

Dear Student



APPLICATION FOR A NATIONAL DIPLOMA (REPORT 191)

National Diplomas are not issued by Boland College, but by the National Department of Higher Education and Training in Pretoria. Selection is extremely strict and all documentation must be the originals (excluding certified copies where required). **No copies/faxes will be accepted.**

The following documents must be handed in by you:

- (1) A completed **application form**.
- (2) Certified copies of your N4, N5 and N6 certificates as well as your identity document. Certification may not be older than 3 months.
- (3) A letter on a letterhead from your employer(s) which has to contain the following information:
 - a. **Specific dates** as proof of the period in which you gained work experience that is relevant to your specific field of training. Refer **“National Exam Instruction No 21 of 2000, point 1.10”**. The proof of experience must be in two main subjects of your N6 qualification.
 - b. **A Certificate of Service** that confirms that the candidate worked for more than 18 months, and
 - c. **A complete duty sheet (job description)** stating what your duties were.

You are requested to read the circular **“National Exam Instruction 21 of 2000”** carefully so that you can acquaint yourself with the requirements which are set by the National Department of Higher Education and Training.

The Department will under no circumstances issue a Diploma unless the candidate strictly complies with the requirements. N.B.: **2000 hours** is only applicable to students who have done practical work during their theoretical training.

Please send your completed application and documentation via registered post/courier, or hand delivered for attention, _____ on campus.

Please keep in mind that applications take between 2-6 months to be processed.

Campus Manager

Date

Geagte Student



AANSOEK OM 'N NASIONALE DIPLOMA (REPORT 191)

Nasionale Diplomas word nie deur Boland Kollege uitgereik nie, maar deur die Nasionale Departement van Hoër Onderwys en Opleiding in Pretoria. Keuring is uiters streng en alle dokumentasie moet oorspronklik wees (uitsluitend gesertifiseerde afskrifte waar benodig). **Geen afskrifte/fakse word aanvaar nie.**

Die volgende dokumente moet deur u ingelewer word:

- (1) 'n Voltooiëde **aansoekvorm**.
- (2) Gesertifiseerde afskrifte van u N4-, N5- en N6-sertifikate sowel as u Identiteitsdokument. Sertifisering mag nie ouer as 3 maande wees nie.
- (3) 'n Brief op 'n briefhoof van u werkgewer(s) wat die volgende inligting bevat:
 - a. **Spesifieke datums** wat bewys lewer van die tydperk wat u toepaslike werkervaring in u spesifieke veld van opleiding gedoen het. Verwys "**National Exam Instruction No 21 of 2000, point 1.10**". Die bewyse van ondervinding moet in die twee hoofvakke van u N6-kwalifikasie wees.
 - b. 'n **Dienssertifikaat** wat staaf dat die kandidaat vir meer as 18 maande werksaam was, en
 - c. 'n **volledige pligtestaat (of posbeskrywing)** wat u pligte uiteensit.

U word versoek om omsendbrief "**National Exam Instruction 21 of 2000**" noukeurig deur te lees sodat u uself kan vergewis van die vereistes wat gestel word deur die Nasionale Departement van Hoër Onderwys en Opleiding.

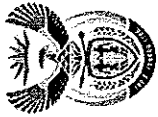
Die Departement reik in geen omstandighede 'n diploma uit alvorens 'n kandidaat streng aan die vereistes voldoen. Let wel: **2 000 uur** is net van toepassing op studente wat reeds prakties tydens hul teoretiese opleiding gedoen het.

Stuur asseblief u voltooiëde aansoek en dokumentasie per geregistreerde pos/koerier, of per hand afgelewer vir aandag _____ op kampus.

Hou asseblief in gedagte dat aansoeke tussen 2-6 maande neem om geprosesseer te word.

