



# PROSPECTUS



# SA AAC

educate  
empower  
employ

[www.saaac.co.za](http://www.saaac.co.za)



## OUR VISION

- To develop our educational facilities into places of constructive learning, making them recognizable through branding and quality product offering.
- Ensuring we equip our Learners with the necessary tools, to give them the competitive edge when entering the job market
- Through our *affordable pricing structures* ensure that historically disadvantaged students, are offered the opportunity to take part in the wider context of the national transformation agenda, by furthering their education
- To establish ourselves as the employer of choice
- To establish ourselves as the educator of choice



## OUR MISSION

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- Provide quality education to our target market
- Provide a variety of faculties with a broad choice, making us the first choice to learners
- Affordable products of a high quality
- Enhance the levels of study to ensure the learner stays with us
- Stay ahead with modern technology
- Entice learners to buy into the brand thus enhancing the bottom line feeling part of the company
- Become aware of our opposition and continuously refine our approach by
  - Measuring our performance against key indicators
  - Analyzing the feedback from our clients and other interested parties.
  - Responding promptly to internal and external influences that may affect our business.
- Our service standards should be designed to exceed expectations through our investment in:
  - *Staff* – who put customers first and delight them with our responsiveness.
  - *Systems* – that are easy to use, designed for and with our customers.
  - *Innovation* – exploring ways to develop and improve our products and service levels.
  - *Variety* – offer a wide range of products, both local and internationally acceptable.
- To be committed to providing expert advice, guidance and support to all our clients.
- To become recognizable to our clients

## OUR MISSION

- Project professionalism to our clients in everything we do.
- Become a profit centre
- Become the benchmark education provider in South Africa
- Be driven by strong leadership who rewards excellence.
- Promote life-long learning



## CEO FORWARD

SA Academy of Applied Competence (Pty) Ltd (SAAAC) would like to welcome you into our Academy.

We were established to provide quality education to all South Africans. We are different to other colleges in that we are a Skills Academy and not an FET College. What you see is what you get.

The **Skills Development Act**, 1998 as amended in 2008, requires that a private skills development provider must be accredited by the Quality Council for Trades and Occupations (QCTO) and must obtain accreditation from the QCTO for all qualifications or part-qualifications registered on the Occupational Qualifications Framework (OQF). **The QCTO may delegate accreditation functions to SETA or any other suitable body.** The Minister may make Regulations regarding the accreditation of occupational SD Providers (s.26J(c)) but the Minister has no power to regulate the registration of private SD Providers since the **SDA does**



SAAAC is accredited with the Department of Higher Education and Training as an authorized examination centre  
**No: 0899992811** and is accredited with the **QCTO** (Quality Council for Trades and Occupations) **Accreditation No: QCTO/NATED/14/0096**

Other Accreditations include:  
**FASSET: No: A585000158; ICB: QAP/585/003; CTH No: 1043; SACAI – A-1005-14; ABMA – SASAAAC 2463**

After years of experience in the industry, we noticed that Providers advertise one thing and deliver on another. We have no hidden costs or agendas. We want to offer quality education, but at the same time we want to give back to our students.

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## CEO FORWARD

After inspection, we decided to open an Academy which will educate our learners to become employable in the world of work. We encourage our learners to get workplace experience by engaging with employers in the community.

Some courses come with an option of a FREE TABLET that becomes the property of the student and academic material is loaded onto it. Another option is receiving books, which at this stage is a pre-requisite of the ICB.

Learners will also have the option to register for a course that includes books, academic material, registrations as well as assessment and exam fees (no hidden costs), or register for the course only and then be liable to pay for the other costs themselves. If the latter option is taken, then the learner only receives tutorage and then is liable for all the other costs.

We are proud to be affiliated with The Department of Higher Education and Training as a registered examination centre; QCTO – all Nated courses; SACAI; ICB; ITHSA; CTH; ABMA, FASSET and Test Out.

SAAAC will provide Certificates of Completion to each learner, once they have completed each segment of their course. Once the course is completed they will receive their qualifications from the Accreditation or Quality Assurance Body. Certain subjects will receive certificates from ICB as well.

Welcome to SAAAC! We offer a wide range of courses ranging from; Civil Engineering; Electrical Engineering; Mechanical Engineering; Tourism; Travel & Hospitality; Computer Engineering; Information Technology; Computer & Information Systems; Business Management; Marketing; Human Resources Management; Journalism & Media Studies; HIV/AIDS Management; Health & Social Care; Transport & Logistics; Bookkeeping; Financial Accounting; Public Sector Accounting; Office Administration and Management; Financial Management; Public Management; Public Relations; Early Childhood Development (Educare); Legal Secretary.

We know you will enjoy your time with us.



