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TVET COLLEGE CAREERS GUIDE

A Guide to help Youth explore TVET Careers

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Choosing the right career

Choosing a career can be satisfying if you have made the right choice. As the adage goes, choose a job you love, and you will never have to work a day in your life. The right career advice can help you choose a career to suit your personality as well as your aspirations.

Education, of course, plays an important role in getting you the right job in your chosen field. The stepping stones for choosing your dream career are of course, the qualifications required to achieve it. With the right qualifications, you will be empowered to choose the career you want.

Artisan Careers

In a world that is technologically driven, engineering and artisan careers are among the most popular today.

What is an Artisan?

An artisan or trades worker is someone who is skilled with their hands in carpentry, plumbing, welding, electrical or electronic work, mechanical work, and other types of work related to the engineering or construction environment.

What type of Artisanship would suit me?

The trade you choose will depend on your interest in the materials used, or the type of industry you would like to be involved in; if you prefer to work with wood (carpenter), metal (boilermaker), brick or stone (stonemason), etc. Some people have a preference for one type of industry over another; working with aircraft (aviation technician), cars (motor mechanic), building (bricklayer), or in a factory (tool-and die maker).

Artisan careers are sought after not only because of the salaries paid but also because they give you an opportunity to contribute to a growing technological world. Artisan courses generally offer specialisation in particular fields. The subjects you choose will determine the type of trade you would follow.

It is imperative that all prospective students should choose maths and science at high school level in order to meet the pre-requisites or minimum requirements to study engineering/artisan related courses at tertiary level.

Analytical abilities and out-of-the-box thinking, with an eye for detail will be an added advantage when you aim for an artisan career. With technology touching different spheres of our lives today, it is important for an engineer or artisan not to only have technical skills but also good communication skills. This is important when you interact with people in non-technical fields.



Choosing the right career

Artisan Career Types

Engineering is a vast field and specialisation is required to pursue an artisan career. However, a number of technical and vocational education institutions (mainly TVET Colleges) offer many different branches of specialisation. The most popular artisan courses include Mechanical Engineering (such as Welding, Boilermaking, and Rigging); Civil Engineering (such as Building, Plumbing, and Carpentry); Electrical Engineering (such as Millwright); Materials Engineering and Chemical Engineering.

The job description for artisans would include many skillsets. Artisans are generally involved in designing, developing, testing, manufacturing, producing, and maintaining products. The safety of the functioning of various products also becomes the responsibility for artisans. In keeping with the evolving technology advances, artisans or engineers are expected to continually update their subject-knowledge and skillsets.

Depending on the branch of engineering, you may be either working in an office environment, laboratory or an industrial plant. You are mostly expected to work a 40-hour week.

Business Studies Careers

Business studies is an all-encompassing field that touches almost all aspects of our day-to-day activities. Business studies careers are among the most popular career choices today stemming from a National Diploma in Business studies at a TVET College. The type of Business career you can pursue depends on the area of your interest and choice of specialisation. There are many different types of Business studies careers to suit individual qualifications and aptitudes. The most popular Business studies courses are: Financial Management; Office Administration, Management Assistant, Human Resource Management, Business Management and Marketing.

Business careers require strong oral and written communication skills as well as good computer skills. You must have strong analytical skills as well as basic knowledge of management and marketing. A career in business helps you to hone skills which can be applied to various facets of your life.

Generally, those opting for business careers work a regular schedule. If you have opted for marketing or sales, then you may travel frequently. Sometimes careers as a Financial Analyst or Investment Banker maybe office-based.

Business careers are demanding and you have to put in a minimum 40 hour work week. Most jobs in this field require working in teams, so good interpersonal skills are a must for a career in business.





TVET Career Guidance on Boilermaking

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TVET Career Guidance on Boilermaking

What do Boilermakers do?

Boilermakers are specialised artisans who mark off and fabricate structural steel and other metal stock to make or repair metal products and structures including boilers and pressure vessels.

What skills and abilities are required to become a Boilermaker?

- Active Listening (Giving full attention to what other people say and taking time to understand the points being made);
- Time Management (Must be able to manage their own time and the time of others effectively);
- Equipment Selection (Be able to determine the kind of tools and equipment needed to do a job);
- Equipment Maintenance (Perform routine maintenance on equipment and determining when and what kind of maintenance is needed);
- Quality Control Analysis (Conducting tests and inspection of products, services or processes to evaluate quality or performance);
- Mathematics (It is used to solve problems);
- Critical Thinking (Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems); and
- Have the ability to Speak (Talk to others to convey information effectively).

What duties and tasks does a Boilermaker do?

- Develops layout and plans sequence of operations for fabricating and assembling structural metal products, applying trigonometry and knowledge of metal;
- Locates and marks bending and cutting lines onto work piece, allowing for stock thickness and machine and welding shrinkage;
- Hammers, chips, and grinds work piece to cut, bend, and straighten metal;
- Reheats work pieces to make them soft (malleable), using a hand torch or furnace; and
- Positions, aligns, fits, and welds together parts using a welding torch and hand tools.

What are the working conditions of a Boilermaker?

Most Boilermakers work in workshops that are often noisy, however the correct safety equipment is provided to manage the environment. The work requires constant physical activity. Most workshops have modern equipment.

What are the minimum entry requirements to study Boilermaking at a TVET College?

At a TVET College, the normal entrance requirements for the Boilermaker course are:

- **NC(V) Programme:** a Grade 9 Certificate + college requirements set per programme.
- **NATED Programme:** Grade 9 for N1 admission; Grade 12 with a pass in Mathematics for N4 admission.

