and part time qualifications are tailored to echo this belief.

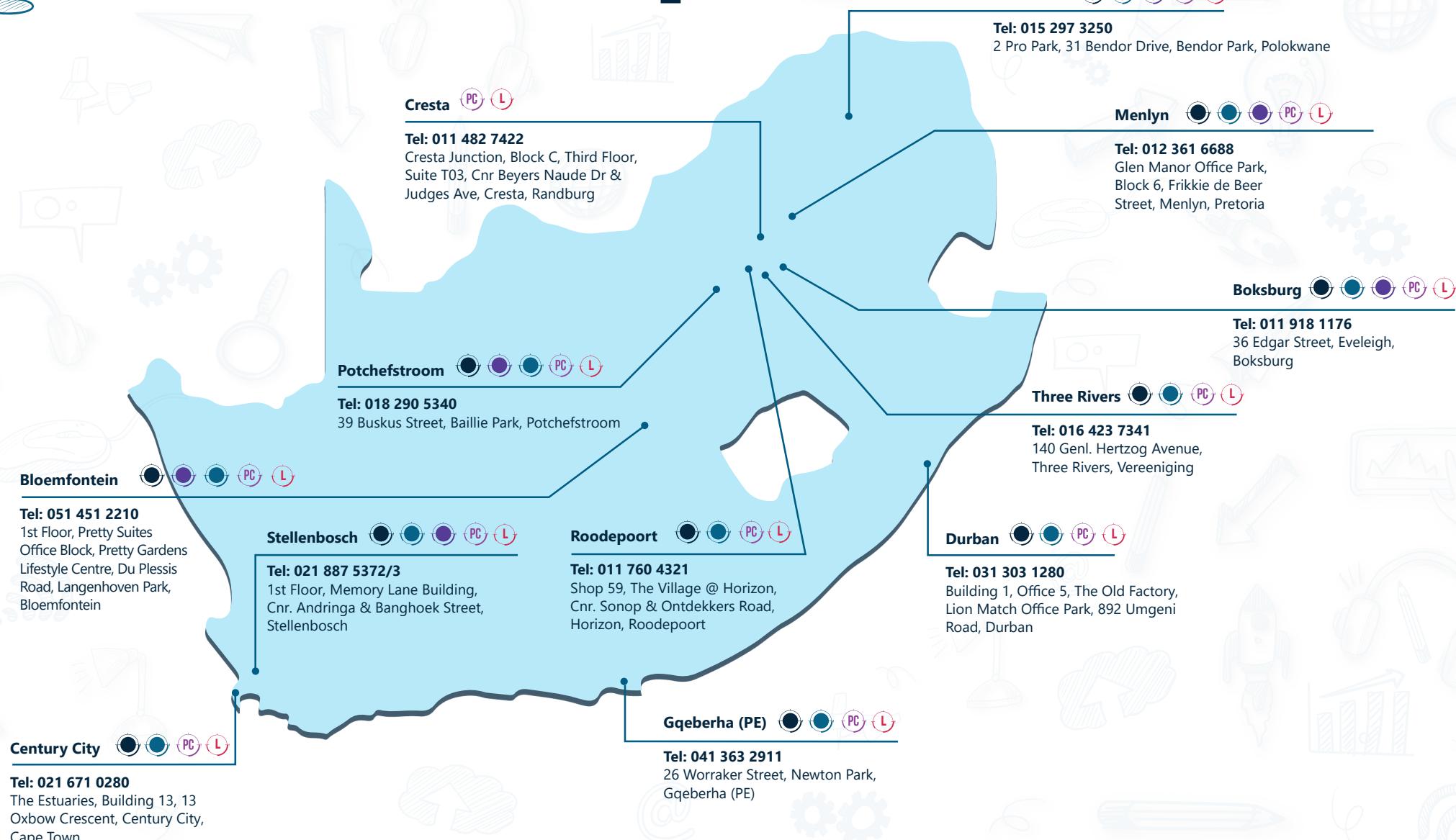


The CTU Student Journey





National Footprint



VOCATIONAL



NATED



HIGHER EDUCATION



PART TIME & CORPORATE



LEARNERSHIPS



WHAT MAKES US UNIQUE

Why CTU
Student Guidance & Student Support
Learning Resources

Why CTU?

YOU MATTER! FAMILY STARTS HERE



Day Classes,
Evening & Saturday Classes,
Online Classes, &
Distance Learning (**NEW** to CTU)

National Qualifications with
International Certifications



**WE EMPOWER YOU
THROUGH EDUCATION**



Accredited Short Courses
& **Soft Skills** Short Courses

Blended Training

Occupation Focused Qualifications,
Practical Courses, **Small** Classes
& **Student Life**



February & July Intake

EXIT SKILLED, QUALIFIED & CERTIFIED



Student Guidance

OneZone

Book an informal meeting with one of our consultants. During this session, you can find out more about the content of the academic qualifications and take a tour of the campus.

One of our experienced consultants is ready to assist you to:

- Book an assessment that will further guide you in selecting an academic qualification that is perfect for you;
- Find out what makes CTU qualifications unique;
- Set up a meeting with our qualified Lecturers;
- Take a tour of our campus;
- Find out more about the device requirements and data required;
- Enquire about student loans and funding options

BOOK your ONE2ONE session now!



**Click Here
to BOOK!**

Student Support

My Futurefied Journey

At CTU we understand how important it is for you to prepare yourself for a 4IRready career! In order to be 4IRready you have to develop critical soft skills as identified by the World Economic Forum. With our #MyFuturefied Journey Programme we will support you to develop these skills!

During your academic year you will complete your Futurefied Journey with us by completing a Critical Skills Programme online. This Journey will consist of 4 Futurefied programmes; My Way of Thinking, Self-Mastery, My Relations and Creative Expression. You will complete all 4 Futurefied programmes and receive your Futurefied stamp of approval.



Learning Resources

Gamification

Gamification is one of the teaching methods at CTU and helps Lecturers turn their classrooms into a more interactive experience. It takes assignments and activities and transform them into a game. Gamification also involves turning an activity into a competitive game, creating rewards for winners, and creating that unique and novel spark that will attract the interest of students. Cognitive games are designed to help stimulate various regions of the brain. These games are used to improve reflexes, help people learn, promote critical thinking, and help people learn different patterns of association. Cognitive games are helpful when used to learn a foreign language and memorize new material. Various learning techniques are used in the classroom because there are various learning styles. There are many games that promote and influence cognitive learning. Some of the Gamification tools used in class are; Unity 3D, Blender, Bezier, and Drawasauros.

The O'Reilly Solution

An online library of books, video and tutorial resources and pre-published manuscripts.

- Access to titles from more than 100 publishers.
- Dynamic day-by-day updates of

new books, videos, pre-published manuscripts and content from these same leading publishers are included in the price.

- Mobile access: Android & iOS.

Cisco Network Academy

Cisco Networking Academy is an IT skills and career building program for learning institutions and individuals worldwide. Cisco Networking Academy identifies and develops the skills people and businesses need to thrive in a digital economy. The Networking Academy curriculum is delivered online using a proprietary learning platform in partnership with local learning institutions. Cisco provides the curriculum, learning platform and support resources.