## CIVIL ENGINEERING

**National N Diploma: Civil Engineering N4; N5; N6**  
**QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12 with preference to having Mathematics and Science

**Course Duration:** (12 Months Theory and 18 Months practical work experience related to the field of study in the working environment)

**Career Opportunities:** Architectural Technician; Quantity Surveyor; Drainage Inspector

### Subjects:

**First Year/First Trimester:** Building Administration N4; Building Structural Survey; Building Structural Construction; Quantity Surveying

**First Year/Second Trimester:** Building Administration N5; Building & Structural Surveying N5; Building and Structural Construction N5; Quantity Surveying

**First Year/Third Trimester:** Building Administration N5; Building & Structural Surveying N5; Building and Structural Construction N5; Quantity Surveying

## ELECTRICAL ENGINEERING

**National N Diploma: Electrical Engineering N4; N5; N6**  
**QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12 with preference to having Mathematics and Science

**Course Duration:** (12 Months Theory and 18 Months practical work experience related to the field of study in the working environment)

**Career Opportunities:** Computer Technician; Electronic Technician; Electrician

### Subjects:

**First Year/First Trimester:** Mathematics N4; Engineering Science N4; Industrial Electronics N4; Electrotechnics N4

**First Year/Second Trimester:** Mathematics N5; Power Machines N5; Industrial Electronics N5; Electrotechnics N5

**First Year/Third Trimester:** Mathematics N6; Power Machines N6; Electrotechnics N6; Industrial Electronics N6



**MECHANICAL ENGINEERING**

**National N Diploma: Mechanical Engineering N4; N5; N6**  
**QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12 with preference to having Mathematics and Science

**Course Duration:** (12 Months Theory and 18 Months practical work experience related to the field of study in the working environment)

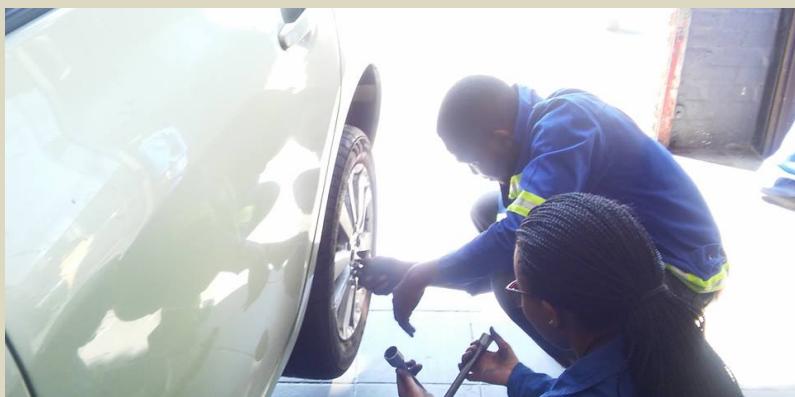
**Career Opportunities:** Mill Wright; Fitter and Turner; Technical related career opportunities; Mechanical Technician; Power Station Worker; Mechanical Draughtsman; Welder; Tool Making

**Subjects:**

**First Year/First Trimester:** Mathematics N4; Engineering Science N4; Mechanical Draughting N4; Mechanotechnics N4

**First Year/Second Trimester:** Mathematics N5; Power Machines N5; Industrial Electronics N5; Mechanotechnics N5

**First Year/Third Trimester:** Mathematics N6; Power Machines N6; Mechanotechnics N6; Mechanical Draughting & Technics N6



## ACCOUNTING CERTIFICATION PROGRAMME (ACP)

### Certified Junior Bookkeeper

**National Certificate:**  
Bookkeeping – NQF Level 3 –  
SAQA ID: 58375

**Entry Requirements:** Grade 10 or equivalent

**Course Duration:** 12 Months

**What you will be able to do:**  
Accounts Clerk; Debtors Clerk;  
Creditors Clerk; Payroll Clerk.

**Subjects/Learning Areas:**  
Business Literacy;  
Computerized Bookkeeping;  
Payroll & Monthly SARS Returns;  
Bookkeeping to Trial Balance



### Certified Senior Bookkeeper

**Further Education and Training Certificate:** Bookkeeping – NQF Level 3 – SAQA ID: 58376

**Entry Requirements:** Grade 11 or equivalent or National Certificate: Bookkeeping NQF Level 3

**Course Duration:** 18 Months

**What you will be able to do:**  
Junior Accountant; Assistant Accountant

**Subjects/Learning Areas:** Cost & Management Accounting;  
Financial Statements

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# FACULTY OF BOOKKEEPING & FINANCIAL ACCOUNTING

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## ACCOUNTING CERTIFICATION PROGRAMME (ACP)