What should I do if I want to become a Boilermaker?

- Contact Technical and Vocational Education and Training (TVET) Colleges to enquire about the entrance requirements to do the Boilermaker course;
- Visit Boilermaker training centres and companies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career as a Boilermaker is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

To study Boilermaking: www.tvetcollleges.co.za

For more Career Guidance: www.careerhelp.org.za



TVET Career Guidance on Electrical Engineering

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TVET Career Guidance on Electrical Engineering

What does an Electrician do?

An Electrician works in commercial, industrial or residential settings. They usually install, repair and maintain electrical systems designed to provide heat, light, power, control, signal, or fire alarms, for all types of buildings, structures and premises.

What are the duties and tasks of an Electrician?

- Installing electrical distribution and control equipment such as switches, relays, circuit breaker panels and fuse enclosures;
- Reading and interpreting electrical, mechanical and architectural drawings and electrical code specifications to determine wiring layouts;
- Cutting, threading, bending, assembling and installing conduits and other types of electrical conductor enclosures and fittings;
- Pulling wire through conduits and holes in walls and floors;
- Installing data cabling or fibre optic systems; and
- Testing circuits to ensure integrity and safety.

What skills and abilities are required to become an Electrician?

- Good communication and reading skills;
- An aptitude for Mathematics;
- Mechanical ability, strength and manual dexterity;
- The ability to distinguish colours to work with colour-coded wiring;
- The ability to work at heights;
- The willingness to keep up with new developments in the field;
- The ability to create new ways of doing things;
- The ability to do very precise work expertly; and
- Ability to work at a variety of exciting tasks.

What are the working conditions of an Electrician?

Electricians usually work a 40 or 45 hour, five-day week plus overtime when required. In construction, there may be no guarantee of permanent work. Working conditions can change dramatically from one job to another, varying from indoors in clean conditions to outdoors on scaffolding, to indoors in cramped conditions (such as climbing inside ceilings). Electricians are also able to start their own small businesses.

What are the minimum entry requirements to study Electrical Engineering at a TVET College?

At a TVET College, the normal entrance requirements for the Electrical Engineering course are:

- NC(V) Programme:

A Grade 9 Certificate + college requirements set per programme.

- NATED Programme:

N1 admission – Grade 9 Certificate.

N4 admission – Grade 12 with a pass in Mathematics + college requirements set per programme OR an NC(V) Level 4 Certificate in Electrical Infrastructure Construction.

What should I do if I want to become an Electrician?

- Contact Technical and Vocational Education and Training (TVET) Colleges to enquire about the entrance requirements to do the Electrical Engineering course;
- Visit Electrical Engineering training centres and companies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career as an Electrician is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

Did you know: Electrical Engineering has different specialisations?

A student who intends to study in the Electrical Engineering field can choose to specialise in one of 3 areas.

The 3 areas of specialisation are Heavy current, Light current and Instrumentation.

- 1) Heavy current** - concerned with the supply, distribution, transformation and use of electrical power. Work in this area entails working with high voltage power systems such as substations.
- 2) Light current** - concerned with the application of low power electrical systems. Work in this area entails working on electronic circuits, low circuit voltages and currents.
- 3) Instrumentation** - concerned with process control. It deals with the design of instrumentation devices to measure physical quantities such as pressure, flow and temperature. The design of such instrumentation requires a good understanding of physics that often extends beyond electromagnetic theory.

To study Electrical Engineering: www.tvetcollleges.co.za

For more Career Guidance: www.careerhelp.org.za



TVET Career Guidance on Hospitality Studies

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TVET Career Guidance on Hospitality

What is the Hospitality field all about?

Does the idea of sitting in an office from 9 to 5 turn you off? Are you looking for a career with plenty of variety? Do you like meeting people? Like food? Enjoy travel? Then you'll love working in hospitality!

The Hospitality industry is a broad category of fields within the service industry that includes lodging, food and drink service, event planning, theme parks, and transportation. It includes hotels, restaurants and bars. This includes the reception and entertainment of guests, visitors, or strangers.

What are the duties and tasks performed in the Hospitality industry?

Duties vary with the size and type of the business.

- Food and beverage managers oversee restaurants and banquets. They plan menus, set prices, and order supplies;
- Chefs and head cooks prepare, season, and cook food. They also supervise, train, and observe cooks and kitchen workers;
- In large hotels, general hospitality managers are in charge of the entire hotel, conference venues and meeting rooms. They set room rates, monitor income and expenses, and supervise other staff; and
- Waiters take orders and serve food and beverages to guests at tables in dining establishments. They also check with customers to ensure that they are enjoying their meals and take action to correct any problems.

What skills and abilities are required for a career in the Hospitality industry?

- Multitasking: At all levels, careers in hospitality require employees to handle multiple responsibilities simultaneously;
- Flexibility: On the job, they must be ready to switch gears at a moment's notice if unexpected situations arise;
- Paying attention to detail: It's the little things that make a guest's experience extraordinary;
- Time Management and good teamwork: Must be able to manage their time and the time of others effectively;
- Basic computer skills: Computers are used to produce reports or to order food or supplies;
- Good language skills: Fluency in the language of the establishment is important so that the customer's needs and expectations are understood;
- Communication skills: Communicating is important for a meal service to run smoothly;
- Miscommunication can result in unsatisfied customers and or food/beverage wastage; and
- Lastly the most important attribute is Passion: Loving what you do is always the key to success.

What are the minimum entry requirements to study Hospitality at a TVET College?

At a TVET College, the entrance requirements for the Hospitality course are:

- NC(V) Programme:

A Grade 9 Certificate + college requirements set per programme.