CTU Online Application

The Online Application System is intended for use by all prospective students submitting an application with intent to register for a course.

Office 365

CTU students will receive an "Office 365 Education for Students" account.

- 50GB mailbox;
- 1TB OneDrive space;
- Office Web Apps;
- Skype Collaboration between students

This account's e-mail address will give you access to:

- Prescribed textbooks on O'Reilly
- Autodesk student versions
- Adobe ID
- Campus Online

Software Notice:

- CTU Training Solutions does NOT sell or supply software.
- CTU students studying, Web Design/Development, Graphic Design, Higher Certificate: Graphic Design & Visual Communication are required to purchase Adobe Creative Cloud packages.

For more information, read the Rules & Regulations document or Communications module on Campus Online

Campus Online

Campus Online is a student portal through which students will access;

- their study material,
- complete their assessments,
- receive important communication,
- access their electronic student cards,
- obtain their results
- and many other academic related information during their studies



Bring Your Own Device:

CTU students will require access to **the digital library** and prescribed books and **digital learning platforms**. It is therefore a **requirement** that all CTU students **bring their own device. A laptop with uncapped data for use on-and off-campus is required.**

**Click Here to view our
Device Specifications, Stationery
Requirements And Book List 2023**



QUALIFICATIONS

Further Education
Vocational
Occupational

Higher Ed /Occupational/ Vocational/NATED Qualifications

> **CLICK HERE** to view our Qualification Prospectuses

IT	DESIGN	BUSINESS & MANAGEMENT	HUMANITIES	ENGINEERING	MULTI DISCIPLINARY	NEW GREEN TECHNOLOGY
Diploma in IT Network Design & Administration	Diploma in Visual Communication	Bachelor of Business Administration (BBA) in Project Management	Business Management (N4-N6)	Civil Engineering (N3-N6)	Digital Designer	Occupational Certificate: Environmental Science Technician Part 1: Waste Management Technician
Technical Support & Cloud Solutions	Higher Certificate in Graphic Design	Higher Certificate in Management	Human Resources Management (N4-N6)	Electrical Engineering (N3-N6)	Gaming Designer and Developer	
Software Development	Creative Media Design	Financial Administration Clerk (Part Qualification) (Part Time Only)	Financial Management (N4-N6)	Mechanical Engineering (N3-N6)	App Designer and Developer	Occupational Certificate: Water Reticulation Practitioner
App Development	3D Animation and Visual Effects	Bookkeeper	Educare (N4-N6)		Digital Draughting	
Games Development	Interactive Media	Tax Technician (Part Time Only)	Tourism (N4-N6)			
Web UI Design (Year 1) & Web UX Development (Year 2)	Computer Aided Draughting & Design (CAD)	Training & Development Practitioner (Part Time Only)				
		Management Assistant				
		Office Administrator (Part Time Only)				
		Management Accounting Officer (Part Time Only)				
		Occupational Certificate: Financial Advisor (Part Qualification 1): Health Care Benefits Advisor (Part Time Only)				
		Occupational Certificate: Project Manager				
DISTANCE LEARNING (TECHNICAL DIPLOMA)						
			Business Management (N4-N6)		Educare (N4-N6)	
			Human Resources Management (N4-N6)		Tourism (N4-N6)	
			Electrical Engineering (N4-N6)			
NEW						

CTU Training Solutions (PTY) Ltd (selected registered campuses) is provisionally registered as a private higher education institution in terms of section 54(3) of the Higher Education Act, 1997 (Act No 101 of 1997), and Regulation 14(4)(b) of the Regulations for the Registration of Private Higher Education Institutions, 2016. (No 2014/HE07/004). *

* HIGHER EDUCATION

VOCATIONAL

OCCUPATIONAL

TECHNICAL DIPLOMA (NATED)

Academic Division





TECHNICAL DIPLOMAS

National Accredited Technical
Education Diplomas (NATED)

Additional information

NATED/Report 191 programmes are delivered under the auspices of the Department of Higher Education and Training and quality assured by Umalusi and the QCTO. The programmes consist of 18 months theoretical studies at colleges and 18 months and 24 months relevant practical application in work places for Humanities and Engineering respectively. Engineering studies range from N1 – N6 while Humanity Studies range from N4 – N6.

NATED - DHET registration process

Step 1:

- Students must submit a certified copy of their ID.
- On the reverse side of the certified copy of the s' ID, list the following:
 - Subjects for the year
 - Cell number and parent/guardian cell number

Step 2:

- CTU will assist students in completing DHET examination entry form, or alternatively fill in the forms as per the details on the reverse side of the ID (Step 1).
- Students must verify all information as correct, and sign as candidate (at the bottom of the form), and enter the date completed.
- The Academic Principal must sign and date completed forms as correct – Please verify all information; i.e. correct spelling and names as per ID (correct ID number, no nicknames or reversal of first and second names; surname as 'surname', etc.)
- All completed and signed off forms must then be scanned and emailed to the Faculty Head to check.
- This must be done before the due date for exam registrations to be submitted to the DHET

Step 3:

- Await preliminary schedule of Examination Entries from the DHET.
- Upon receipt, verify that all details of each individual student is correct.
- Each leaner must also sign next to his/her name that the details are correct.
- Neatly remedy errors, if any.
- Submit corrected version to the DHET.

Step 4:

- The DHET will send the final schedule with admission permits for each student, as well as the exam timetable.
- Students must ensure they sign as proof of receiving the above; by entering the following: "Received – signature – date".

Admission requirements for national examinations

The following requirements are applicable for NATED subjects written at the end of a semester programme during the July and November examinations respectively:

Criteria	NATED requirements
Internal Continuous Assessment (ICASS) sub-minimum	NATED Engineering (N1-N6) & Humanities (N4-N6) subjects: ✓ All subjects – 40% per subject
Minimum class attendance	Minimum of 80% class attendance per subject. (Implemented on all levels for all subjects across NATED programmes as per the Public Further Education and Training College Attendance and Punctuality Policy published in November 2013)

Learning materials

CTU provides quality electronic study guides to all NATED students which carry the endorsement of the education department. There is also additional material available for download from the Future Managers app (eBook) for the NATED Humanities students - <https://www.futuremanagers.com/step-by-step-instructions/>). A list of prescribed books are available at all our campuses. Please note that the cost of the prescribed books are not included in the fees and that students should budget for the additional cost. A list of Book suppliers will be provided to all students also.

Please request a Device Specifications, Stationery Requirements and Book List document from your nearest campus to read more about stationery as well as PC/laptop and software requirements.

Practicals (field trips)

Our NATED Engineering students will be privileged to attend practical training at our trade test centre in Durnacol for a period of 5 days at the end of the semester. This is to ensure we prepare them for the world of work as well as increase students' employment opportunities. There will be an additional cost incurred for practicals.

NATED (Humanities) Faculty Introduction



Our faculty strives to help students develop the foundation necessary to succeed in various management careers. A major in management combines a broad base of liberal studies courses with courses that focus on core management topics - plus courses in selected minors.