### Certified Technical Financial Accountant

**National Diploma: Technical Financial Accounting – NQF 5 – SAQA ID: 36213**

**Entry Requirements:** Grade 12 or equivalent or FETC: Bookkeeping NQF Level 4

**Course Duration:** 24 Months

**What you will be able to do:**  
Accounting Technician;  
Certified Tax Technician

**Subjects/Learning Areas:**  
Business Law & Accounting  
Control: Income Tax Returns



### Certified Financial Accountant

**National Diploma: Financial Accounting – NQF 6 – SAQA ID: 20366**

**Entry Requirements:** Completion of previous eight learning areas or NQF 5 Financial Accounting

**Course Duration:** 36 Months

**What you will be able to do:** Financial Accountant

**Subjects/Learning Areas:** Corporate Strategy; Management Accounting & Control Systems; Financial Reporting & Regulatory Frameworks; Accounting Theory and Practice (dissertation)



## PUBLIC SECTOR ACCOUNTING CERTIFICATION PROGRAMME (ACP)

### Certified Public Accounts Administrator

**National Certificate: Public Sector Accounting – NQF Level 4 – SAQA ID: 20352**

**Entry Requirements:** Grade 11 or equivalent

**Course Duration:** 12 Months

**What you will be able to do:**  
Administer Public Accounts;

**Subjects/Learning Areas:**  
Business Literacy; computerized Bookkeeping; Public Accounting Administration; Bookkeeping to Trial Balance

### Certified Technical Public Accountant

**Diploma: Public Sector Accounting – NQF 5 – SAQA ID: 20353**

**Entry Requirements:** National Certificate: Public Sector Accounting

**Course Duration:** 24 Months

**What you will be able to do:**  
Accounting Technician in the Public Sector

**Subjects/Learning Areas:**  
Business Law & Accounting Control; Technical Public Accounting; Cost & Management Accounting; Financial Statements



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## FINANCIAL MANAGEMENT FOR ENTREPRENEURS

**National N Diploma: Financial Management N4; N5; N6**  
**QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12

**Course Duration:** 3 Years (18 Months Theory and 18 Months practical work experience)

**What is the programme about?** Once you complete this programme you will be able to apply accounting and numeracy skills to enter an accounting occupation directly and be able to deal with all procedures such as to understand accounting and management principles to have the acquired knowledge and skills of accounting systems generally used by business enterprises. Also to have the knowledge and skills of all the administrative accounting tasks.

**Career Opportunities:** Financial Assistant; Cost Account Assistant; Entrepreneur; Clerk; Financial Services; Banking

**Subjects:**

**First Year/First Semester:** Financial Accounting N4; Management Communication N4; Computerized Financial Systems N4; Entrepreneurship & Business Management N4.

**First Year/Second Semester:** Financial Accounting N5; Cost & Management Accounting N5; Computerized Financial Systems N5; Entrepreneurship & Business Management N5.

**Second Year/First Semester:** Financial Accounting N6; Cost & Management Accounting N6; Computerized Financial Systems N6; Income Tax N6

**ICB Certified Small Business Financial Manager**  
**National Certificate: Small Business Financial Manager – NQF Level 4 – SAQA ID: 48736**

**Entry Requirements:** Grade 11 or equivalent

**Course Duration:** 12 Months

**What you will be able to do:** Assistant Financial Manager

**Subjects/Learning Areas:**

Business Literacy; Computerized Bookkeeping; Essential Business Finance



## OFFICE MANAGEMENT CERTIFICATION PROGRAMME

**National N Diploma: Business Management N4; N5 & N6**  
**QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12

**Course Duration:** 3 Years (18 Months Theory and 18 Months practical work experience)

**What is the programme about?** Once you complete this programme you will understand the principles on which the South African Economy is founded and have the skills to be an entrepreneur. This includes insight into the management environment in which the business functions to provide the characteristics and skills which are needed to start and successfully manage your own business, and also to have insight into the challenging world of entrepreneurship and the social responsibilities of entrepreneurs. You would also need to be familiar with the economic and business environment in which entrepreneurs function and to be able to prepare a successful business plan.

**Career Opportunities:** Entrepreneur; Sales; Bookkeeping; Administration; Manager

**Subjects:**

**First Year/First Semester:** Financial Accounting N4; Management Communication N4; Computer Practice N4; Entrepreneurship & Business Management N4.

**First Year/Second Semester:** Financial Accounting N5; Sales Management N5; Computer Practice N5; Entrepreneurship & Business Management N5.

