



Part-time Courses

Department of Part-time Studies
Tygerberg Campus

Contents

| | |
|---|----|
| Admission Requirements | 3 |
| Language Requirements | 3 |
| Examination and registration | 3 |
| Hours of tuition | 4 |
| Prescribed books/notes | 4 |
| Semester marks, criteria for evaluation and promotion | 4 |
| Discontinuation of studies | 5 |
| Absenteeism policy | 5 |
| General Information | 5 |
| Tygerberg Campus | 7 |
| • National Certificate and Diploma courses | 8 |
| • Management | 9 |
| • Educare | 10 |
| • Secretarial | 11 |



Welcome!

Dear Part-time Student

Welcome to the Department of Part-time studies of Northlink College.

Our mission is to provide quality, relevant and accredited education and training on a part-time basis, which will address the skills and developmental needs of all stakeholders.

All students must be in possession of the following documentation at registration:

- ID document / valid passport
- Proof of qualifications (certificates / statement of results)
- Proof of residential address
First page of bank statement
- Subject fees (R1 650 per subject) plus a registration fee of R275 per semester. PLEASE NOTE: A FINANCIAL AGREEMENT CAN BE SIGNED. All fees must be fully paid before a student will be allowed to sit for an examination.
- Northlink College offers part-time courses on five of their seven campuses each campus has a dedicated part-time head / supervisor / coordinator
- Part-time business studies are offered at our Tygerberg campus, whilst part-time engineering studies are offered at our Goodwood- and Bellville campuses.

We wish you success with your studies.

Alma Janse van Rensburg, *Acting Head: Part-time Department Tygerberg Campus*

For more information / queries please contact us on:

Tel: (021) 524 2214/2217/2218/2211

E-mail: ajvrensburg@northlink.co.za or jjasson@northlink.co.za or nsampson@northlink.co.za or esyvester@northlink.co.za

Admission requirements

National N4–N6 Certificates

The minimum admission requirement is a Senior Certificate with five subjects or an equivalent qualification.

Language requirements

Prospective students must bear in mind that Afrikaans and/or English is used as the medium of instruction at Northlink College and no guarantee can be given that lectures will necessarily be offered in a student's language of preference. Students thus have to be able to read and understand both languages as a minimum requirement. Examinations can be written in either Afrikaans or English.

Examination and registration

National N4–N6 Certificates

The examination fees for these courses are included in the class fees and will be paid to the Department by Northlink College on behalf of the candidates. Students register for the examinations in these courses at Northlink College.

Registration for Sub-Examination

Registration for rewrites closes on the 16 of February 2018 (for June exams).



Hours of tuition

Part-time classes at the Tygerberg campus are from 17:30 to 20:30 with a 15-minute break from 18:45 to 19:00. Please note: This can differ from subject to subject.

The timetables for part-time studies are available on registration and indicate dates and other information related to contact sessions. The different campuses have their own timetables and lecturing times.

Prescribed books/notes

Particulars of the titles and prices of prescribed textbooks, which students have to buy, will be provided by the lecturers. Tygerberg Campus will have a bookstore where these books can be bought. Books can also be bought from Protea Boekwinkel (near Shoprite Checkers in Parow.

Second-hand book R100

New book R200

Semester marks, criteria for evaluation and promotion

Semester Marks

The semester mark is determined by three assessments. The weighted values of these assessments are: Assessment 1: 20%; Assessment 2: 30% and Assessment 3: 50%. Students must obtain a semester mark of 40% in order to be admitted to the final exam. This year mark is valid for 4 consecutive exams.

A medical certificate must prove absence from a test or an examination. If no such certificate is handed in, a "0" mark will be recorded. No supplementary tests will be set.