Kampusbestuurder

Datum



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

Private Bag X1110, Pretoria, 0001, South Africa, 123 Francis Baard Street, PRETORIA, 0002.
Tel: +27 12 357 3892, Fax 012 328 6878, <http://www.education.gov.za>

The National N Diploma Application Process

1. APPLYING FOR AN EVALUATION

You have to complete a paper application form (annexure A), support by the Academic board of the Institution where you have obtained your theoretical qualifications.

1.1 Submit the application

It is the responsibility of the FET Institution to submit your application (annexure A) to the DHET by making use of a courier service to:

Department of Higher Education and Training

Directorate: Resulting and Certification: IT systems

222 Struben Street

Pretoria

0001

Examination Centres will be notified of the registration via e-mail from the DHET acknowledging receipt of your application.

1.2 What happens next?

- DHET records your application
- We capture your details onto our system and create a paper file.
- A reference number is allocated to your application.

1.3 DHET processes your application

- Your application is then evaluated and screened for completeness
- The DHET/Indlela verifies all information.
- If further action or information is needed from you or another source, your application will be suspended and the FET institution will be contacted.
- A letter will be forwarded to the FET Institution explaining the reason for the suspension.
- If your application is successful your National N Diploma gets printed and posted to the FET institution via courier services.

1.4 Collecting of your National N Diploma

- You will be notified by the FET institution when your National N Diploma is ready for collection.
- The FET institution will need your ID document, passport or driver's license when you collect your National N Diploma.

1.5 Duration

The entire process will not take more than three months.

1.6 Fees

This is a free service from the DHET

2. THE NATIONAL N DIPLOMA

This qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area. The design of the qualification is such that it enables learners to progressively obtain the qualification by completing the related N4, N5 and N6 courses in a particular vocation/occupational area, either separately with breaks between, or in one extended study period of a year or 18 months and then to apply the knowledge and skills learned in the workplace for an extended period. The N4+N5+N6, regardless of the manner in which they are completed, must be followed by or integrated with the relevant 18 months practical workplace experience for General Study Diplomas and 24 months of practical workplace experience for the Engineering Studies Diploma.

The National N Diploma has been designed to meet those needs as it allows for the development of practical skills founded on the latest theory and principles through the presentation of a theoretical component with practical work and an extended period of 18 or 24 months of on-the-job experience. In addition the N4, N5 and N6 modules can be completed as individual unit of learning that develop specific knowledge and skills that while they form part of the complete qualification equip the learners to be productively employed as second level technicians

3. THE QUALIFICATION

Learners need one of the following:

- A National Senior Certificate.
- A Senior Certificate.
- An FETC.
- An N3 in the relevant specialization area.

It is assumed that learners are competent in:

- Communication at NQF Level 4 in the language of teaching and learning of the institution offering the qualification.
- The theoretical knowledge and practical skills required for the specialisation at NQF Level 4 or N3 Level.

3.1 To be awarded the qualification, learners are to choose an area of specialisation and complete:

A. In the case of N courses of 0.5 years duration (Business Studies):

- N4 (0.5 year duration), 60 credits.
- N5 (0.5 year duration), 60 credits.
- N6 (0.5 year duration), 60 credits.
- 18 months Practical Experience, 180 credits.

B. In the case of N courses of 0.33 years duration (Engineering Studies):

- N4 (0.33 year duration), 40 credits.
- N5 (0.33 year duration), 40 credits.
- N6 (0.33 year duration), 40 credits.
- 24 months Practical Experience, 240 credits.