**Second Year/First Semester:** Financial Accounting N6; Sales Management N6; Computer Practice N6; Entrepreneurship & Business Management N6

**Certified Junior Office Administrator**  
**Certificate: Office Administrator – NQF level 5 – SAQA ID: 23618**

**Entry Requirements:** Grade 12 or equivalent – no prior accounting knowledge needed

**Course Duration:** 18 Months

**What you will be able to do:**  
Receptionist; Office Assistant; Office Administrator; Public Relations Officer; Marketing Administrator

**Subjects/Learning Areas:**  
Office Communication;  
Business & Office Administration 1;  
Bookkeeping; Marketing Management & Public Relations; Business Law & Administrative Practice; Cost & Management Accounting



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C**OFFICE MANAGEMENT CERTIFICATION PROGRAMME**

**Certified Office Manager – two full qualifications**  
**Higher Certificate: Office Administration – NQF level 5 – SAQA ID: 23619 & Diploma Office Administration – NQF 6 – SAQA ID: 35958**

**Entry Requirements:** Certificate: Office Administration – NQF 5

**Course Duration:** 36 Months

**What you will be able to do:**  
 Secretary; General Office Manager; Human Resource Administrator; Senior Office Manager; Public Relations Officer

**Subjects/Learning Areas:**  
 Economics; Human Resources Management & Labour Relations; Business & Office Administration 2; Business & Office Administration 3; Financial Accounting; Management

**National N Diploma: Human Resource Management N4; N5 & N6 QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12

**Course Duration:** 3 Years (18 Months Theory and 18 Months practical work experience)

**What is the programme about?** Once you complete this programme you be able to apply knowledge, skills and relevant communication skills for application in writing and verbal communication in practice of personnel management. Such skills include motivation, group dynamics, leadership skills and information systems as applicable in the management of human resources and in the presentation of information in activities relevant to human resource management.

**Career Opportunities:** Human Resource Assistant; Administrative Assistant; Entrepreneur; Human Resource Manager

**Subjects:**

**First Year/First Semester:** Personnel Management N4; Management Communication N4; Computer Practice N4; Entrepreneurship & Business Management N4.

**First Year/Second Semester:** Personnel Management N5; Personnel Training N5; Computer Practice N5; Labour Relations N5.

**Second Year/First Semester:** Personnel Management N6; Personnel Training N6; Computer Practice N6; Labour Relations N6



## OFFICE MANAGEMENT CERTIFICATION PROGRAMME

**National N Diploma: Marketing Management N4; N5 & N6**  
**QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12

**Course Duration:** 3 Years (18 Months Theory and 18 Months practical work experience)

**What is the programme about?** Once you complete this programme you be able to operate in marketing activities in the marketing field, such as conducting research, identifying markets, creating promotional materials and presenting marketing proposals.

**Career Opportunities:** Marketing; Sales; Market Research; Advertising; Branding; Distribution; Entrepreneur

**Subjects:**

**First Year/First Semester:** Marketing Management N4; Management Communication N4; Computer Practice N4; Entrepreneurship & Business Management N4.

**First Year/Second Semester:** Marketing Management N5; Sales Management N5; Computer Practice N5; Entrepreneurship & Business Management N5.

**Second Year/First Semester:** Marketing Management N6; Marketing Communication N6; Marketing Research N6; Sales Management N6

**Diploma: Business Management – International Qualification - ABMA**

**Entry Requirements:** Grade 12 or Certificate Business Management

**Course Duration:** 24 Months

**What you will be able to do:**

Business Manager, Business Analyst, Business Account Manager, Project Manager, Business Partner, Administration Manager, Office Manager, Managing Director, Finance Manager

**Subjects/Learning Areas:** Essentials of Management; Understanding Financial Planning; Managing Operations; Managing Quality; Culture & Ethics in a Business Environment



**OFFICE MANAGEMENT CERTIFICATION PROGRAMME****Diploma: Human Resources Management – International Qualification**

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**Entry Requirements:** Grade 12 or Certificate in Human Resources Management

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**Course Duration:** 24 Months

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**What you will be able to do:** Human Resource Manager, Training Manager, Employee Relations Officer, Operations Manager, Learning Manager, Human Resource Officer, Human Resource Assistant

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**Subjects/Learning Areas:** Principles of Human Resources Management; Implementation of a Human Resources Plan; Recruitment & Selection; Delivery of Performance & Reward Services; Releasing People from the Organization

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## OFFICE MANAGEMENT CERTIFICATION PROGRAMME

**National N Diploma: Public Management N4; N5 & N6**  
**QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12

**Course Duration:** 3 Years (18 Months Theory and 18 Months practical work experience)

**What is the programme about?** Once you complete this programme you be able to become an efficient incumbent of posts officials in the state, provincial and local departments of the public sector. You will have a comprehensive representation of the South African Government system and the government processes involved in running the state.

**Career Opportunities:** Officials/posts in all state, provincial and local governments of the public sector.

**Subjects:**

**First Year/First Semester:** Public Administration N4; EBM N4; Computer Practice N4; Management Communication N4

**First Year/Second Semester:** Public Administration N5; Public Finance N5; Municipal Administration N5; EBM N5

**Second Year/First Semester:** Public Administration N6; Public Law N6; Municipal Administration N6; Computer Practice N5

**National N Diploma: Public Relations N4; N5 & N6**  
**QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12

**Course Duration:** 3 Years (18 Months Theory and 18 Months practical work experience)

**What is the programme about?** Once you complete this programme you be able to apply knowledge, skills and relevant communication skills for becoming the Public Relations Officer of a firm.

