SA ACADEMY OF APPLIED COMPETENCE

Educate - Empower - Employ

SAAAC

educate
empower
employ

2023 PROSPECTUS

YOUR COLLEGE OF EXCELLENCE

Department of Higher Education & Training
Registration No: 2018/FE07/007

www.saaac.co.za

Vision

To educate all who wishes to study with us by providing affordable, yet quality education. We will become the household name and leaders in education.

Mission

1. Exceed Customers Expectations
2. Provide Quality Education
3. Provide Affordable Products
4. Become the Brand name to all
5. Provide Expert Advice and Support
6. Measure Performance
7. Develop Strong Leaders
8. Reward Excellence
9. Promote Life-Long Learning

Foreign Certificates

All foreign students must have their certificates evaluated by SAQA

Class Attendance

Students must be punctual
Students must attend on a regular basis
If absent for three or more days a doctors note is required
Parents will be contacted if student is regularly absent
If absent from assessments & no doctors note, you will be awarded with 0 (mark)

Dress Code

Students will dress neatly and appropriately and student bags should be free of provocative or offensive statements, slogans or signs.

Refunds

Refunds are not generally made to students, but will be considered on a case to case circumstance.
Registration and Deposits are NON-REFUNDABLE

Cancellation

The cancellation of a course must be done in writing during the registration period. Failing to do this, students will be liable for the full cost of tuition fees.

Examinations

Only students who have registered for full-time and part-time programmes and who have complied with the requirements will be allowed to enter the examinations

Inductions

All registered students, whether full or part-time are expected to attend inductions. All aspects, entreance requirements, examination rules, etc will be explained during this time.

Part-Time Students

It is the duty of part-time students to ensure that they receive their assessments and submit such on time. They also have to enquire when the examinations and assessments take place.

Entry Requirements

Each coursse has different entry requirements, so please ensure you are awared of such.

Admission Requirements

All prospective students can apply online at www.saaac.co.za or you can request an enrolment form from admin@saaac.co.za

Assessments Nated

There are THREE Assessments carried out each semester for Business/Utility Studies, being weighted as follows:

1. Assessment Task - counts 20% of weighted mark
2. Class Test - counts 30% of weighted mark
3. Internal Exam - counts 50% of weighted mark

Engineering Studies have TWO Assessments carried out each Semester (N4) or each Trimester (N5 & N6). They are weighted as follows:

1. Class Test One - 30% of weighted mark
2. Internal Exam - 70% of weighted mark

Assessments QCTO

Students need to complete all three segments, being the Knowledge, Practical & Workplace Segments. Students will write internal summative assessments after each module and then ONE external assessment when all the above segments are completed. Students will build a Portfolio of Evidence (PoE)

Assessments - CTH - International Learning Programmes

Each student will complete FIVE Modules which are either exam-based or thesis-based. Pass mark for each module is 40%

Assessments Schooling - East London Only

Assessments are CAPS based. Students can redo their SBA's. Rewrites are only offered in East London.

Certification

Certificates are issued by the different Education, Training, Qualifications Authorities Nated certificates are issued by the Department of Higher Education and the QCTO. The QCTO will issue certificates to all successful candidates doing Occupational fields. CTH certificates are issued by the Confederation of Travel and Hospitality and ITHSA

Career Guidance & Counseling

Career Guidance is offered to those students requiring assistance with the choice of courses. Please consult with the College Principal.

FEE Structure

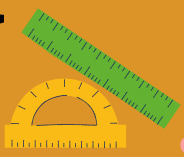
Please contact your nearest campus or look online at www.saaac.co.za or cmpus Facebook Pages.
All course prices are made available. Students must be aware that certain courses have book and exam fees which need to be paid by the student. Please ensure you are aware of the dates when these fees have to be paid. No exams will be ordered unless your monthly fees are up to date and your your exam fees have been paid.