PLEASE NOTE: THERE WILL ONLY BE ONE SICK TEST PER ASSESSMENT. IF YOU MISS THE SECOND OPPORTUNITY, THERE

WILL UNFORTUNATELY BE NO FURTHER OPPORTUNITY FOR THAT PARTICULAR ASSESSMENT. THE ASSESSMENT WILL ALSO BE A DIFFERENT ASSESSMENT THAN WHAT THE OTHER STUDENTS WROTE. SICK TESTS WILL BE WRITTEN ON A SATURDAY. STUDENTS WILL SIGN A SICK TEST POLICY UPON ENROLEMENT

Discontinuation of studies

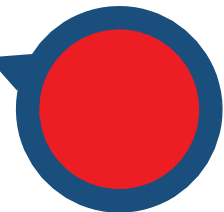
Should a student decide to discontinue his/her studies, he/she is required to notify the Part-time Department of the campus in writing, stating the reasons for this decision. A cancellation form needs to be completed and signed by the student. Reimbursement will be done only in very exceptional cases and only up to the end of February. If a student fails to notify the college in writing, he/she will be liable for all class fees.

Absenteeism policy

According to the policy of the college, the student is responsible to catch up any work or handouts lost during the time of absenteeism.

General information

- It is the responsibility of every student to ensure that he/she registers for the correct subjects.
- Any requests concerning a change of subjects or of language preference must be made in writing. If such a request is not put in writing, the information on the enrolment form will be accepted as correct. PLEASE NOTE: No student will be allowed to change from class (lecturer) after enrolment
- The language preference that you indicate on your enrolment form is the language that your exam paper will be set in.
- Please note that Management Communication (Eng) and Bestuurskommunikasie (Afr) are two different subjects. Make sure that you register for the correct subject.
- Enrolments for supplementary exams (rewrites) should take place before 16 February.
- Examination permits can be collected at the Part-time Department ± two weeks before the examination commence, **provided that ALL class fees have been settled.**





- All applications for certificates /diplomas are dealt with by the examination officer at each campus.
- The designated undercover parking is not available for students during working hours. Wheels will be clamped and a release fee will be payable.

Examination timetables are placed on the notice board of the Part-time Department early in the year. Please familiarize yourself with the dates on which you will be writing your subjects.



National certificate and diploma courses

Introduction

The Department of National Examination (Pretoria) issues the National Certificates and Diplomas. These are national career-orientated qualifications and are very popular with the private sector.

The management courses offered at Northlink College are career orientated to bridge the gap between the lecture room and the world of work with the least disruption at the end of the training period. Students who attend classes are expected to be neatly dressed at all times. It is expected of students to attend their classes regularly and to obtain a semester mark of at least 40% per subject.

Duration of courses

National N4 Certificate – 6 months

National N5 Certificate – 6 months

National N6 Certificate – 6 months

To obtain a National Diploma a learner must have a N6 Certificate and have 18 months relevant practical experience. On completion of the N6 Certificate and 18 months' relevant practical experience, you can apply for the National 3-year diploma (M+3 qualification equal to any other 3 year qualification).

National external examinations take place during June and November of each year.

National Diplomas on offer

National Diploma:

Public Management

- Financial Management
- Marketing Management
- Human Resource Management
- Business Management

National Diploma:

- Management Assistant



Management

NATIONAL DIPLOMA

Examination

Students write an external examination in each subject at the end of the semester (June/November). To gain admission to the examination, you must:

- attend contact sessions
- obtain a minimum semester mark of 40% by means of work assignments and tests.

| | N4 | N5 | N6 |
|---------------------------|---|--|---|
| Financial Management | <ul style="list-style-type: none"> - Financial Accounting - Computerised Financial Systems - Management Communication - Entrepreneurship Et Bus. Management | <ul style="list-style-type: none"> - Financial Accounting - Computerised Financial Systems - Cost Et Management Accounting - Entrepreneurship Et Bus. Management | <ul style="list-style-type: none"> - Financial Accounting - Computerised Financial Systems - Cost Et Management Accounting - Income Tax |
| Marketing Management | <ul style="list-style-type: none"> - Marketing Management - Entrepreneurship Et Bus. Management - Management Communication - Computer Practice | <ul style="list-style-type: none"> - Marketing Management - Sales Management - Entrepreneurship Et Bus. Management - Computer Practice | <ul style="list-style-type: none"> - Marketing Management - Sales Management - Marketing Research - Marketing Communication |
| Human Resource Management | <ul style="list-style-type: none"> - Personnel Management - Entrepreneurship Et Bus. Management - Management Communication - Computer Practice | <ul style="list-style-type: none"> - Personnel Management - Personnel Training - Labour Relations - Entrepreneurship Et Bus. Management | <ul style="list-style-type: none"> - Personnel Management - Personnel Training - Labour Relations - Computer Practice N5 |
| Business Management | <ul style="list-style-type: none"> - Entrepreneurship Et Management - Management Communication - Computer Practice - Introductory Financial Accounting N4 | <ul style="list-style-type: none"> - Entrepreneurship Et Bus. Management - Computer Practice - Sales Management - Labour Relations | <ul style="list-style-type: none"> - Entrepreneurship Et Management - Marketing Communication - Personnel Management N4 - Public Relations N5 |