**Career Opportunities:** Public Relations Officer; Communications Officer

**Subjects:**

**First Year/First Semester:** Communication N4; Computer Practice N4; Information Processing N4; Office Practice N4

**First Year/Second Semester:** Communication N5; Computer Practice N5; Information Processing N5; Public Relations N5

**Second Year/First Semester:** Communication N6; Computer Practice N6; Information Processing N6; Public Relations N6

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## Certificate: Information Technology - International

**You will do the following:**

**PC Pro (A+) - International – TestOut (6 months)**

**Certificate: Network Pro (N+) - International – TestOut (6 months)**

**Certificate: Network Pro (S+) - International – Test Out (6 months)**

**Entry Requirements:** At least 17 years of age

**Course Duration:** 18 Months

**What you will be able to do:** Computer Technician (Hardware), IT Hardware Specialist; Network Technician, IT Networking Specialist;

**Subjects/Learning Areas:** Computing Overview; PC Technician; System Components; Peripheral Devices; Storage; Networking; Printing; Mobile Devices; Windows System Management; System Implementation; File Management; Security; Troubleshooting; Capstone Exercises; : Introduction; Cables and Connectors; Networking Devices; Ethernet; Network Implementation; Wireless Networking; Wide Area Networks (WANs); Network Security; Network Management; Troubleshooting; Introduction; Access Control and Identity Management; Cryptography; Policies, Procedures, and Awareness; Physical Security; Perimeter Defenses; Network Defenses; Host Defenses; Application Defenses; Application Defenses; Data Defenses; Assessments and Audits

## Diploma: Computer Engineering – International Qualification

**Entry Requirements:** Grade 12 or Certificate in Computer Engineering

**Course Duration:** 24 Months

**What you will be able to do:** Network Technician; IT Networking Specialist

**Subjects/Learning Areas:**

Computer Systems; Computer Security; Management of Projects; Networking Technology; Personal Computer Software Support



## Diploma: Computing & Information Systems – International Qualification

**Entry Requirements:** Grade 12 or Certificate in Computing & Information Systems

**Course Duration:** 24 Months

**What you will be able to do:** Software Designer, Software Developer, Computer Programmer, and Communications Manager, Senior Systems Analyst, IT Manager, E-Commerce Manager, Technical Support

**Subjects/Learning Areas:** Information Systems; Computer Programming; Information Systems Analysis & Design; Information Presentation & Analysis; Web Technologies



**Diploma: Journalism & Media Studies – International Qualification**

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 24 Months

**What you will be able to do:** Communication Manager, Content Producer/Manager, Media Production Executive, Journalist, PR Writer, Editorial Assistant, Press Advisor, Media Liaison Officer

**Subjects/Learning Areas:** Constructing a Story in Journalism; Interviewing & Research in Journalism; Broadcasting; Internet Broadcasting; Public Relations for Journalists



## Diploma: Community Development – International Qualification

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 24 Months

**What you will be able to do:**  
Government Advisor, Health Support Worker, Development Advisor, Community Relations Manager, Project Team Leader, Programme Officer, Community Development Worker

**Subjects/Learning Areas:**  
Community Development Values; Community Health & Disease Management; Understanding Poverty in Communities; Supporting the Vulnerable Communities; Sociology & the Community



## Diploma: HIV/AIDS Management – International Qualification

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 24 Months

**What you will be able to do:**  
Government Aide, HIV Counsellor, Occupational Health and Safety Coordinator, Senior HIV/AIDS Prevention Advisor, Public Health Advisor, HIV/AIDS Awareness Trainer.

**Subjects/Learning Areas:** HIV/AIDS Management 1; Community Development; Health & Nutrition Education; Population, Poverty & Human Development; Synopsis



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# FACULTY OF TRAVEL & TOURISM

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**National N Diploma: Tourism  
N4; N5 & N6  
QCTO/Department of Higher  
Education and Training**

**Entry Requirements:** Grade 12

**Course Duration:** 3 Years (18 Months Theory and 18 Months practical work experience)

**What is the programme about?** This programme aims to equip students with the necessary knowledge, skills for a career in tourism with the focus on the travel sector. Upon completion of the 18 month theoretical component, students must complete an 18 month practical component by working in the tourism industry. This ensures that students are well prepared to face the world of work as an employee in the tourism industry.

**Career Opportunities:** Travel Agent; Tasting Room Assistant; Guesthouse Manager; Hotel Reception; Consultant at Tour Operator; Airport Staff; Event Organizer; Entrepreneur.