Student Code of Conduct

SAAAC has a code of conduct to which all students need to comply. This is made available at all the campuses. Students must ensure they are aware of such and comply with the code of conduct.

Reports & SoR's

Reports could take the form of Statement of Results and are issued once the Quality Counsels make them available.



Quality Council for Trades & Occupations (QCTO)

SAAAC is accredited with the Quality Council for Trades & Occupations and offers the following qualifications through them - No: QCTOSDP01191018-1836

Early Childhood Development - NQF 4

SAQA ID: 97542 - Learnership No: 32Q320045171314

Entry Requirement: Grade 11 or any NQF Level 3
Duration: 18 Months

Students will:
- Complete Knowledge, Practical and Workplace Modules
- Build a Portfolio of Evidence (PoE)
- Write Internal Summative Assessments after each module
- Write ONE Final Summative Exam at the end of the Programme

Supply Chain Supervisor - NQF 5

SAQA ID: 99111 - Learnership No: 32Q320044181455

Entry Requirement: Grade 12 or any NQF Level 4
Duration: 24 Months

Students will:
- Complete Knowledge, Practical and Workplace Modules
- Build a Portfolio of Evidence (PoE)
- Write Internal Summative Assessments after each module
Write ONE Final Summative Exam at the end of the Programme

Sales Assistant (General) Retail Sales Advisor

NQF 3 - SAQA ID: 99669

Entry Requirement: Grade 9 or NQF Level 1
Duration: 12 Months

Students will:
- Complete Knowledge, Practical and Workplace Modules
- Build a Portfolio of Evidence (PoE)
- Write Internal Summative Assessments after each module
- Write ONE Final Summative Exam at the end of the Programme

Business Studies - Nated

Entry Matric Pass

Business Management N4 - N6

National N Diploma: SAQA 67036

N4 - Subjects

Entrepreneurship and Business Management N4 (EBM)
Financial Accounting N4
Management Communication N4
Computer Practice N4

N5 Subjects

Entrepreneurship and Business Management N5 (EBM)
Sales Management N5
Financial Accounting N5 or Labour Relations N5
Public Relations N5

N6 Subjects

Entrepreneurship and Business Management N6 (EBM)
Sales Management N6
Financial Accountng N6 or Labour Relations N6
Public Relations N6

Business Studies - Nated

Entry Matric Pass

Human Resource Management N4 - N6

National N Diploma: SAQA 67039

N4 - Subjects

Entrepreneurship and Business Management N4 (EBM)
HRM - Personnel Management N4
Management Communication N4
Computer Practice N4

N5 Subjects

Entrepreneurship and Business Management N5 (EBM)
Personnel Management N5
Personnel Training N5
Labour Relations N5

N6 Subjects

Entrepreneurship and Business Management N6 (EBM)
Personnel Management N6
Personnel Training N6
Labour Relations N6

Legal Secretary N4 - N6

National N Diploma: SAQA 67035

N4 - Subjects

Entrepreneurship and Business Management N4 (EBM)
Office Practice N4
Information Processing N4
Communication N4

N5 Subjects

Information Processing N5
Office Practice N5
Legal Practice N5
Communication N5

N6 Subjects

Legal Practice N6
Information Processing N6
Office Practice N6
Communication N6

Business Studies - Nated
Entry Matric Pass

Marketing Management N4 - N6
National N Diploma: SAQA 67037

N4 - Subjects

Entrepreneurship and Business Management N4 (EBM)
Management Communication N4
Marketing Management N4
Computer Practice N4

N5 Subjects

Entrepreneurship and Business Management N5 (EBM)
Sales Management N5
Marketing Management N5
Public Relations N5

N6 Subjects

Sales Management N6
Marketing Management N6
Marketing Communication N6
Marketing Research N6

Public Management N4 - N6
National N Diploma: SAQA 67041

N4 - Subjects

Entrepreneurship and Business Management N4 (EBM)
Public Administration N4
Computer Practice N4
Management Communication N4