The NATED humanities qualifications are designed to improve students' ability to apply management principles in decision-making and identify critical success factors for small business management and enhance performance in the business environment. Our humanities programmes are diversified majors designed for students who desire a broad background to manage their own business operations or take a position in a large corporation.

We aim to provide an experiential learning environment that builds career-ready skills and competencies, preparing students for global citizenship and leadership roles in public and private organizations.



NATED (Humanities) Faculty Vision:

To be a leading choice for passionate minds, offering innovative and high-quality business education for career readiness in Africa.



4R READY

Humanities Faculty

 Apply and register online via the CTU Campus Online

 Request a FREE quote and latest programme breakdown from our campus student advisor or course consultant.

Human Resource Management

Entrance requirement: Grade 12, National Senior Certificate (NSC); N3 Certificate; Level 4 NCV; Recognition of Prior Learning (RPL)

Career opportunities in HR Management for students who completed the N Diploma: Human Resource Management; Labour/Industrial Relations Specialist; Staff Recruitment Specialist; Training & Development Specialist.

Year 1:

Human Resource Management N4 - N5

Year 2

Human Resource Management N6

National N Diploma

Business Management

Entrance requirement: Grade 12, National Senior Certificate (NSC); N3 Certificate; Level 4 NCV; Recognition of Prior Learning (RPL)

Career opportunities for students who completed the Business Management N Diploma: Government Sector; Management Consulting; Entrepreneurship & Project Management;

Year 1:

Business Management N4 - N5

Year 2

Business Management N6

National N Diploma

Educare

Entrance requirement: Grade 12 (Pure Mathematics/Mathematics Literacy/Business Studies, Accounting & Physical Science); N3 Certificate; Level 4 NCV; Recognition of Prior Learning (RPL)

Career opportunities for students who completed the Educare N Diploma: in Government Sector, Financial Management Consulting, Audit & Banking sector, Production/Manufacturing Sector.

Year 1:

Educare N4 - N5

Year 2

Educare N6

National N Diploma

Tourism

Entrance requirement: Grade 12 (Pure Mathematics/Mathematics Literacy/Business Studies, Accounting, Consumer Science, Geography & Tourism); N3 Certificate; Level 4 NCV; Recognition of Prior Learning (RPL)

Career opportunities for students who completed the Tourism N Diploma: Airline Ground Crew, Tour Operator, Reservation Agent, Junior Travel Consultant, Tourism Information Officer, Cruise Consultant, Front Office/Reservation Officer.

Year 1:

Tourism N4 - N5

Year 2

Tourism N6

National N Diploma

Specialisation Track:

Human Resource Management N4-N6

Human Resource Management has a variety of specialised areas that include staffing, labour relations, remuneration, administration, recruitment and selection and training and development. This programme prepares students for a career in Human Resources and it is curriculated to include the precondition that Human Resource Specialists must also have good business acumen. The curriculum develops competencies that are a balance between business and general Human Resource Management requirements.

Career Opportunities

After N Diploma:

- Human Resources
- Labour/Industrial Relations
- Staff Recruitment
- Training & Development

Year 1:

Human Resource Management N4 - N5

Year 2

Human Resource Management N6

National N Diploma

Career focus:

- Assist with day-to-day operations of the HR functions and duties in organisation.
- Nurture and develop the talents and skills of people.
- Act as the liaison between HR and employees.
- Ensuring smooth communication and prompt resolution of requests and questions.
- Assist in creating policies, processes and documents.

Student material:

- A list of textbooks will be provided by the Campus Academic Department.
- All textbooks are excluded from the tuition fees
- International exams listed are included in the fees (does not include rewrites)



DISTANCE LEARNING

Requirements:

A laptop* and uncapped data for use off-campus required.

* Please refer to [Device Specifications, Stationery Requirements and Book List document](#) for more information as well as additional resources required.



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	Year 1	Year 2	National N Diploma
Modules	<p>EBM411: Entrepreneurship & Business Management N4</p> <p>MCOM411: Management Communication N4</p> <p>PSM411: Personnel Management N4</p> <p>COP411: Computer Practice N4</p> <p>PSM511: Personnel Management N5</p> <p>PST511: Personnel Training N5</p> <p>COP511: Computer Practice N5</p> <p>LBR511: Labour Relations N5</p>	<p>PSM611: Personnel Management N6</p> <p>PST611: Personnel Training N6</p> <p>COP611: Computer Practice N6</p> <p>LBR611: Labour Relations N6</p>	
	<p>Examination: Department of Higher Education & Training (DHET) is the only examination body responsible to set and administer National Examinations. Only students who have registered and complied with the administration requirement will be allowed to write examination.</p>	<p>Examination: Department of Higher Education & Training (DHET) is the only examination body responsible to set and administer National Examinations. Only students who have registered and complied with the administration requirement will be allowed to write examination.</p>	
National Qualification	<p>National Certificate: N4 Human Resource Management (SAQA ID 90674, NQF Level 5)</p> <p>National Certificate: N5 Human Resource Management (SAQA ID 90674, NQF Level 5)</p> <p>Certificates and Diplomas are issued by the DHET.</p> <p><i>The release of statements of results and certificates are dependent on the DHET timeline.</i></p>	<p>National Certificate: N6 Human Resource Management (SAQA ID 90674, NQF Level 5)</p> <p>Certificates and Diplomas are issued by the DHET.</p> <p><i>The release of statements of results and certificates are dependent on the DHET timeline.</i></p>	<p>National N Diploma: Human Resource Management (NQF Level 6). SAQA ID 90674</p> <p>Diplomas are issued by the DHET.</p> <p>After the successful achievement of the N6 National Certificate, it is compulsory for students to complete 18 months In-Service Training in order to obtain a National N Diploma. Please refer to the Work Integrated Learning Policy for detail regarding the In-Service Training.</p>
International Certification	<p>On successful completion of the international exams the student will be certified in:</p> <p>MS Word</p> <p>MS Excel</p>	<p>On successful completion of the international exams the student will be certified in:</p> <p>MS PowerPoint</p>	
Entrance Requirements	Grade 12 - National Senior Certificate (NSC); N3 Certificate; Level 4 NCV; Recognition of Prior Learning (RPL)	National Certificate: N5 Human Resource Management (SAQA ID 66953, NQF Level 5)	National Certificate: N6 Human Resource Management (SAQA ID 66997, NQF Level 5)



Specialisation Track:

Business Management N4-N6

In the Business Management field, this qualification enhances the student's ability to apply business management principles in decision-making and identifying critical success factors for small business management and better performance in the business environment. This programme is a diversified major designed for students who need a broad background, whether for managing businesses of their own or for taking a position within a large business where they will receive more specialised training. Courses offered in the curriculum help students build skills in strategic management, sales management, organisational design, and entrepreneurship.