| | | | |
|-------------------|---|---|---|
| Public Management | <ul style="list-style-type: none"> - Public Administration - Management Communication - Entrepreneurship Et Bus. Management - Computer Practice | <ul style="list-style-type: none"> - Public Administration - Municipal Administration - Public Finance - Entrepreneurship Et Bus. Management or Computer Practice | <ul style="list-style-type: none"> - Public Administration - Municipal Administration - Public Finance - Public Law |
|-------------------|---|---|---|



Secretarial

NATIONAL DIPLOMA

Introduction

The skills gathered in this course will enable you to take charge of and deal with all aspects of any secretarial or administrative environment.

Examination

Students write an external examination on each subject at the end of the semester. To gain admission to the examinations, you must:

- attend contact sessions
- obtain a minimum year mark of 40% by means of work assignments and tests.

Subjects

| | N4 | N5 | N6 |
|----------------------|--|--|---|
| Management Assistant | <ul style="list-style-type: none">- Information Processing- Office Practice- Communication- Computer Practice | <ul style="list-style-type: none">- Information Processing- Office Practice- Communication- Computer Practice | <ul style="list-style-type: none">- Information Processing- Office Practice- Entrepreneurship N4- Public Relations |



Language School

LEARN ENGLISH AT OUR INTERNATIONAL LANGUAGE SCHOOL (Only offered at the Tygerberg Campus)

Our Language school offers group and individual classes in:

- General English (all levels from Beginner to Advanced),
- Business English
- Several short courses. (see international webpage)
- And other tailor-made courses (see international webpage)
- English Enrichment

Our experienced teachers will help you to improve your English by focusing on the basic skills of reading, writing, listening, grammar and speaking. Lessons are based on material published by Cambridge and Oxford University Press.

When you enroll, you will be asked to undertake a Placement Test. Your listening, grammar and speaking abilities will be assessed. This will help us place you in a class suited to your level.





Language School *continued*

Class times

Monday – Friday

Either in the morning or afternoon, depending.

Fees – See International webpage for quotes.

International Webpage on www.northlink.co.za

International office

We have a well-established International Office who will assist you with any *visa/ passport* or study guidance.

Private, one-on-one classes are also available on request.

International student's liaison officer

Willem Rall

Tel: +27 21 930 3918

Fax: +27 21 930 3944

Email: wral@northlink.co.za

international@northlink.co.za

language@northlink.co.za

Class Fees 2018

R1 650 per subject

Registration fee of

R275 per semester

Bank and Branch: Nedbank
Tygerberg/Winelands

Account number: 1103678604

Branch Code: 198765

Account Name: NORTHLINK
COLLEGE – STUDENT ACCOUNT

Type of account: Current
account

BANKING DETAILS



Bellville Campus

Tel: +27 21 951 2231

Fax: +27 21 951 3967

Co-ordinator:

Zielieus Mitchell – zmitchell@northlink.co.za

Physical Address:

Sackson Street

Bellville South

7530



Goodwood Campus

Tel: +27 21 591 3181

Fax: +27 21 592 2493

Co-ordinators:

Clive Solomans – csolomans@northlink.co.za

Physical Address:

C/O Dirkie Uys Et Merriman Street

Goodwood

7460



Central Office: 80 Voortrekker Road, Bellville 7530
Tel: 021 970 9000 • Fax: 021 970 9063 • Private Bag X1, Panorama 7506
info@northlink.co.za • Enquiries: 08600 NLINK
www.northlink.co.za