N5 Subjects

Public Administration N5
Public Finance N5
Municipal Administration N5
Public Relations N5

N6 Subjects

Public Administration N6
Public Law N6
Municipal Administration N6
Public Finance N6

Business Studies - Nated

Entry Matric Pass

Public Relations N4 - N6

National N Diploma: SAQA 67042

N4 - Subjects

Entrepreneurship and Business Management N4 (EBM)
Office Practice N4
Information Processing N4
Communication N4

N5 Subjects

Public Relations N5
Office Practice N5
Information Processing N5
Communication N5

N6 Subjects

Public Relations N6
Information Processing N6
Labour Relations N5
Communication N6

Management Assistant N4 - N6

National N Diploma: SAQA 67033

N4 - Subjects

Entrepreneurship and Business Management N4 (EBM)
Communication N4
Information Processing N4
Office Practice N4

N5 Subjects

Entrepreneurship and Business Management N5 (EBM)
Communication N5
Information Processing N5
Office Practice N5

N6 Subjects

Entrepreneurship and Business Management N56 (EBM)
Communication N6
Information Processing N6
Office Practice N6

Utility Studies - Nated

Entry Matric Pass

Educare (ECD) N4 - N6

National N Diploma: SAQA 67050

N4 - Subjects
Education N4
Child Health N4
Educare Didactics: Theory & Priactice N4
Day Care Personnel Development N4
N5 Subjects
Educational Psychology N5
Day Care Communication N5
Educare Didactics: Theory & Practice N5
Entrepreneurship and Business Management N4 (EBM)
N6 Subjects
Educare Didactics: Theory & Practice N5
Educational Psychology N6
Day Care Management N6
Day Care Communication N6

Tourism N4 - N6

National N Diploma: SAQA 67051

N4 - Subjects
Travel Services N4 - 60% pass mark
Tourism Communication N4 - 50% pass mark
Tourist Destinations N4 - 50% pass mark
Travel Office Procedures N4 - 505 pass mark
N5 Subjects
Travel Services N5 - 60% pass mark
Tourism Communication N5 - 50% pass mark
Tourist Destinations N5 - 50% pass mark
Travel Office Procedures N5 - 505 pass mark
N6 Subjects
Travel Services N6 - 70% pass mark
Tourism Communication N6 - 50% pass mark
Tourist Destinations N6 - 50% pass mark
Travel Office Procedures N6 - 505 pass mark

Travel & Hospitality - ITH/CTH
International Learning Programmes
Entry Grade 10 or 16 Years Old

Foundation Programmes (Each Three/Four Months)

Essential Study Skills
Essentials of Human Resource & Business Computing
Essentials of Marketing & Customer Relationships
The Tourism Hospitality Industry
Essentials of Tourism & Hospitality Operations

ENGINEERING SCIENCE - NATED
Entry Matric with Maths/Science
N4 - Six Months N5/N6 Three Months

Electrical Engineering

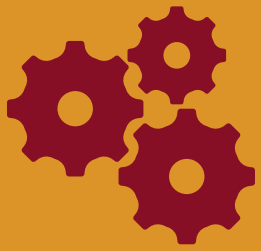
SUBJECTS

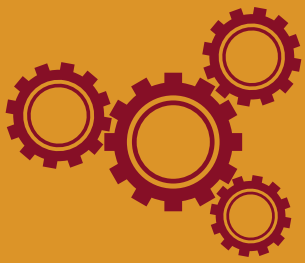
Mathematics N4; N5; N6
Engineering Science N4
Industrial Electronics N4; N5; N6
Electrotechnics N4; N5; N6
Power Machines N5; N6

Mechanical Engineering

SUBJECTS

Mathematics N4; N5; N6
Engineering Science N4
Mechanical Draughting N4
Mechanotechnics N4; N5; N6
Power Machines N5; N6
Mechanical Draughting & Technics N5; N6





SACAI - Matric and Rewrites
East London Only

The National N Diploma application procedure for Business Studies; Utility Studies & Engineering Studies

1 The design of the course is such that after studying and completing the theoretical N4 - N6 certificate, students need to follow this up by obtaining 18 or 24 months of Student Workplace Experiential Programme.