- NATED Programme:

Grade 12 with a pass in English as an added advantage + college requirements set per programme OR an NC(V) Level 4 Certificate in Hospitality.

What should I do if I want to study Hospitality?

- Contact your nearest TVET College to enquire about the entrance requirements to do the Hospitality course;
- Visit Hospitality companies (e.g. hotels, restaurants, etc.) to gain knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career in Hospitality is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

What is the duration of the Hospitality course at a TVET College?

- NC(V) Programme: Hospitality is offered from NQF Level 2 to 4 (i.e. 1 year per level). The total duration of the programme is normally 3 years.

- NATED Programme: Hospitality is offered from N4 to N6 level (i.e. 6 months per level). The total duration of the programme is normally 18 months. To complete the qualification, the student must also complete 18 months of practical training (In-service training) in the relevant field of study.

Did you know?

Globally, there is a demand for quality hospitality professionals. With the right qualifications, you could land yourself a fantastic job opportunity either locally or abroad.

To study Hospitality: www.tvetcollleges.co.za

For more Career Guidance: www.careerhelp.org.za



TVET Career Guidance on Office Administration

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TVET Career Guidance on Office Administration

What is Office Administration?

Office administration is the process of overseeing the day-to-day activities of an office. An employee who performs these activities is called an office administrator or office manager.

What are the duties and tasks of an Office Administrator?

An Office Administrator carries out various duties, including:

- organising files;
- answering telephone calls and responding to e-mails;
- sorting mail;
- assisting with inventory (stock) control;
- providing secretarial duties;
- supervising and coordinating activities of staff;
- overseeing junior staff; and
- interacting with clients.

What skills and abilities are required to become an Office Administrator?

The person must:

- be able to supervise others;
- have good oral and written communication skills;
- have the ability to work with computers; and
- have good organisation skills.

Office administrators should be capable of using the following office equipment:

- Computers;
- Filing systems;
- Voice messaging systems;
- Fax machines; and
- Photocopier machines.

What are the minimum entry requirements to study Office Administration?

At a TVET College, the normal entrance requirements for the Office Administration course are:

- **NC(V) Programme** in Office Administration: Grade 9 Certificate + college requirements set per programme.
- **NATED Programme** in Management Assistant: Grade 12 Certificate or NC(V) Level 4 Certificate in Office Administration.

What should I do if I want to become an Office Administrator?

- Visit or contact a TVET College nearest to you to enquire about the entrance requirements to do the Office Administration or Management Assistant course;
- Visit companies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career as an Office Administrator is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

Students who complete the Office Administration course at a TVET College can be employed as an:

- Administrative Officer/Clerk;
- Personal Assistant (PA);
- Receptionist;
- Secretary;
- Transport Administrator.
- Hospital Administrator; and
- Inventory and Supply Officer.

To study Office Administration: www.tvetcollleges.co.za

For more Career Guidance: www.careerhelp.org.za



TVET Career Guidance on Plumbing

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TVET Career Guidance on Plumbing

What does a Plumber do?

A plumber installs and repairs pipes that supply water and gas to, as well as carry waste away from, homes and businesses. They also install plumbing fixtures such as bathtubs, showers, sinks, toilets and appliances (including dishwashers and washing machines).

What are the duties and tasks of a Plumber?

- Installing, repairing, and maintaining pipes, valves, fittings, drainage systems, and fixtures in homes and businesses;
- Collaborating with general contractors, electricians, and other construction professionals;
- Following building plans and blueprints;
- Responding to, diagnosing, and resolving plumbing emergencies; and
- Performing routine inspections of plumbing and drainage systems.

What skills and abilities are required to become a Plumber?

- Good communication skills to be able to speak with customers to gain an understanding of their plumbing problems;
- Excellent problem solving skills;
- Attention to detail and ability to perform multiple tasks simultaneously;
- Proficiency in basic mathematics and conversion of measurements; and
- Must always be punctual.

What are the working conditions of a Plumber?

Plumbers work in factories, homes, businesses, and other places where there are pipes and related systems. Plumbers lift heavy materials, climb ladders, and work in tight spaces. Some plumbers travel to worksites every day.

What are the minimum entry requirements to study Plumbing?

At a TVET College, the normal entrance requirements for the Plumbing course are:

- NC(V) Programme:

A Grade 9 Certificate + college requirements set per programme.

- NATED Programme:

N1 admission – Grade 9 Certificate.

N4 admission - Grade 12 with a pass in Mathematics + college requirements set per programme OR an NC(V) Level 4 Certificate in Civil Engineering and Building Construction.

What should I do if I want to study Plumbing?

- Visit or contact a TVET College nearest to you to enquire about the entrance requirements to do the Plumbing course;
- Visit Plumbing training centres or companies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career in Plumbing is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

To study Plumbing: www.tvetcollages.co.za

For more Career Guidance: www.careerhelp.org.za



TVET Career Guidance on Information Technology

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TVET Career Guidance on Information Technology

What is Information Technology?

Information Technology (IT) refers to anything related to computing technology. Information Technology is the study, design, development, implementation, support or management of computer-based information systems. It deals mainly with software applications (e.g. computer programs, codes and instructions – within a computer) and computer hardware (such as screen, monitor or motherboard – physical components). IT workers help ensure that computers work well for people.

What are the duties and tasks of an IT Technician?

- Set up workstations with computers and necessary peripheral devices (such as routers, printers, scanners, etc.) and also install software;
- Perform troubleshooting to diagnose and resolve computer problems (repair or replace parts, debugging, etc.);
- Ability to ensure secure information systems that will serve to protect the business from data loss and breaches of integrity; and
- Repairing equipment and replacing parts.