Career Opportunities

After N Diploma:

- Government Sector
- Management Consulting
- Entrepreneurship & Project Management
- Banking Sector
- Sectors of Retail and Consumer Goods
- Logistics and Supply Chain

Career focus:

- Developing A Business Perspective.
- Data Analysis for Business Decisions.
- Project Management.
- Propose Ways to Improve an Organization's Efficiency.

Student material:

- A list of textbooks will be provided by the Campus Academic Department.
- All textbooks are excluded from the tuition fees.
- International exams listed are included in the fees (does not include rewrites)

Requirements:

A laptop* and uncapped data for use off-campus required.

* Please refer to [Device Specifications, Stationery Requirements and Book List document](#) for more information as well as additional resources require



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DISTANCE LEARNING

Year 1:

Business Management N4 - N5

Year 2

Business Management N6

→ National N Diploma

	Year 1	Year 2	National N Diploma
Modules	<p>EBM411: Entrepreneurship & Business Management N4</p> <p>COM411: Management Communication N4</p> <p>INACC411: Introductory Accounting N4</p> <p>COP411: Computer Practice N4</p> <p>ECONS411: Economics N4</p> <p>EBM511: Entrepreneurship & Business Management N5</p> <p>MCOP511: Computer Practices N5</p> <p>SAM511: Sales Management N5</p>	<p>ECONS511: Economics N5</p> <p>EBM611: Entrepreneurship & Business Management N6</p> <p>COP611: Computer Practices N6</p> <p>SAM611: Sales Management N6</p>	
	<p>Examination: Department of Higher Education & Training (DHET) is the only examination body responsible to set and administer National Examinations. Only students who have registered and complied with the administration requirement will be allowed to write examination.</p>	<p>Examination: Department of Higher Education & Training (DHET) is the only examination body responsible to set and administer National Examinations. Only students who have registered and complied with the administration requirement will be allowed to write examination.</p>	
National Qualification	<p>National Certificate: N4 Business Management (SAQA ID 90674, NQF Level 5)</p> <p>National Certificate: N5 Business Management (SAQA ID 90674, NQF Level 5)</p> <p>Certificates and Diplomas are issued by the DHET.</p> <p><i>The release of statements of results and certificates are dependent on the DHET timeline.</i></p>	<p>National Certificate: N6 Business Management (SAQA ID 90674, NQF Level 5)</p> <p>Certificates and Diplomas are issued by the DHET.</p> <p><i>The release of statements of results and certificates are dependent on the DHET timeline.</i></p>	<p>National N Diploma: Business Management (NQF Level 6). SAQA ID 90674</p> <p>Diplomas are issued by the DHET.</p> <p>After the successful achievement of the N6 National Certificate, it is compulsory for students to complete 18 Months In-Service Training</p> <p>Training in order to obtain a National N Diploma. Please refer to the Work Integrated Learning Policy for detail regarding the In Service Training.</p>
International Certification	<p>On successful completion of the international exams the student will be certified in:</p> <p>MS Word</p> <p>MS Excel</p>	<p>On successful completion of the international exams the student will be certified in:</p> <p>MS PowerPoint</p>	
Entrance Requirements	Grade 12 - National Senior Certificate (NSC); N3 Certificate; Level 4 NCV; Recognition of Prior Learning (RPL)	National Certificate: N5 Business Management (SAQA ID 66929, NQF Level 5)	National Certificate: N6 Business Management (SAQA ID 66995, NQF Level 5)



Specialisation Track:

Educare N4-N6

This qualification is for students who would like to work with children between the ages of birth to five years old. The curriculum is constructed to develop practitioners who can work in early learning contexts such as Early Childhood Development (ECD) Centres; it is a recognized qualification for teaching/working in these contexts.

Career Opportunities

After N Diploma:

- Educational Psychology
- Educare Practitioner
- Play group practitioner
- Day Care Management
- Manage an ECD site
- Au Pair
- Start your own ECD site
- Day Care Administration
- Child Health and Nutrition
- Caretaking

Career focus:

- Preparation and provision of a challenging learning environment.
- Providing appropriate equipment, resources, and teaching materials
- Planning and designing the ECD curriculum.
- Providing free play opportunities and support.
- Guidance and classroom management.
- Engaging in literary and linguistic activities.
- Maintain the financial records of the childcare centre.
- Steer meetings – agenda writing and minute-taking skills.

Requirement:

A laptop* and uncapped data for use off-campus required.

* Please refer to [Device Specifications, Stationery Requirements and Book List document](#) for more information as well as additional resources required.



DISTANCE LEARNING



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Year 1:

Educare N4 - N5

Year 2

Educare N6

National N Diploma

	Year 1	Year 2	National N Diploma
Modules	<p>EDD411: Educare Didactics N4 (Suitable Work-based Experience)</p> <p>CDH411: Child Health N4</p> <p>EDU411: Education N4</p> <p>DPD411: Daycare Personnel Development N4</p> <p>EDD511: Educare Didactics N5 (Suitable Work-based Experience)</p> <p>EBM511: Entrepreneurship & Business Management N5</p> <p>EDP511: Educational Psychology N5</p> <p>DCC511: Daycare Communication N5</p>	<p>EDD611: Educare Didactics N6 (Suitable Work-based Experience)</p> <p>DCM611: Day Care Management N6</p> <p>EDP611: Educational Psychology N6</p> <p>DCC611: Daycare Communication N6</p>	
	<p>Examination: Department of Higher Education & Training (DHET) is the only examination body responsible to set and administer National Examinations. Only students who have registered and complied with the administration requirement will be allowed to write examination.</p>	<p>Examination: Department of Higher Education & Training (DHET) is the only examination body responsible to set and administer National Examinations. Only students who have registered and complied with the administration requirement will be allowed to write examination.</p>	
National Qualification	<p>National Certificate: N4 Educare (SAQA ID 66883, NQF Level 5)</p> <p>National Certificate: N5 Educare (SAQA ID 66971, NQF Level 5)</p> <p>Certificates and Diplomas are issued by the DHET. <i>The release of statements of results and certificates are dependent on the DHET timeline.</i></p>	<p>National Certificate: N6 Educare (SAQA ID 67007, NQF Level 5)</p> <p>Certificates and Diplomas are issued by the DHET. <i>The release of statements of results and certificates are dependent on the DHET timeline.</i></p>	<p>National N Diploma: Educare (NQF Level 6). SAQA ID 90674</p> <p>Diplomas are issued by the DHET. After the successful achievement of the N6 National Certificate, it is compulsory for students to complete 18 months In-Service Training</p> <p>Training in order to obtain a National N Diploma. Please refer to the Work Integrated Learning Policy for detail regarding the In Service Training.</p>
International Certifications	<p>On successful completion of the international exams the student will be certified in:</p> <p>MS Word</p> <p>MS Excel</p>	<p>On successful completion of the international exams the student will be certified in:</p> <p>MS PowerPoint</p>	
Entrance Requirements	Grade 12 (Pure Mathematics/Mathematics Literacy/Business Studies, Accounting & Physical Science); N3 Certificate; Level 4 NCV; Recognition of Prior Learning (RPL)	National Certificate: N5 Educare (SAQA ID 66971, NQF Level 5)	National Certificate: N6 Educare (SAQA ID 67007, NQF Level 5)



Specialisation Track:

Tourism N4-N6

As we trend towards a more globally-minded experience economy, the need for more well-educated workers in the hospitality and tourism industry grows. Hospitality is one of the largest industries in the world, with countless possibilities for careers in hotel management, food and beverages, event planning, and tourism.