3.2 Specialisation areas are:

3.2.1 Business Studies

PROGRAMME	LEVELS / SAQA ID	PROGRAMME	LEVELS / SAQA ID
Art and Design	N4: ID 66831. N5: ID 66915. N6: ID 66994	Business Management	N4: ID 66871 N5: ID 66929 N6: ID 66995
Clothing Production	N4: ID 66893 N5: ID 66974 N6: ID 67009	Educare	N4: ID 66883. N5: ID 66971. N6: ID 67007
Farming Management	N4: ID 66829. N5: ID 66914. N6: ID 66993	Financial Management	N4: ID 66874. N5: ID 66954. N6: ID 66998
Haircare:	N4: ID 66909. N5: ID 66977. N6: ID 67012.	Hospitality and Catering Services	N4: ID 66891. N5: ID 66973. N6: ID 67008
Human Resource Management	N4: ID 66873. N5: ID 66953. N6: ID 66997.	Interior Decorating	N4: ID 66882. N5: ID 66970. N6: ID 67006.
Legal Secretary	N4: ID 66883. N5: ID 66959. N6: ID 66880	Management Assistant	N4: ID 66876. N5: ID 66956. N6: ID 67001
Marketing Management	N4: ID 66872. N5: ID 66952. N6: ID 66996	Medical Secretary	N4: ID 66878. N5: ID 66957. N6: ID 67002
Popular Music: Composition	N4: ID 66913. N5: ID 66981. N6: ID 67016	Popular Music: Performance	N4: ID 66911. N5: ID 66979. N6: ID 67014
Popular Music: Studio Work	N4: ID 66912. N5: ID 66980. N6: ID 67015	Public Management	N4: ID 66875. N5: ID 66955. N6: ID 67000
Public Relations	N4: ID 66879. N5: ID 66958. N6: ID 67003	Tourism	N4: ID 66910. N5: ID 66978. N6: ID 67013

3.2.2 Engineering Studies

PROGRAMME	LEVELS /SAQA ID	PROGRAMME	LEVELS
Engineering Studies	N4: ID 66881. N5: ID 66960. N6: ID 67005.	Fertiliser Manufacturing	N4: ID 66895. N5: ID 66976. N6: ID 67011
Textiles	N4: ID 66894. N5: ID 66975. N6: ID 67010		

4. NATIONAL N DIPLOMA

Please indicate the National N Diploma which you applied for.

LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION:

LP ID	Learning Programme Title	Provider	Pre-2009 NQF Level	NQF Level	Min Credits	Please indicate with a "X" the Diploma which you apply for
67031	National N Diploma: Art and Design	DHET	Level 6	NQF Level 06	360	
67036	National N Diploma: Business Management	DHET	Level 6	NQF Level 06	360	
67045	National N Diploma: Clothing Production	DHET	Level 6	NQF Level 06	360	
67032	National N Diploma: Commercial Promotion	DHET	Level 6	NQF Level 06	360	
67050	National N Diploma: Educare	DHET	Level 6	NQF Level 06	360	
67043	National N Diploma: Engineering Studies	DHET	Level 6	NQF Level 06	360	
67030	National N Diploma: Farming Management	DHET	Level 6	NQF Level 06	360	
67040	National N Diploma: Financial Management	DHET	Level 6	NQF Level 06	360	
67048	National N Diploma: Hair Care	DHET	Level 6	NQF Level 06	360	
67047	National N Diploma: Hospitality and Catering Services	DHET	Level 6	NQF Level 06	360	
67039	National N Diploma: Human Resource Management	DHET	Level 6	NQF Level 06	360	
67044	National N Diploma: Interior Decorating	DHET	Level 6	NQF Level 06	360	
67035	National N Diploma: Legal Secretary	DHET	Level 6	NQF Level 06	360	
67033	National N Diploma: Management Assistant	DHET	Level 6	NQF Level 06	360	
67037	National N Diploma: Marketing Management	DHET	Level 6	NQF Level 06	360	
67034	National N Diploma: Medical Secretary	DHET	Level 6	NQF Level 06	360	
67052	National N Diploma: Popular Music: Composition	DHET	Level 6	NQF Level 06	360	
67053	National N Diploma: Popular Music: Performance	DHET	Level 6	NQF Level 06	360	
67054	National N Diploma: Popular Music: Studio Work	DHET	Level 6	NQF Level 06	360	
67041	National N Diploma: Public Management	DHET	Level 6	NQF Level 06	360	
67042	National N Diploma: Public Relations	DHET	Level 6	NQF Level 06	360	
67049	National N Diploma: Textiles	DHET	Level 6	NQF Level 06	360	
67051	National N Diploma: Tourism	DHET	Level 6	NQF Level 06	360	