What skills and abilities are required to become an IT Technician?

- Good communication skills to be able to listen, ask the right questions to find the problem, then come up with a solution that everyone can understand;
- Excellent problem solving skills;
- Patience and a positive attitude to help other employees or customers;
- Outstanding organisational and time-management skills; and
- Good technical skills – must have an understanding of how computers work.

What are the minimum entry requirements to study Information Technology at a TVET College?

For the NC(V) Information Technology and Computer Science Programme: A Grade 9 Certificate + college requirements set per programme.

What should I do if I want to study Information Technology?

- Visit or contact a TVET College nearest to you to enquire about the entrance requirements for the Information Technology course;
- Visit Information Technology companies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career in Information Technology is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

What are the benefits of studying Information Technology?

- Opportunity for growth: There are many opportunities available for you to advance your career in the IT field as an entrepreneur.
- Learn valuable IT skills: With the skills you learn, you can choose to work in any industry, even if it's not IT.
- Advancing technology: One of the biggest benefits of getting into the IT field is that technology is always improving. This means that your skills will always be in demand.

To study Information Technology: www.tvetcollleges.co.za

For more Career Guidance: www.careerhelp.org.za



TVET Career Guidance on Civil Engineering

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TVET Career Guidance on Civil Engineering

What is Civil Engineering about?

The Civil Engineering programme prepares the student for the planning, designing, maintenance and management of projects associated with the construction of houses, roads, buildings, airports, tunnels, dams, bridges, and water supply and sewage systems.

What vocational activities do Civil Engineering students perform at a TVET College?

- Participate in the operation and maintenance of construction equipment and machinery;
- Participate in the construction of roads, bridges, dams, railways and houses;
- Participate in designing and construction of tunnels, roads, factories and reservoirs; and
- Participate in the erection of reinforced concrete, structural steel, timber and masonry structures, etc.

What skills and abilities are required to become a Civil Engineer?

- Good analytical skills are a must for any civil engineer. Civil Engineers have to read and interpret many drawings, complex charts, diagrams, maps and reports;
- Good communication skills. Civil Engineers need to correspond with an array of individuals throughout their profession from construction workers to CEOs of large corporations;
- Excellent problem solving capabilities; and
- Advanced skills in mathematics are crucial to become a Civil Engineer, who must apply the appropriate mathematical formulas and principles in his design work as well as to problem solving.

What are the working conditions of a Civil Engineer?

Civil engineers sometimes work indoors in offices. However, many spend time outdoors at construction sites so they can monitor operations or solve problems onsite.

What are the minimum entry requirements to study Civil Engineering at a TVET College?

At a TVET College, the normal entrance requirements for the Civil Engineering course are:

- NC(V) Programme:

A Grade 9 Certificate + college requirements set per programme.

- NATED Programme:

N1 admission – Grade 9 Certificate + college requirements set per programme.

N4 admission - Grade 12 with a pass in Mathematics + college requirements set per programme OR an NC(V) Level 4 Certificate in Civil Engineering and Building Construction.

What should I do if I want to study Civil Engineering?

- Visit or contact a TVET College nearest to you to enquire about the entrance requirements for the Civil Engineering course;
- Visit Civil Engineering training centres or companies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career in Civil Engineering is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

Did you know: The Civil Engineering course at a TVET College has different specialisations?

The areas of specialisation are:

- Bricklaying;
- Carpentry.
- Plastering; and
- Plumbing.

To study Civil Engineering: www.tvetcollleges.co.za

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TVET Career Guidance on Financial Management

What is the Financial Management course all about?

Financial management deals with the efficient and effective management of money (funds) to accomplish the objectives of an organisation. Through case studies, lectures, videos, readings and exams, students learn the basic concepts and how to apply them in financial decision making.

What are the duties and tasks performed in the Financial Management industry?

- Prepare, examine, and analyse accounting records, financial statements, and other financial reports.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements including VAT returns and PAYE submissions.
- Analyse business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Processing of transactions using a computerised Accounting package, eg. Pastel Accounting.

What skills and abilities are required for a career in Financial Management?

- Need to be detail-oriented (allows you to find errors and detect fraud);
- Excellent Analytical skills (ability to visualise and solve complicated problems and make an accurate and informed decision);
- Good Communication skills (the ability to communicate findings about financial statements with subordinates, and superiors through the use of business writing formats such as letters, memos and reports);
- Time Management and good teamwork (Must be able to manage their own time and the time of others effectively); and
- Basic Computer skills such as word processing, spread sheet and database software to produce and record information.

What are the working conditions in the Financial Management industry?

Most accountants and auditors work in offices, although some work from home. Auditors may travel to their clients' places of business. Accountants generally work 40 hours per week. Longer hours are typical at certain times of the year, such as at the end of the budget year or during tax season.

What are the minimum entry requirements to study Financial Management at a TVET College?

At a TVET College, the normal entrance requirements for the Financial Management course are:

- NC(V) Programme:

A Grade 9 Certificate + college requirements set per programme.

- NATED Programme:

N4 admission - Grade 12 with a pass in Accounting + college requirements set per programme OR an NC(V) Level 4 Certificate in Finance, Economics and Accounting.

What should I do to study Financial Management?

- Visit or contact a TVET College nearest to you to enquire about the entrance requirements for the Financial Management course;
- Visit Financial Management companies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career in Financial Management is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

To study Financial Management: www.tvetcollleges.co.za

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TVET Career Guidance on Fitting and Turning

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TVET Career Guidance on Fitting and Turning

What is a Fitter and Turner?