Career Opportunities

After N Diploma:

- Airline Ground Crew
- Tour Operator
- Reservation Agent
- Junior Travel Consultant
- Tourism Information Officer
- Cruise Consultant
- Front Office/Reservation Officer (in the accommodation sector)

Career focus:

- Public Relations within the tourism sector
- Marketing and sales focusing on business traveling and incentive traveling
- Tour planning and budgeting
- Foreign currency
- Travel Insurance and consultancy



DISTANCE LEARNING

Student material:

- A list of textbooks will be provided by the Campus Academic Department.
- All textbooks are excluded from the tuition fees.
- International exams listed are included in the fees (does not include rewrites)

Requirement:

A laptop* and uncapped data for use off-campus required.

* Please refer to [Device Specifications](#), [Stationery Requirements and Book List](#) document for more information as well as additional resources required.



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	Year 1	Year 2	National N Diploma
Modules	<p>TMC411: Tourism Communication N4</p> <p>TRD411: Tourist Destination N4</p> <p>TOP411: Travel Office Procedures N4</p> <p>TSS411: Travel Services N4</p> <p>COP411: Computer Practice N4</p> <p>TMC511: Tourism Communication N5</p> <p>TRD511: Tourist Destination N5 (Volume 1 & 2)</p> <p>TOP511: Travel Office Procedures N5</p> <p>TSS511: Travel Services N5</p>	<p>HTR611: Hotel Reception N6</p> <p>TRD611: Tourist Destination N6 (Volume 1 & 2)</p> <p>TOP611: Travel Office Procedures N6</p> <p>TSS611: Travel Services N6</p>	
	<p>Examination: Department of Higher Education & Training (DHET) is the only examination body responsible to set and administer National Examinations. Only students who have registered and complied with the administration requirement will be allowed to write examination.</p>	<p>Examination: Department of Higher Education & Training (DHET) is the only examination body responsible to set and administer National Examinations. Only students who have registered and complied with the administration requirement will be allowed to write examination.</p>	
National Qualification	<p>National Certificate: N4 Tourism (SAQA ID 66910, NQF Level 5)</p> <p>National Certificate: N5 Tourism (SAQA ID 66978, NQF Level 5)</p> <p>Certificates and Diplomas are issued by the DHET. <i>The release of statements of results and certificates are dependent on the DHET timeline.</i></p>	<p>National Certificate: N6 Tourism (SAQA ID 67013, NQF Level 5)</p> <p>Certificates and Diplomas are issued by the DHET. <i>The release of statements of results and certificates are dependent on the DHET timeline.</i></p>	<p>National N Diploma: Tourism (NQF Level 6). SAQA ID 90674</p> <p>Diplomas are issued by the DHET. After the successful achievement of the N6 National Certificate, it is compulsory for students to complete 18 months In-Service Training</p> <p>Training in order to obtain a National N Diploma. Please refer to the Work Integrated Learning Policy for detail regarding the In Service Training.</p>
International Certifications	<p>On successful completion of the international exams the student will be certified in:</p> <p>MS Word</p> <p>MS Excel</p>	<p>On successful completion of the international exams the student will be certified in:</p> <p>MS PowerPoint</p>	
Entrance Requirements	<p>Grade 12 (Pure Mathematics/Mathematics Literacy/Business Studies, Accounting, Consumer Science, Geography & Tourism); N3 Certificate; Level 4 NCV; Recognition of Prior Learning (RPL)</p>	<p>National Certificate: N5 Tourism (SAQA ID 66978, NQF Level 5)</p>	<p>National Certificate: N6 Tourism (SAQA ID 67013, NQF Level 5)</p>



NATED (Engineering) Faculty Introduction

Our NATED engineering faculty is committed to providing students with the technical knowledge and skills they need for global competitive engineering career advancement. We have designed our qualifications to include requirements for coursework in engineering, science, and mathematics. With the NATED engineering qualification, motivated, qualified undergraduates can enhance their academic experience with a range of intellectual opportunities and challenges.

In addition, the programme requires completion of one of three concentrations (civil, mechanical & electrical) that enable students to tailor the programme to meet career goals. NATED's faculty focuses on engineering applications and design considerations. This is done by promoting experiential learning opportunities, engaging students in research, testing, design, and analysis, and ensuring a comprehensive understanding of engineering principles and disciplines. Our faculty nurture students and inspire them to question, and when they get answers, to question again.



NATED (Engineering) Faculty Vision:

To be a leading choice for passionate minds, offering innovative and high-quality technical & vocational training in Africa.



4IR READY

Engineering Faculty | N4 - N6

 Apply and register online via the CTU Campus Online

 Request a FREE quote and latest programme breakdown from our campus student advisor or course consultant.

Electrical Engineering

Grade 12 (Pure Mathematics/Mathematics Literacy and Physical Science); National Senior Certificate (NSC); Level 4 NCV; Recognition of Prior Learning (RPL); N3 Certificate in Electrical Engineering

Career Opportunities for students who completed
the Electrical Engineering N Diploma: Acoustic
Technician; Telecommunication; Power Electronics;
Control and Instrumentation Technician; Design
Engineer; Electrician

Year 1:

Electrical Engineering N4 - N5

Year 2

Electrical Engineering N6

National N Diploma

Specialisation Track:

Electrical Engineering N4-N6

Electrical Engineering is the application of knowledge, typically in the form of science, mathematics, and empirical evidences to the innovation, design, construction, operation and maintenance of structures, machines and materials. Electrical engineering involves the design, study and manufacturing of various electrical and electronic systems such as electrical circuits, computer systems, telecommunication, instrumentation, controls and electronics.

Career Opportunities

After N Diploma:

- Acoustic Technician
- Telecommunication
- Power Electronics
- Control and Instrumentation Technician
- Design Engineer
- Electrician

Year 1:

Electrical Engineering N4 - N5

Year 2

Electrical Engineering N6

Career focus:

- Design new ways to use electrical power to develop or improve products.
- Perform detailed calculations to develop manufacturing, construction, and installation standards and specifications.
- Direct the manufacturing, installation, and testing of electrical equipment to ensure that products meet specifications and codes.
- Investigate complaints from customers or the public, evaluate problems, and recommend solutions.
- Work with project managers on production efforts to ensure that projects are completed satisfactorily, on time, and within budget.

Student material:

- A list of textbooks will be provided by the Campus Academic Department.
- All textbooks are excluded from the tuition fees.
- International exams listed are included in the fees (does not include rewrites)

Requirement:

A laptop* and uncapped data for use on- and off-campus required.

* Please refer to [Device Specifications, Stationery Requirements and Book List document](#) for more information as well as additional resources required.

Presented at all campuses.