**Subjects:**

**First Year/First Semester:** Travel Services N4; Tourist Destinations N4; Tourism Communication N4; Travel Office Procedures N4

**First Year/Second Semester:** Travel Services N5; Tourist Destinations N5; Tourism Communication N5; Travel Office Procedures N5

**Second Year/First Semester:** Travel Services N6; Tourist Destinations N6; Tourism Communication N6; Travel Office Procedures N6

**Certificate: Travel  
Geography & Fares &  
Ticketing – VA – Earth &  
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**Entry Requirements:** None

**Course Duration:** 6 Months

**What you will be able to do:** Entry Level Job in Travel Industry; Retail Travel Agent

**Subjects/Learning Areas:** Travel & Tourism Geography; Oceans; Continents; Countries; Capitals; Major Cities & World Maps; Destination Coding; Fare Construction; Ticket Types; IATA Geographic Areas; Global Indicators; Airline Coding Systems; Constructing Fares; Principles of Mileage



## Certificate: Fares & Ticketing VA – 2 & GDS SABRE

**Entry Requirements:** None

**Course Duration:** 6 Months

**What you will be able to do:**  
Retail Travel Agent & Retail Travel Agent

**Subjects/Learning Areas:**  
Complex Fare Construction; Calculate Fares for Surface Sectors; Open Jaws; Side Trips & Stopover Charges; Apply Hips, CTM and Backhaul Checks; Access Multi-Sector Mixed Class Fares; Sabre Systems; Quoting; Booking of Fares; Amending Flights



## Diploma: International Travel Reservations – International Qualification – Entry Level 2

**Entry Requirements:** Grade 10

**Course Duration:** 18 Months

**What you will be able to do:**  
Entry Level Tourism Industry; Travel Agent

**Subjects/Learning Areas:** Travel & Tourism Geography; Oceans; Continents; Countries; Capitals; Major Tourist Cities; World Map; E-Tickets; ATBS and OPTAT/TAT; IATA geographic Areas; Global Indicators; Airline Codes; Construct Fares; Principles of Mileage System; GDS; Access the Sabre System; Conforming to Security Procedures; Interpret timetable screens; Book Flights; Add, Amend and Cancel Passenger Information; Fare Types; Fare Rules; Booking History; Sabre Queuing System



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C**Diploma in Hospitality & Tourism – International Qualification – Foundation Level 3**

**Entry Requirements:** Grade 11 or equivalent and must have completed the CTH Certificate above

**Course Duration:** 24 Months

**What you will be able to do:**  
Guest Support Representative;  
Hotel Receptionist; Assistant Travel Guide; Porter; Sales Trainee; Hygiene Housekeeper; Maintenance Assistant; Trainee Travel Agent

**Subjects/Learning Areas:**  
Essentials of Human Resources & Business Computing in Tourism and Hospitality; Essentials of Marketing & Customer Relationships in Tourism & Hospitality; Tourism & Hospitality Industry; Essentials of Tourism & Hospitality Operations

**Diploma in Hospitality & Tourism – International Qualification – Undergraduate Level 4**

**Entry Requirements:** Grade 12 or equivalent and must have completed the CTH Certificate above

**Course Duration:** 24 Months – Seven Modules with one 2 ½ hour exam for each of the modules

**What you will be able to do:**  
Travel Agent; Travel Guide; Hotel Sales Executive; Head Porter; Head Waiter; Head Receptionist; General Assistant; Food & Beverage Assistant; Bookings Manager; Events Assistant; Housekeeping Assistant Manager

**Subjects/Learning Areas:**  
Essentials of Finance in Tourism & Hospitality; Customer Service Management in Tourism & Hospitality; Global Tourism & Hospitality; Travel & Tourism Operations; Travel & Tourism Supervision; Travel Geography; Destination Analysis.

# FACULTY OF TRANSPORT & LOGISTICS

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## Diploma: Shipping & Logistics – International Qualification

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 24 Months

**What you will be able to do:** Logistics Planner, Logistics Officer, Senior Transport and Distribution Manager, Sea Freight Manager, Warehouse Manager, Supply Chain Controller, Inventory Manager

**Subjects/Learning Areas:** Mercantile & Shipping Practice; Principles of International Maritime Logistics; Principles of Shipping & Insurance Management; Movement of Dangerous Goods; Oversees Trade Law



**National N Diploma: Educare (Early Childhood Development)  
N4; N5; N6**

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 36 Months (18 Months Theory and 18 Months practical work experience)

**What is this programme about:** Educare equips you, the student with theoretical knowledge and practical skills to work with children up to 4 years old and start your own crèche. You will learn to identify signs and symptoms of child illness, learn the methodology of planning and presenting lessons, how to make equipment for class, how to deal with staffing issues, how to organize budgets etc. We also suggest that you get exposure to the industry by going out to schools for experiential learning.