Fitters and turners are highly skilled crafts people who manufacture and construct components for machinery and use power operated tools such as lathes, milling and drilling machines. They maintain and repair many different kinds of machines. They are also responsible for the assembling and fitting of new components and equipment. It is a highly skilled job.

If you consider yourself good with metal and repairing parts, then a career in Fitting and Turning may be just for you!

What are the duties and tasks of a Fitter and Turner?

- Assembles and fits components for machinery;
- Maintains and repairs machinery;
- Uses blueprints/plans to measure material for production;
- Monitors machinery and repairs faults;
- Fits parts required to complete the machine;
- Drills and taps holes;
- Overhauls valves;
- Tension and align V-belts; and
- Uses machinery (such as lathe and milling machine) to manufacture components.

What skills and abilities are required to become a Fitter and Turner?

- Good at working with your hands;
- Must be very mechanically-minded;
- Must be able to take exact measurements and work accurately;
- Must be mathematically-minded;
- Must be able to concentrate under noisy working conditions; and
- Be able to read three-dimensional drawings.

What are the working conditions of a Fitter and Turner?

A Fitter and Turner generally works in noisy, dirty and sometimes crowded conditions. There are many physical demands in the job, such as: standing and crouching for periods of time, which can be tiring. A Fitter and Turner also occasionally works overtime on public holidays, as well as on weekends and nights.

What are the minimum entry requirements to study Fitting and Turning at a TVET College?

At a TVET College, the normal entrance requirements for the Fitting and Turning course are:

- **NC(V) Programme:**
A Grade 9 Certificate + college requirements set per programme.
- **NATED Programme:**
N4 admission - Grade 12 with a pass in Mathematics + college requirements set per programme OR an NC(V) Level 4 Certificate in Engineering and Related Design.

What should I do if I want to study Fitting and Turning?

- Visit or contact a TVET College nearest to you to enquire about the entrance requirements for the Fitting and Turning course;
- Visit Fitting and Turning training centres or companies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career in Fitting and Turning is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

To study Fitting and Turning: www.tvetcollleges.co.za

For more Career Guidance: www.careerhelp.org.za



TVET Career Guidance on Tourism

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TVET Career Guidance on Tourism

What is Tourism?

Tourism is the activities of people traveling to, and staying in places outside their hometown or usual environment. As a tourist, you visit these places for leisure, business or other purposes.

Over 200 million people work in the travel and tourism industry worldwide. Tourism businesses include hotels, resorts, cruise ships and lodges; all of which offer a relaxing and enjoyable environment in which to work.

What duties and tasks are performed in the Tourism industry?

- Supervising staff and overseeing operations within a tourism business (such as travel agency, hotels, game reserves, etc.);
- Preparing tourist or visitor information;
- Providing information and assistance to passengers on an airplane, bus or ship;
- Being a tour guide or driving tourists around;
- Producing promotional material and displays;
- Doing presentations; and
- Undertaking day-to-day centre management and administration of a tourism business.

What skills and abilities are required in the Tourism industry?

- Active Listening (Giving full attention to what other people say and taking time to understand the points being made);
- Time Management (Must be able to manage their own time, and the time of others effectively);
- Have the ability to converse with other people (Talk to others to convey information effectively);
- Good communication skills are needed in order to communicate with different kinds of people such as guests and clients; and
- Team working skills are also very important. With so many different departments and different employees working in a hotel, teamwork is essential for providing quality service to hotel guests.

What are the working conditions in the Tourism industry?

Tourism operates 24 hours a day, 365 days a year. This means that no matter the area of industry you work, there will be shifts to cover the day and night.

What are the minimum entry requirements to study Tourism at a TVET College?

At a TVET College, the normal entrance requirements for the Tourism course are:

- NC(V) Programme:

A Grade 9 Certificate + college requirements set per programme.

- NATED Programme:

N4 admission - Grade 12 Certificate + college requirements set per programme OR an NC(V) Level 4 Certificate in Tourism.

What should I do if I want to study Tourism?

- Visit or contact a TVET College nearest to you to enquire about the entrance requirements for the Tourism course;
- Visit Tourism businesses or travel agencies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career in Tourism is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

To study Tourism: www.tvetcollleges.co.za

For more Career Guidance: www.careerhelp.org.za



TVET Career Guidance on Motor Mechanics

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TVET Career Guidance on Motor Mechanics

What does a Motor Mechanic do?

A Motor mechanic repairs, maintains and tests motor vehicles and other internal combustion engines and related mechanical components.

What duties and tasks does a Motor mechanic perform?

- Diagnose and correct the causes of faulty vehicle and equipment operation.
- Overhaul, adjust and repair: gaseous fuel engines; clutches; transmissions and differentials; ignition; wiring; lighting; fuel; cooling; braking and complex hydraulic systems; steering; wheel and suspension mechanisms; and body cab and frame components.
- Diagnose and repair electronic engine control systems, anti-lock brake systems, and air conditioning.
- In some instances a motor mechanic will be required to test drive equipment, complete reports, use parts catalogues, and perform other related duties.

What skills and abilities are required to become a Motor Mechanic?

- Ability to diagnose problems.
- To be skilled in areas such as air conditioning system repair and installation, electrical system repair, fuel system repair and installation and computer skills.
- To be able to continuously adapt to new technology.
- To be able to transfer skills to younger mechanics.
- To be able to communicate with team members.

What are the working conditions of a Motor Mechanic?

Light vehicle motor mechanics work mainly in workshops and wear protective clothing. They need to keep up with changes in motor industry technology.