DISTANCE LEARNING



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	Year 1	Year 2	National N Diploma
Modules	<p>EMG411: Engineering Mathematics N4 ENS411: Engineering Science N4 IEE411: Industrial Electronics N4 EET411: Electrotechnics N4 EMG511: Engineering Mathematics N5 POM511: Power Machines N5 IEE511: Industrial Electronics N5 EET511: Electrotechnics N5</p>	<p>EMG611: Engineering Mathematics N6 POM611: Power Machines N6 IEE611: Industrial Electronics N6 EET611: Electrotechnics N6</p>	
	<p>Examination: Department of Higher Education & Training (DHET) is the only examination body responsible to set and administer National Examinations. Only students who have registered and complied with the administration requirement will be allowed to write examination.</p>	<p>Examination: Department of Higher Education & Training (DHET) is the only examination body responsible to set and administer National Examinations. Only students who have registered and complied with the administration requirement will be allowed to write examination.</p>	
National Qualification	<p>National Certificate: N4 Electrical Engineering (SAQA ID 90674 LP 66881, NQF Level 5) National Certificate: N5 Electrical Engineering (SAQA ID 90674 LP 66960, NQF Level 5) Certificates and Diplomas are issued by the DHET. <i>The release of statements of results and certificates are dependent on the DHET timeline.</i></p>	<p>National Certificate: N6 Electrical Engineering (SAQA ID 90674 LP 67005, NQF Level 5) Certificates and Diplomas are issued by the DHET. <i>The release of statements of results and certificates are dependent on the DHET timeline.</i></p>	<p>National N Diploma: Electrical Engineering (NQF Level 6). SAQA ID 90674. Diplomas are issued by the DHET. After the successful achievement of the N6 National Certificate, it is compulsory for students to complete 24 months In-Service Training in order to obtain a National N Diploma. Please refer to the Work Integrated Learning Policy for detail regarding the In Service Training.</p>
International Certifications	<p>On successful completion of the international exams the student will be certified in: MS Word MS Excel</p>	<p>On successful completion of the international exams the student will be certified in: MS PowerPoint</p>	
Entrance Requirements	<p>Grade 12 (Pure Mathematics/Mathematics Literacy and Physical Science); National Senior Certificate (NSC); Level 4 NCV; Recognition of Prior Learning (RPL); N3 Certificate in Electrical Engineering</p>	<p>National Certificate: N5 Electrical Engineering (SAQA ID 90674 LP 66960, NQF Level 5)</p>	<p>National Certificate: N6 Electrical Engineering (SAQA ID 90674 LP 67005, NQF Level 5)</p>





GENERAL INFORMATION

Registration Process
International Students

RPL

Student Loans
Banking Details

A to Z

Certifications and Accreditations



Registration process

(South African citizens only)

First time application & registration

Full Time Studies/ Full Qualifications Part Time

Step 1

- Visit the website and select "Online Application" or [CLICK HERE](#).
- Complete the form.
- The application will be reviewed by the academic department.
- Communication will be sent to the student.
- CTU will send a contract to the student to be signed.
- Payment is required once the contract is signed and sent to the consultant.
- A welcome letter will be issued with important communication to ensure a pleasant study experience.

Step 2

Registration Payments

- **Feb-intake 2024:** R8500 registration fee.
- **Mid-year intake 2023/4:** R8500 registration fee.

* NATED programmes: R7500 registration fee.

Step 3

Please attach (or bring to the campus) a certified copy of your:

- ID • parent/guardian's ID • Grade 11 results or National Senior Certificate

Academic qualifications commence February 2024 & July 2023

If your bank requires proof of registration, please ask your consultant/student advisor for a CTU registration letter (proof of registration) and a quote/Pro-forma invoice to submit with your student loan application.

CTU ONLINE APPLICATION



Prospective part time students please note

- ▲ Delegates must meet the minimum criteria: National Senior Certificate to register for any Skills Programme at CTU Training Solutions. A learning assumption of this qualification is foundational skills in English and Mathematics at NQF level 4. If a delegate does not hold a National Senior Certificate, an assessment will be conducted at CTU Training Solutions by a registered assessor.
- ▲ Delegates will receive the relevant credits and can apply for a full qualification if:
 1. You work in the relevant industry;
 2. and/or compile a Workplace Experience Portfolio of Evidence
- ▲ Academic qualifications delivered part time will require a laptop with data to access study material and electronic PoE. Certain part time short courses might require a device with data. Please confirm with a course consultant.



CTU TRAINING SOLUTIONS IS A CASHLESS ENVIRONMENT.

CTU accepts the following payment methods for your convenience:

- Debit Orders (for term payments)
- Credit Card
- Student Loans
- PayJustNow
- EFT Payments
- Zapper
- Ozow

RPL - Recognition of Prior Learning

What is RPL?

Recognition of Prior Learning (RPL) is a process of identifying your knowledge and skills against a qualification or part thereof. The process involves the identification, mediation, assessment and acknowledgement of knowledge and skills obtained through informal, non-formal and/or formal learning.

Recognition of Prior Learning provides an opportunity for you to identify your learning, have it assessed and formally acknowledged. At CTU, RPL can only be done against qualifications offered by CTU.

Gaining access

If you have considerable work experience but you don't meet the entry requirements of your chosen course, you may want to apply for entry into a qualification. This is referred to as "access". The RPL application is evaluated against the entry requirements of the qualification. If access is granted, the qualification on the lower level is not awarded.

Advanced standing or credits

As an individual, you might have gained knowledge in specific areas. When compared to outcomes against a CTU qualification, your knowledge might cover some subjects. You may apply for recognition of these subjects and this is called "advanced standing" or "credits".

Once the assessment is done, recognition might be given for specific subjects, but not for the entire qualification. You will be required to complete the outstanding subjects before the qualification is awarded.

Apply for a RPL by completing your profile on our Campus Online and by submitting all required documentation. Refer to page 108 for the registration process.

Banking Details

Bank: ABSA

Account Name: CTU Training Solutions

Branch Code: 632 005

Account Number: 914 540 0025

Type: Savings

Reference

Full time: Campus, surname, ID number
(paying registration/deposit)

Campus, surname, student number or account
reference
(paying instalments)

Part time: Campus, surname, ID number or account
reference

International students

Eligibility

- Studying in South Africa places a few restrictions upon those obtaining a South African student visa and The Department of Home Affairs generally welcomes foreign students who choose to obtain further studies by migrating to South Africa.
- However, one key point to observe is that much like the South African work permit visa applications, student visas require that a foreign national immigrating to South Africa in order to study must not prevent a South African citizen or permanent resident from studying by displacing them.
- Candidates must also be able to demonstrate that they have sufficient funds to support themselves throughout their period of study in South Africa, including tuition fees and medical insurance.

Process

- Apply to study at CTU by completing the application form on the Campus Online.
- Submit all the required documents as listed below.
- A student can register only once the application is approved and an acceptance letter is provided by the Registrar.
- CTU is required by law to inform the immigration office/embassy/home affairs should the student no longer study at the registered campus.