2. After submitting proven experience an application form should be completed by the student as well as the employer.

3. This application should be submitted to the College.

4. Your application will then be submitted to the Department of Higher Education and Training for evaluation, verification and screening.

5. If further action or information is required from the applicant or any other source the application will be suspended and the college will be contacted.

6.If you application is successful your National Diploma will be processed and sent tot he campus where the application has been submitted.

7. The college will need your ID Document/Passport when you collect your National Diploma

Frequently Asked Questions - FAQs

Q. Is SAAAC registered?
A. Absolutely! We are Provisionally Registered with the Department of Higher Education and Training - Registration No: 2018/FE07/007

Q. Does SAAAC offer SAQA accredited qualificaitons?
A. All our National offerings are SAQA approved. We however also offer International Qualifications, such as those from CTH which are OFQUAL registered - these are accepted in South Africa. You can take this to SAQA who will map them on the SAQA framework.

Q. What is the difference between Online and Part-Time learning?
A. They are in reality the same. However, all exams have to be written at one of our registered exam centres. We do not offer Distance Learning though, as we do not have exam centres all over South Africa.

Q. Is the title of my qualification, like National Diploma important, or is the level on which it is more important?
A. The level is what is important. Employers are looking for people with certain levels, not for people with titles, like National Diploma's, Diploma's, etc.

Q. What is an Occupational Qualification?
A. An occupational certificate is the formal recognition and certification of learning. achievement awarded by the QCTO.

Q. What is the NQF?
***A.** It stands for the National Qualfications Framework. Those are the NQF Levels of each qualification. We offer NQF 3 to NQF 6. Matric is on the NQF 4.*

Q. When are starting dates?
A. These differ according to qualifications. Engineering Studies has THREE starting dates, being 1st, 2nd, 3rd Trimester, whilst Business/Utility Studies has TWO, being Semester 1, January intake and Semester 2, being July intake. QCTO and CTH have open dates which means you can register at all times. Matric Rewrite closing dates is Mid March.

Q. Is there a refund of registration and deposit fees?
A. No, we do not give refunds for these. You may however cancel a course but there is a fee involved

Q. I don't have matric. Are there courses I can do?
A. Yes there are options. You can do Sales Assistant with a Grade 9, ECD NQF 4 with a Grade 11 and CTH - Hospitality & Tourism with a Grade 10 or at least be 16 years old.

Q. How would I be able to study online?
A. You will be given access to our LMS (Learner Management System) or by WhatsApp or other form

SAAAC Campuses

PRESTIGE COLLEGE CAMPUS - HAMMANSKRAAL
116 Elke Street, Hammanskraal - 012 516 0000
083 581 1902

QUEENSTOWN CAMPUS - 7 Ebden Street, Queenstown - 087 160 0649

DURBAN CAMPUS - 301 Tower C, Salisbury Centre, West Street, Durban - 087 510 1172

EAST LONDON CAMPUS - 9 Kelvin Place, Beacon Bay, East London - 043 748 2225

ACCREDITATION

QCTO: NATED/14/0096
QCTO: SDP 1223/17/00300; QCTO: SDP 1222/16/0050

DHET Exam Centre Numbers:
0899992811; 0599992546; 0499992407; 0499992425

Institute of Certified Bookkeepers (ICB):
300835; 301169; 301171; 300934

Confederation of Travel & Hospitality CTH/ITH
1043; 2086; 2289; 2342
SACAI & IMPAK - H4674 - 801302

Department of Higher Education & Training
Registration No: 2018/FE07/007