This qualification articulates vertically with a Bachelor's Degree in the cognate field and horizontally with a cognate Diploma or Advanced Certificate at Level 6

5. LEGISLATIVE MANDATE

- National Policy Relating to the Examinations of Formal Technical College Instructional Programmes as promulgated in Government Gazette No. 22760 of 26 October 2001;
- National Education Policy, Formal Technical College Instructional Programmes in the RSA, Report 191 (2001/08), Part 2: N4 to N6; and
- National Education Policy, Norms and Standards for the Instructional Programmes and the Examination and Certification thereof in Technical College Education, Report 190 (2000/03).

Annexure A

Application for the evaluation of qualifications and experience to comply with the requirements of the National N Diploma

NAME OF APPLICANT	
ID NUMBER OF APPLICANT	
NAME OF FET INSTITUTION/COLLEGE	
EXAMINATION CENTRE NUMBER	
E-MAIL ADDRESS	
FAX NUMBER	
QUALIFICATION TITLE	NATIONAL N DIPLOMA
MINIMUM CREDITS	360
NOF LEVEL	6
DATE SUBMITTED TO DHET	DATE RECEIVED BE DHET
	DATE PROCESSED BY DHET
APPROVAL PROCESS	
Recommended / Not Recommended	Academic Board of FET Institution / College Signature:
Practical Experience: Achieved / Not Achieved	Indlela Signature:
Theoretical Experience: Achieved / Not Achieved	Resulting & Certification – IT Systems Signature:

1. ACADEMIC INFORMATION

1.1 Instructional offerings passed, exempted, acknowledged on a N4 level for the National N Diploma

Examination Centre Number	Name Instructional Offering	% Obtained	Level	Date passed / acknowledge
			N4	
			N4	
			N4	
			N4	

1.2 Instructional offerings passed, exempted, acknowledged on a N5 level for the National N Diploma

Examination Centre Number	Name Instructional Offering	% Obtained	Level	Date passed / acknowledge
			N5	
			N5	
			N5	
			N5	

1.3 Instructional offerings passed, exempted, acknowledged on a N6 level for the National N Diploma

Examination Centre Number	Name Instructional Offering	% Obtained	Level	Date passed / acknowledge
			N6	
			N6	
			N6	
			N6	

1.4 Additional instructional offerings passed, exempted, acknowledge for the National N Diploma

Examination Centre Number	Name Instructional Offering	% Obtained	Level	Date passed / acknowledge

1.5 Two Instructional offerings related to the Candidates Vocation on a N6 Level

Name Instructional Offering	% Obtained	Level	Date passed / acknowledge
		N6	
		N6	

*** Please attach the following certified copies to the last page of this application.**

- ✦ ID Document
- ✦ National N Certificates
- ✦ University - Academic Record in the case of exceptions
- ✦ Letter from employer regarding workplace experience

Name & address Of Company	Registration number of Company	Contact details of HR Department	Position Held	Primary duties	No of hours per week	No of Months	Signature of Supervisor

Note:

Experience must be relevant of a minimum of 18 months practical workplace experience to qualify towards the General Study Diplomas and a minimum 24 months of practical workplace experience for the Engineering Study Diploma.

3. TRADE TEST / LEARNERSHIP CERTIFICATES

All certificates to be verified on SAQA website to establish the Trade / learnership ID

Trade ID	Trade Code	Trade Name	Industry

Help us to combat fraud

DHET has a zero tolerance approach towards fraudulent activity and corruption.

Please report irregular behaviour that you may be aware of to DHET on 0800 701 701