In South Africa, visa applications for students must include:

- A letter from the educational institution which will act as Confirmation of Acceptance and which details accommodation arrangements for the candidate.
- Evidence of the applicant's ability to wholly support themselves financially.
- A valid return ticket.

➤ Medical insurance and a statement from the applicant's doctor.

➤ A valid passport with a minimum of thirty days upon completion of study.

➤ For applicants over 18 years of age, police clearance is required for all previous countries in which they have resided for a year or more.

➤ For minors, a letter of consent from the parents will also be necessary.

In addition, a range of documentation including the applicant's birth certificate and photographs will be required.

South African study visas are granted for a one-year period and can be extended as necessary in order to complete the relevant course. Much like working permits, permits to study are valid only for the original course for which they were obtained. Any change of institution or course will require a new permit.

Need assistance?

Visit www.relocation-online.com

<http://mb.usaf.ac.za/>

<http://mbit-application.hesa.org.za/assessment/online-assessment/>

USAf

USAf is made up of four projects namely: Matriculation Board, Equivalence Setting, National Information Service for Higher Education (Nishe) and National Benchmark Tests (NBT). The Matriculation Board advises on minimum university admission.

PO Box 3854, Pretoria, 0001

Tel: +27 87 138 3001 / 2 or +27 10 591 4401 / 2

E-mail: Applications@USAf.ac.za



Financial assistance

Enable your studies through flexible finance options

Do you want to invest in your future self but do not have the available funding upfront? CTU Training Solutions has you covered... Study finance makes education more affordable by spreading the costs over a longer term.



To help more students become their future selves sooner, CTU has partnered with Student Hero to help all our applicants learn about, apply and qualify for study finance from a single platform and at zero cost.

Important to know

- The Sponsor and student must be South African citizens with a valid ID number/document
- Sponsor must be permanently employed for at least 3 months
- Student loans can only be paid out once the student has passed their most recent year of study. i.e. they need to have passed matric to get the loan paid out for their first year, etc. Loans can however be pre-approved in the interim.

How to apply

We understand that applying for a student loan can be intimidating. CTU and Student Hero will gladly assist in facilitating your application.

Important: You need to be a registered CTU student or a prospective student that has received a provisional letter of acceptance to apply for a student loan.



**CLICK TO
APPLY ONLINE:**

<https://ctutraining.ac.za/funding/>



Income criteria

- Full time student;
- A part time student earning an income of less than R5 000 a month; or
- A minor (under the age of 18 years)
- You will need to have someone to sign as surety who is acceptable to us. This person will need to earn a minimum income of R5 000 a month. (Part time students who earn R5000 or more do not require a surety)

You will have to submit the following:

Three months' bank statements (Non-Standard Bank/ABSA customers)		X	X
Latest payslip		X	X
Identity document	X	X	X
Proof of cost (CTU will provide tuition fee information. Include a quotation for your accommodation if you want it included in your loan application)	X	X	X
Proof of residence (e.g. utility bill, not older than 3 months)	X	X	X
Proof of acceptance from the tertiary institute	X	X	
Latest academic results	X	X	

Full Time Students	Part Time Students (income more than R5000)	Surety
	X	X
	X	X
X	X	X
X	X	X
X	X	X
X	X	
X	X	

A to Z

Student Support Policies and Student Code of Conduct are Available on Colcampus

Accreditation

A process of validation.

It is a process in which evidence of performance is gathered and evaluated against agreed criteria in order to make a judgement as to whether the learning required for the achievement of specific outcomes is taking place. During assessment, an assessor collects evidence to identify the level of knowledge/skills acquired so that he or she can make decisions related to the student and/or the module/learning programme, depending on the purpose of the assessment. All students will be assessed formatively and summatively.

CTU will:

- Provide information in a variety of locations about our services and how to access them.
- Monitor our provision to ensure that services are responsive to student need and delivered in a timely manner.
- Evaluate our services using subjective and objective measures as appropriate.
- Ensure reception staff will deal with you courteously and make every effort to direct you to the appropriate service.
- Ensure that trained professional staff will deal with your enquiries in an unbiased and confidential manner. Compliment or complaint: customerservice@ctutraining.co.za.
- Respect your privacy and confidentiality at every stage of your contact with us.
- Provide an effective complaints procedure in all services.
- Provide student support that is sustainable and cost-effective.

- Use technology to enhance administrative and educational experiences.
- Provide accurate, timely and up-to-date information to students.
- Aim to provide services to students with disabilities.
- Instil a culture of delivery of quality student support services to be established through adequate and appropriately qualified staff.
- Ensure that learning design actively engages students in the construction of knowledge relevant to their contexts and career and educational goals.

Commitment of support

Counselling support

CTU understands that certain students deal with various physical or emotional problems and we therefore advise students to get professional counselling to guide and support them. Please obtain the counselling support detail from your academic principal/ColCampus/notice boards.

Credit Accumulation

"Credit accumulation" means the totalling of relevant credits required to complete a qualification or a part-qualification. Credit accumulation is the process where students are able to register learning outcomes achieved in one programme at one date and have them counted towards the full programme at a later date. This can take place within sub-systems, for example subject, programme, department, faculty, institution, awarding body, educational sector, occupational sector and/or country.

Credit Transfer*

Credit transfer" means the vertical, horizontal or diagonal relocation of credits towards a qualification or part-qualification on the same or different level, usually between different programmes, departments or institutions. Credit transfer is the process where students are able to register learning outcomes achieved in one programme at one date and have them counted towards another programme at a later date. This transfer can operate between programmes, but more importantly between organisations or sectors.

Formative Assessment

Refers to assessment that takes place during the process of learning and teaching.

HET

Higher Education & Training

International Exams

The pass mark for an international preliminary exam is 80%. If a student fails this exam, he/she will not be allowed to write the international exam. The preliminary exam is there to prepare and evaluate the students in preparation for their international exams. Students will be given two attempts at the preliminary exam. After the second failed attempt the campus manager will contact the parents to discuss the academic progress of the student in question.

The pass mark for an international exam depends on the nature and number of the exam, as well as the specific exam provider (e.g. Microsoft, CompTIA, Cisco, Adobe, CIW, Autodesk, etc.).

Should the students fail any one of their international exams and wish to rewrite the international exam, he or she will have to do so in their own time and at their own cost.

A to Z

Student Support Policies and Student Code of Conduct are Available on Colcampus

International Exams

International exams are scheduled in a specific order (per programme), therefore, a student will not be allowed to continue to the next international exam if he/she did not pass a previous exam as per programme schedule. A student will not be allowed to rewrite an exam which he or she has passed in an attempt to gain a higher mark.

Internship

Practical training while still studying towards - or after obtaining an academic qualification.

Studentship

A work-based route to a qualification. It is a workplace education and training programme comprising of structured practical workplace experience and structured theoretical training.

Learning areas

Subjects/modules.

Lecturer-led/ face-to-face teaching

Studies done in a classroom environment.

National Qualification Requirements

Qualifications are awarded to a student, in his/her specific course based on the following conditions:
All fees owed to CTU Training Solutions must have been paid, as per enrolment contract.
Student must be found competent on all formative & summative assessments and projects.
Workplace Portfolios of Evidence should be completed with required evidence in conjunction with the course-specific qualification requirements.