What are the minimum entry requirements to study Motor Mechanics at a TVET College?

At a TVET College, the normal entrance requirements for the Motor Mechanics course are:

- **NC(V) Programme:**
A Grade 9 Certificate + college requirements set per programme.
- **NATED Programme:**
N4 admission - Grade 12 with a pass in Mathematics + college requirements set per programme OR an NC(V) Level 4 Certificate in Engineering and Related Design.

What should I do if I want to study Motor Mechanics?

- Visit or contact a TVET College nearest to you to enquire about the entrance requirements for the Motor Mechanics course;
- Visit Motor Mechanics training centres and companies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career in Motor Mechanics is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

To study Motor Mechanics: www.tvetcollages.co.za

For more Career Guidance: www.careerhelp.org.za



TVET Career Guidance on Agriculture

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TVET Career Guidance on Agriculture

What is Agriculture?

Agriculture deals with the science or practice of farming, including cultivation of the soil for the growing of crops and the rearing of animals to provide food, wool, and other products. Agriculture remains a significant provider of employment in South Africa, and is a major earner of foreign exchange.

What are the duties and tasks carried out in the Agriculture industry?

- Advise farmers on farming techniques/methods;
- Overseeing farmworkers;
- Handling heavy machinery;
- Work at a nursery, botanical garden, etc;
- Advising farmers on management of finances;
- Advise farmers on marketing, advertising and selling agricultural products;
- Work as a production planner for crops and animal enterprises; and
- Involved in plant and animal production.

What skills and abilities are required for a career in the Agriculture industry?

- Interpersonal skills – Agriculture jobs require the ability to work with others;
- Teamwork – The ability to work well within a team;
- Adaptability – The ability to be able to learn and adapt quickly to meet changing customer demands;
- Technical skills – Should be aware of new technology and how to implement it;
- Time-management and organisation skills; and
- Proficiency in using computers.

What are the working conditions in the Agriculture industry?

Farmers and other agricultural workers typically work outdoors, but they may spend some time in offices. Their work is often physically demanding and they are exposed to very hot or cold temperatures while working outdoors. Some farmers work mainly with crops.

What are the minimum entry requirements to study Agriculture at a TVET College?

At a TVET College, the normal entrance requirements for the Agriculture course are:

- **NC(V) Programme:**
A Grade 9 Certificate + college requirements set per programme.
- **NATED Programme:**
Grade 12 with a pass in English as an added advantage + college requirements set per programme OR an NC(V) Level 4 Certificate in Primary Agriculture.

What should I do if I want to study Agriculture?

- Visit or contact a TVET College nearest to you to enquire about the entrance requirements for the Agriculture course;
- Visit farms or agriculture industries to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career in Agriculture is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

To study Agriculture: www.tvetcollleges.co.za

For more Career Guidance: www.careerhelp.org.za



TVET Career Guidance on Welding

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TVET Career Guidance on Welding

What does a Welder do?

A Welder permanently joins pieces of metal through welding processes, of which there are many. In addition to fusing metals, a welder also repairs metal parts, as well as grinds and solders materials. Sometimes a welder will spend the day cutting, shaping, and combining materials to make different parts for a variety of industries, for e.g. construction, engineering, automobile, or aerospace fields.

What are the tasks and duties of a Welder?

- Fabricate and assemble metal structures and equipment through the use of welders, cutters, shapers and measuring tools.
- Produce metal products according to customer or employer specifications.
- Use multiple welding machines to repair and maintain metal equipment and structures of various sizes.
- Read and interpret diagrams, sketches and blueprints to determine operations, required materials and timeframes for projects.
- Set up, operate and maintain welding equipment.
- Understand and implement personal and company safety measures by wearing specialized goggles, helmets and gloves.

What skills and abilities are required to become a Welder?

- Good at working with your hands;
- Must be very mechanically-minded;
- Must be able to take exact measurements and work accurately;
- Must have the ability to remain very detail-focused at all times;
- Must work methodically and excel in problem-solving situations; and
- Must be able to perform many different tasks on the job site (i.e. multi-task).

What are the working conditions of a Welder?

Welders frequently are exposed to potential hazards. They use protective clothing, safety shoes, goggles, helmets with protective lenses, and other devices to prevent burns and eye injuries and to protect them from falling objects. Some welders are isolated for short intervals while they work in booths constructed to contain sparks and glare. Welders often work in a variety of awkward positions, having to make welds while bending, stooping, or working overhead. In some settings, however, working conditions vary and few hazards or discomforts are encountered.

What are the minimum entry requirements to study Welding at a TVET College?

At a TVET College, the normal entrance requirements for the Welding course are:

- NC(V) Programme:

A Grade 9 Certificate + college requirements set per programme.

- NATED Programme:

N1 admission - Grade 9 Certificate + college requirements set per programme.

N4 admission - Grade 12 with a pass in Mathematics + college requirements set per programme OR an NC(V) Level 4 Certificate in Engineering and Related Design.

What should I do if I want to study Welding?

- Visit or contact a TVET College nearest to you to enquire about the entrance requirements to do the Welding course;
- Visit Welding training centres and companies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career in Welding is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

To study Welding: www.tvetcollleges.co.za

For more Career Guidance: www.careerhelp.org.za



TVET Career Guidance on Marketing

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TVET Career Guidance on Marketing

What is Marketing about?

Marketing is a career that refers to activities a company undertakes to promote the buying or selling of a product or service.

What are the duties and tasks performed in the Marketing industry?