**What Career opportunities are out there?**

- Assistant in Grade R Class
- Managing own business (crèche, playschool)
- Centre Manager
- Au Pair
- School Governing Body

**Subjects:**

**First Year – First Semester:** Education N4; Child Health N4; Educare Didactics Theory and Practical N4; Daycare Personnel Development N4

**Second Semester:** Educare Didactics Theory & Practical N5; Business Management & Entrepreneurship N5; Educational Psychology N5; Daycare Communication N5

**Second Year – First Semester:** Educare Didactics Theory & Practical N6; Educare Didactics N6; Educational Psychology N6; Daycare Management N6

## National N Diploma: Legal Secretary N4; N5; N6

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 36 Months (18 Months Theory and 18 Months practical work experience

**What is this programme about:** Legal Secretary equips you, the student with theoretical knowledge and practical skills to work in the legal profession, especially in courts; lawyer offices and in the police service.

### What Career opportunities are out there?

- Work in Courts as court assistants in the chambers
- Lawyer's Secretary
- Police Services
- Legal Secretaries

### Subjects:

**First Year – First Semester:** Computer Practice N4; Information Processing N4; Communication N4; Office Practice N4

**Second Semester:** Legal Practice N5; Information Processing N5; Communication N5; Office Practice N5

**Second Year – First Semester:** Educare Didactics Theory & Practical N6; Educare Didactics N6; Educational Psychology N6; Daycare Management N6



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**Certificate: Inspirational Team Leadership for Hospitality, Leisure, Travel & Tourism**

**Entry Requirements:** Good Knowledge of English

**Course Duration:** 3 Months

**What you will be able to do:** Better inspire, motivate and delegate to your teams – Fully recognized by the Radisson Edwardian Hotel.

**Subjects/Learning Areas:** What is Leadership; Managers and Leaders; John Adair's Action Centred Leadership for Managing Tasks, Teams and Individuals; The 21<sup>st</sup> Century Leader; Motivation; Effective Leadership; Leadership Functions; The Role of the Leader; How to Delegate

**Certificate: Travel Geography – VA-Earth**

**Entry Requirements:** None

**Course Duration:** 6 Months

**What you will be able to do:**  
Entry Level Job in Travel Industry

**Subjects/Learning Areas:**  
Travel & Tourism Geography; Oceans; Continents; Countries; Capitals; Major Cities & World Maps;



## Certificate: Fares & Ticketing VA – 2

**Entry Requirements:** None

**Course Duration:** 6 Months

**What you will be able to do:**  
Retail Travel Agent

**Subjects/Learning Areas:**  
Complex Fare Construction;  
Calculate Fares for Surface  
Sectors; Open Jaws; Side Trips &  
Stopover Charges; Apply Hips,  
CTM and Backhaul Checks;  
Access Multi-Sector Mixed Class  
Fares

## Certificate Fares & Ticketing – VA - 1

**Entry Requirements:** None

**Course Duration:** 6 Months

**What you will be able to do:** Retail  
Travel Agent

**Subjects/Learning Areas:**  
Destination Coding; Fare  
Construction; Ticket Types; IATA  
Geographic Areas; Global  
Indicators; Airline Coding Systems;  
Constructing Fares; Principles of  
Mileage

## Certificate: GDS - SABRE

**Entry Requirements:** None

**Course Duration:** 6 Months

**What you will be able to do:**  
Travel Agent

**Subjects/Learning Areas:** Sabre  
System; Quoting; Booking  
Flights; Amending Flights; GDS



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## SACAI (SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE)

SACAI is an assessment body provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training, to assessments relating to the National Senior Certificate (NSC), which includes the NSC examination. SACAI adheres strictly to the Minister of Basic Education's curriculum (The National Curriculum Statement/NCS) and relating regulations and policy.

We are registered to offer the following subjects, but certain subjects may not be offered at all our branches. You would need to enquire at your closest college. Feel free to register at your nearest branch.

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Accounting	English FAL
Afrikaans FAL	English HL
Afrikaans HL	Geography
Agricultural Management	History
Agricultural Sciences	Visual Arts
Business Studies	Information Technology
Civil Technology	Life Orientation
Computer Applications (CAT)	Life Sciences
Consumer Studies	Mathematical Literacy
Hospitality Studies	Mathematics
Design	Mechanical Technology
Dramatic Arts	Physical Science
Economics	Religious Studies
Electrical Technology	Tourism
Engineering Graphics	



## Testimonials

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Happy Birthday.... to 5 years of life changing excellence..... I am a former student of this amazing institution which took me in as a mere 19 year old novice and in 3 years delivered a matured young lady who was ready to take her place among the successful in South Africa's new economy. The values that I was taught (even though I complained often) prepared me for successful career as an author and my 1st book is already with the publishers and a second on its way.