NQF

The National Qualifications Framework. The objectives of the NQF are designed to contribute to the full personal development of each student and the social and economic development of the nation at large. (<http://www.nqf.org.za/>)

PoE

Portfolio of Evidence. A PoE is the combined and total proof of applied competence a candidate presents to demonstrate competence.

Private College

Private colleges operate under the prescriptions of Chapter 6 of the Continuing Education and Training Act 16 of 2006. The main purpose of these colleges is to train young school leavers, providing them with the skills, knowledge and attitudes necessary for employment in the labour market.

QAP

Quality Assurance Partner.

Qualification

What you get after the completion of your studies.

Reassessment

Rewrite exam.

Resource Centres

All the CHE campuses also have a resource centre for students available on campus. The resource centre provides the following services to students:

- Information service (research and provision of information)
- Electronic databases (password protected)
- Access to O'Reilly Online Library
- Online Readings (collection of articles on subject-related topics)
- Free Internet access
- Additional services such as:
 - Printing
 - Photocopying

RPL

Recognition of Prior Learning. Credit for studies which have already been acquired. Read more in the "Recognition of Prior Learning" section of the prospectus.

SAQA

South African Qualifications Authority

SDP

Skills Development Programme.

SETA

Sector Education and Training Authority.

Summative assessment

The final exam for a certain subject.

Work Integrated learning (WIL)

After the successful achievement of the N6 National Certificate, it is compulsory for students to complete 18 months in-service training in order to obtain a National N Diploma. Students will be required to complete a Workplace Log Book signed off by the appointed workplace mentors. It is the responsibility of the student to identify suitable work placement.

Certifications, Accreditations & Registrations

DHET

CTU Training Solutions is registered with the Department of Higher Education and Training as a Private College in terms of Section 31(6)(a) of the Continuing Education and Training Act, 2006 (Act No 16 of 2006) and Regulation 12(4)(b) of the Regulations of Registration of Private Further Education and Training Colleges, 2007. Registration: 2018/FE07/004.

CTU Training Solutions (PTY) Ltd (selected registered campuses) is provisionally registered as a private higher education institution in terms of section 54(3) of the Higher Education Act, 1997 (Act No 101 of 1997), and Regulation 14(4)(b) of the Regulations for the Registration of Private Higher Education Institutions, 2016. (No 2014/HE07/004). (Registered campuses: Bloemfontein, Boksburg, Polokwane, Potchefstroom Pretoria, Stellenbosch.)

QCTO

The QCTO is one of the three Quality Councils provided for in the National Qualifications Framework Act (NQF Act No 67 of 2008). The QCTO was established under the Skills Development Act as amended in 2008 and became operational on the 1st April 2010 following the publication of Government Gazette No 33059, 1st April 2010.

Umalusi

Umalusi Council sets and monitors standards for general and further education and training in South Africa in accordance with the National Qualifications Framework Act No 67 of 2008 [as amended] and the General and Further Education and Training Quality Assurance Act No 58 of 2001 [as amended].

QAP

MICT SETA

All of the CTU campuses have full accreditation with the MICT SETA. The MICT SETA is a training accreditation body committed to skills development in the ICT (Information and Communications Technology) sector. ACC/2006/07/186.

CETA SETA

The Construction Education and Training Authority (CETA) primary objective is to influence the course of training and skills development in construction by ensuring that all training reflects the needs and requirements of the sector. Accreditation number: 5P5994.

Services SETA

The Services Sector Education and Training Authority (SSETA) is responsible for skills development in the services sector. Approval number: 3805.

ETDP SETA

The SETA is mandated to promote and facilitate the delivery of education, training and development in order to enhance the skills profile of the Education, Training and Development (ETD) sector and contribute to the creation of employment opportunities especially for those previously disadvantaged.

Professional Bodies

SABPP

SA Board for People Practices is the HR professional and statutory quality assurance body for HR learning provision.

SACE

SACE is the professional council for educators, that aims to enhance the status of the teaching profession through appropriate Registration, management of Professional Development and inculcation of a Code of Ethics for all educators.

DEFSA

Description: CTU Training Solutions is a professional member affiliated with the Design Education Forum of Southern Africa (DEFSA). The non-profit organisation provides a platform for academics in the design education sector to engage in research, best practice, and networking through various mechanisms including a biennial conference, workshops, and an interactive website that hosts peer-reviewed and published research papers. (Membership No: INS 210019).

Certifications, Accreditations & Registrations

Testing Centres

Pearson

VUE has the approval of the Sylvan corporation to deliver International Computer Based Certification Testing on behalf of Sylvan clients. CTU Training Solutions is an authorised VUE Testing Centre.

Prometric

CTU is a Platinum Provider. Prometric is the recognised global leader in technology-enabled testing and assessment services.

Certiport

Certiport is a pioneer in providing complete career-oriented certification solutions to academic institutions and IT professionals.

Kryterion

Kryterion is a full service provider of customisable assessment and certification products and services. They work with organisations to build and deliver everything from skills tests and simple online assessments to a comprehensive high-stakes worldwide certification program.

Vendor Partners & Providers

Microsoft

Microsoft certifications and the learning resources that you'll use to prepare for exams are dynamic, and built around the common (and not so common) challenges that you encounter daily. The exams are tested with working IT professionals to ensure that they are relevant, accurate and reflect the skills and capabilities you need to be more productive on the job.

Cisco NetAcad

Cisco Systems is the world's leading networking hardware manufacturer and they are responsible for many of the networking technologies we see today. Currently their hardware is run in 70% of the world's networks.

CompTIA

CompTIA is the voice of the world's Information Technology (IT) industry. As a non-profit trade association advancing the global interests of IT professionals and companies, they focus their programs on four main areas: education, certification, advocacy and philanthropy.

SAID

The South African Institute of Draughting (SAID) is an independent, professional body established in 1953. The institute's objective is to improve the academic and technical qualifications of draught persons in all disciplines of technical drawing and design.

Autodesk

Autodesk certifications are a reliable validation of your skills and knowledge and can lead to accelerated professional development, improved productivity and enhanced credibility in your field.

CBP™

Certified Business Professional: CBPTM will elevate the basic business standard among business professionals ensuring that every person in a company is operating at the same level, regardless of their job role.

Adobe

Adobe certification is an industry standard of excellence and it is the absolute best way to communicate your proficiency in leading products from Adobe.

AWS

Training partners play an invaluable role in the Amazon Partner Network (APN). AWS works side-by-side with selected training organisations around the globe to ensure that customers can access training courses in their preferred language and location. Our APN Training Partners have met the robust requirements of AWS course delivery, and are the only organisations endorsed by AWS to deliver our classroom-based training.

Get In Touch

Have an enquiry, compliment or complaint?

We would love to help!

Contact Us

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Customer Feedback

customerservice@ctutraining.co.za



Teaching & Learning Helpline

For assistance with CampusOnline or student accounts, you can contact us at:

083 626 2720



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