- Advertise and promote new products and services on social media, newspapers, television or radio stations;
- Research needs of customers and develop products;
- Determine pricing, packaging, sales, promotions and distribution;
- Guide consumers on products and brands; and
- Develop marketing plans and strategies to effectively promote products or services.

What skills and abilities are required for a career in Marketing?

- Must be technology-savvy;
- Be a confident public speaker;
- Good networking ability;
- Good oral and written communication skills;
- Time management and good teamwork;
- Be creative; and
- Good computer skills to produce and record information.

What are the working conditions in the Marketing industry?

Most marketing professionals work in an office environment. They typically have their own offices, but they may attend meetings or events often. Some may work in a variety of locations and need to travel frequently to attend networking events, product launches or exhibitions. They usually work office hours, but during busy periods may be required to work overtime or even during weekends.

What are the minimum entry requirements to study Marketing at a TVET College?

At a TVET College, the normal entrance requirements for the Marketing course are:

- **NC(V) Programme:**
A Grade 9 Certificate + college requirements set per programme.
- **NATED Programme:**
Grade 12 Certificate + college requirements set per programme OR an NC(V) Level 4 Certificate in Marketing.

What should I do if I want to study Marketing?

- Visit or contact a TVET College nearest to you to enquire about the entrance requirements for the Marketing course;
- Visit Marketing agencies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career in Marketing is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

To study Marketing: www.tvetcollleges.co.za

For more Career Guidance: www.careerhelp.org.za



TVET Career Guidance on Carpentry

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TVET Career Guidance on Carpentry

What does a Carpenter do?

A carpenter is a skilled craftsman who works in the construction and cabinet making industry. They fabricate all sorts of wood construction projects such as erecting building frames, roofs, floors and customising kitchens. Do you like building or creating things with wood? Do you have an eye for detail, and like to be precise in what you're doing? Then a career as a carpenter could be right for you.

What duties and tasks does a Carpenter perform?

- Carefully study blueprints and sketches;
- Execute measuring activities;
- Cut, shape and smooth the needed material;
- Build stairways, doors and window frames, partitions and rafters;
- Carve and assemble furniture, kitchen cabinets and drywalls; and
- Layout floorings, roofings or drywalls to ensure they are levelled and compatible.

What skills and abilities are required to become a Carpenter?

- Must be good at working with their hands;
- Must have physical stamina and strength;
- Must have good business skills. Self-employed carpenters must be able to bid for new jobs, track inventory, and plan work assignments;
- Must be detail-oriented;
- Must have a very logical mind and excel in problem-solving situations;
- Must be able to take exact measurements and work accurately; and
- Must be good at maths.

What are the working conditions of a Carpenter?

Some carpenters pre-fabricate cabinets and other structures in homes, shops or factories while others work on construction sites. Their jobs are physically intensive, requiring many hours of standing while cutting, joining, and working with wood materials.

What are the minimum entry requirements to study Carpentry at a TVET College?

At a TVET College, the normal entrance requirements for the Carpentry course are:

- NC(V) Programme:

A Grade 9 Certificate + college requirements set per programme.

- NATED Programme:

Grade 12 Certificate + college requirements set per programme OR an NC(V) Level 4 Certificate in Civil Engineering and Building Construction.

What should I do if I want to study Carpentry?

- Visit or contact a TVET College nearest to you to enquire about the entrance requirements to do the Carpentry course;
- Visit Carpentry training centres and companies to gain more knowledge about the field and what it entails;
- Contact DHET Career Development Services to provide you with free quality career information, advice and counselling services on 086 999 0123 or e-mail: careerhelp@dhet.gov.za
- Go for an aptitude test to help understand if a career in Carpentry is for you; and
- Attend Career Exhibitions in your area to liaise with higher learning institutions and obtain application forms.

To study Carpentry: www.tvetcollleges.co.za

For more Career Guidance: www.careerhelp.org.za



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PUBLIC TVET COLLEGE OFFICE CONTACT DETAILS

Keep this page as a reference and visit www.tvetcolleges.co.za for further information.