As a 2015 schools' ambassador I can testify to why SAAAC is the educator of choice for anyone who wants to sit at the table of high achievers in South Africa. Why do I say so?

For starters the ultra-modern facilities where lessons are conducted via electronic media and every student has a personal tablet loaded with all the text books and lecture notes. This made learning a most pleasurable experience, resulting in studying being a joy as opposed to a chore..

And the lectures... what more can I say, besides that I have never met a more dedicated team of 'parents' totally committed to our success. They gave their time after hours to ensure we understood the material they had taught earlier and ensure we were well prepared for the exams. With such dedication passing was an imperative..... and from the bottom of my heart.. I cannot recommend SAAAC more... your future is in great hands at this marvellous institution...



**Daisy Kwakwa**  
**CTH Travel Graduate**

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### ADMISSION PROCESS

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

- Complete the application form
- Provide two copies of your matric/equivalent certificate or school report for any other entry requirements
- Provide two copies of your Identity Document or Passport
- Two Identity sized passport photographs
- Provide confirmation of Registration Fee specifying the course chosen as reference

### CANCELLATION POLICY

- A learner 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 learner will have to cancel their course in writing and submit to the Academy Principal. Only once all the paperwork is completed will the course be cancelled.
- Two Identity sized passport photographs
- Provide confirmation of Registration Fee specifying the course chosen as reference

### REFUND POLICY

There are no refunds on registration fees. Refunds will be made once the Academy Principal has determined that valid reasons exist for the course to be cancelled. No refund will be made in the unfortunate event of death, illness or injury.

## ATTENDANCE POLICY

All learners are expected to attend all classes. In case of illness extending more than two days will require a doctor's note. Learners are also expected to arrive on time for all classes. Arriving late is disruptive to both lecturers as well as to other learners.

## CAREER GUIDANCE AND 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 learners in need of counseling.

## NO CASH POLICY

Learners are expected to pay directly into the Academy's bank account. 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 learners to provide them with such reports. Parents are requested to follow their children's progress and to contact the Academy Principals if they need to discuss anything with them.

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## CERTIFICATION

Certificates are issued by the relevant Education Quality Assurance Bodies. The Academy will however also provide Certificates of Completion. Certification can take up to three to six months before reaching the Academy.

## INDUCTION

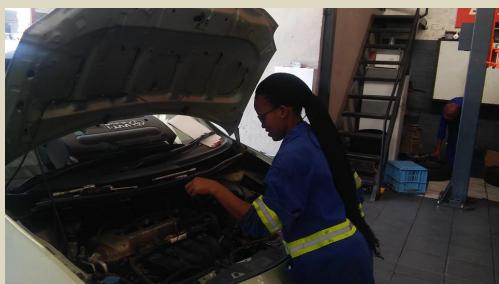
Each learner will be required to attend an induction for their relevant courses. During induction, learners will be informed on the difference between local and international courses. Learners will then be requested to sign that they understand and accept the terms and conditions for each course.

## ACADEMY FEE STRUCTURE

Please find annexure attached for the different course prices.



## PHOTO ALBUM



## ACCREDITATIONS & AFFILIATIONS



higher education  
& training

Department

Higher Education and Training  
REPUBLIC OF SOUTH AFRICA  
08999982811



**QCTO**

Quality Council for Trades & Occupations  
NATED/14/0096



**CTH** CONFEDERATION OF TOURISM & HOTEL INDUSTRY

**TestOut**

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PROFESSIONALS • SUBSIDIARY  
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ACCREDITED BUSINESS  
QUALIFICATIONS

Five star qualifications for first class careers  
 **ITHSA**

## ITHSA CTH SUPPORTER

**Radisson**

**Sabre** Travel Network

**Sheraton**  
HOTELS & RESORTS



Chartered  
Institute of  
Environmental  
Health

**STAR ALLIANCE**  
THE WAY THE EARTH CONNECTS



**thistle**

**GTMC**  
the voice of business travel

**Hilton**

virgin atlantic

ADAIR INTERNATIONAL  
Action Centred Leadership

**mantis**

**Premier Inn**

**R**  
RENAISSANCE



**LCI** LONDON CLUBS  
INTERNATIONAL

**GORDON RAMSAY**

## YOUR NEAREST COLLEGE

### PRETORIA CAMPUS

Kutwanong Democracy Centre; 357 Visagie Street, Pretoria – 012 320 8973

### QUEENSTOWN

Robinson Road, opp Department of Labour, Queenstown – 045 838 6082

### DURBAN

Suites 303/3 04 Tower B, Salisbury Centre, DR Pixley ka Seme street (West Street), 031 822 2936

### EAST LONDON

9 Kelvin Place, Beacon Bay, East London, 043 748 2225

### STERKSTROOM

Main Street, Opposite Library, Sterkstroom, 082 566 5375