| College Name | Principal | Telephone | Websites for contact |
|------------------------|---|-----------------------|--|
| EASTERN CAPE | | | |
| Buffalo City | Mr P Mawila (Acting Principal) | 043 704 9201/743 4254 | www.bccollege.co.za |
| Eastcape Midlands | Mr Charl van Heerden | 041 995 2000 | www.emcol.co.za |
| Ikhala | Mr Xolelo Phike | 047 873 8843/5 | www.ikhala.edu.za |
| Ingwe | Mr Bheki Nkonyane | 039 940 2142 | www.ingwecollege.edu.za |
| King Hintsa | Ms Noluthando Balfour | 047 401 6400 | www.kinghintsacollege.edu.za |
| King Sabata Dalindyebo | Mr Tshepho Ngcobo | 047 505 1003 | www.ksdcollege.edu.za |
| Lovedale | Mr Mandla Manaka (Acting Principal) | 043 604 0700/01 | www.lovedalecollege.co.za |
| Port Elizabeth | Ms Jessie Figg (Acting Principal) | 041 509 6004/6 | www.pecollege.edu.za |
| FREE STATE | | | |
| Flavious Mareka | Ms Florence Chechile (Acting Principal) | 016 976 0815/0829 | www.flaviusmareka.net |
| Goldfields | Mr Francis Mahlangu | 057 910 6000 | www.goldfieldsfet.edu.za |
| Maluti | Mr Veli Mabena | 058 713 3048/6100 | www.malutitvet.co.za |
| Motheo | Prof Marianna Phutsisi | 051 406 9300/1 | www.motheotvet.co.za |
| GAUTENG | | | |
| Central Johannesburg | Mr Mpho Diago (Administrator) | 011 351 6053 | www.cjc.edu.za |
| Ekurhuleni East | Ms Happy Sibande | 011 736 4400/730 6600 | www.eec.edu.za |
| Ekurhuleni West | Mr Nyelisani Mudau (Acting Principal) | 011 323 1600 | www.ecw.edu.za |
| Sedibeng | Mr George Motapo | 016 422 6645 | www.sedcol.co.za |
| South West Gauteng | Mr Joseph Mnyamane (Acting Principal) | 086 176 8849 | www.swgc.co.za |
| Tshwane North | Ms Thembisa Tshibogo | 012 401 1950 | www.tnc.edu.za |
| Tshwane South | Mr Joseph Chiloane | 012 401 5000/6/73 | www.tsc.edu.za |
| Western | Mr Sello Mogotsi (Acting Principal) | 011 692 4004 | www.westcol.co.za |
| KWAZULU-NATAL | | | |
| Coastal | Dr Ndoda Biyela (Administrator) | 031 905 7000/3/4 | www.coastalkzn.cao.za |
| Elangeni | Ms Zodwa Aryetey | 031 716 6700 | www.elangeni.edu.za |
| Esayidi | Mr Casper De Koker (Acting) | 039 684 0110 | www.esayidifet.co.za |
| Majuba | Mr Sanele Mlatshwa | 034 326 4888 | www.majuba.edu.za |
| Mnambithi | Mr Chris Ndleta | 036 631 0360 | www.mnambithicollege.co.za |
| Mthashana | Mr Gabriel Dimba | 034 980 1010 | www.mthashanafet.co.za |
| Thekwini | Mr Nkosinathi Mchunu | 031 250 8400 | www.thekwinicollge.co.za |
| Umfolozi | Ms Elsie du Toit (Acting) | 035 902 9503 | www.umfolozicollege.co.za |
| Umgungundlovu | Ms Patricia Ntombi Ntshangase | 033 341 2102 | www.ufetc.edu.za |
| LIMPOPO | | | |
| Capricorn | Mr Lekau Mamabolo | 015 880 0281 | www.capricorncollege.edu.za |
| Lephalele | Mr Vincent Ngobeni | 014 763 2252/1014 | www.lephalelefetcollege.co.za |
| Letaba | Mr Pule Mashale | 015 307 5440 | www.letabafet.co.za |
| Mopani South East | Mr Levy Baloyi | 015 781 5721/5 | www.mopanicollege.edu.za |
| Sekhukhune | Mr Tebogo Kekana | 013 269 0278/9000 | www.sekfetcol.co.za |
| Vhembe | Ms Basani Hlekane | 015 963 3156 | www.vhembecollege.edu.za |
| Waterberg | Ms KR Dipela (Acting Principal) | 015 492 9009/9011 | www.waterbergcollege.co.za |
| MPUMALANGA | | | |
| Ehlanzeni | Mr Elias Mbuyane | 013 752 7105 | www.ehlanzenicollege.co.za |
| Gert Sibande | Ms Portia Mange | 017 712 1458/9 | www.gscollege.edu.za |
| Nkangala | Mr Cain Maimela | 013 690 1430/3824 | www.nkangalafet.edu.za |
| NORTHERN CAPE | | | |
| Northern Cape Rural | Mr Percy Sago | 054 331 3836 | www.ncrvet.com |
| Northern Cape Urban | Mr Brian Madalane | 053 839 2060/2061 | www.ncutvetcollege.edu.za |
| NORTH WEST | | | |
| ORBIT | Mr Dika Mokoena | 014 597 5513/4 | www.orbitcollege.co.za |
| Taletso | Mr Sello Mabathoana | 018 384 6213/2346/7/9 | www.taletsofetcollege.co.za |
| Vuselela | Ms Priscilla Lehoko | 018 406 7800 | www.vuselelacollege.co.za |
| WESTERN CAPE | | | |
| Boland | Mr Ebrahim Peters (Acting Principal) | 021 886 7111/2 | www.bolandcollege.com |
| College of Cape Town | Dr MM Muswaba | 021 404 6700 | www.cct.edu.za |
| False Bay | Ms Karin Hendricks | 021 787 0800 | www.falsebaycollege.co.za |
| Northlink | Mr Neil Maggot (Acting Principal) | 021 970 9011 | www.northlink.co.za |
| South Cape | Dr Tertia Terblanche (Acting Principal) | 044 884 0359 | www.sccollege.co.za |
| West Coast | Mr Lungisa Mbulawa | 022 482 1143 | www.westcoastcollege.co.za |

DHET REGIONAL OFFICE CONTACT DETAILS

Eastern Cape

Steve Vukile Tshwete Building,
Eastern Cape
Provincial Education Complex
Zone 6 Zwelitsha
T: 043 604 0701/00

Free State and Gauteng

Cnr. Flag and Rose-Innes Roads
Driehoek, Germiston
T: 011 323 1600 (Gauteng)
T: 051 404 8822 (Free State)

KwaZulu-Natal

47 Prince Alfred Street
Pietermaritzburg
T: 033 342 1010

Limpopo

58 Schoeman Street,
Rentmeester Building,
5th Floor, Office 509
Polokwane
T: 015 291 2662

Mpumalanga and North West

1305 Dr Albert Luthuli Drive,
Provincial Department of Education,
Mafikeng
T: 018 389 8150/90/69 (North West)
T: 017 200 0789 (Mpumalanga)

Northern Cape and Western Cape

18 Floor, Sanlam Building,
Golden Acre,
9 Adderley Street,
Cape Town
T: 021 467 2614