



PROSPECTUS



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NATIONAL CERTIFICATE: ELECTRICAL ENGINEERING N1 – N6

PROGRAMME	DURATION PER LEVEL
N1-N6 Electrical Engineering	3 Months / 1 Trimester

TYPE OF PROGRAMME

- Self-study (part-time) - Enquire with the sales consultant

ADMISSION REQUIREMENTS

- **N1:** Grade 9, with a pass in mathematics and science, or equivalent
- **N2:** Grade 12 / N1
- **N4-N6:** N3 with Mathematics & Engineering Science

ABOUT ELECTRICAL ENGINEERING

This programme is aimed at technically minded people, who have the ability to think logically and put plans into practice. Just about everything connects to (or was made using) electricity. Every new building, from house to office park, needs electricians to make it work. Older buildings need maintenance, repairs and upgrades. The global trend to greener, more efficient technology requires electricians to gain experience on new & changing technology. A good electrician is a busy electrician.

WHAT CAN I DO WITH MY QUALIFICATIONS?

- On successful completion of N2, the learner needs practical components and practical experience in order to apply for his/her trade test.
- To obtain a Wireman's Licence, the learner needs to complete N2 (Single Phase Electrician), N3 (Installation Electrician) and N6 (Master Electrician) successfully, Installation Rules Paper 1 & 2, practical /workplace components, unit standards and proof of his/her trade test. Terms and conditions apply.

ABOUT THE PROGRAMME

This programme progresses through six levels. Each level takes place over one trimester (3 months). After completing each level successfully, you are eligible for a national certificate of achievement on that level.

PROGRAMME MODULES

N1-N3 – 1 TRIMESTER (3 MONTHS) PER LEVEL

- Industrial Electronics
- Electrical Trade Theory
- Engineering Science
- Mathematics

N4-N6 – 1 TRIMESTER (3 MONTHS) PER LEVEL

- Industrial Electronics
- Electrotechnics
- Engineering Science (Engineering Physics N5 & N6)
- Mathematics





OCCUPATIONAL CERTIFICATE: ELECTRICIAN NQF 4 (360 CREDITS)

PROGRAMME	DURATION PER LEVEL
Occupational Certificate: Electrician SAQA ID: 91761	3 years (Includes knowledge, practical & workplace modules)

TYPE OF PROGRAMME

- Currently only available as a full-time programme.

ADMISSION REQUIREMENTS

- NQF 1 / Grade 9, with a pass in Mathematics and Science
- Learner must be 16 years or older

ABOUT ELECTRICAL ENGINEERING

The purpose of this qualification is to prepare a learner to operate as an electrician. Installs, tests, connects, commissions, maintains and alter/repair electrical equipment, wiring and control systems. Just about everything connects to (or was made using) electricity. Every new building, from house to office park, needs electricians to make it work. The global need to greener, more efficient technology requires electricians to gain experience on new and changing technology.

WHAT CAN I DO WITH MY QUALIFICATIONS?

On successful completion of the knowledge, practical and workplace modules of the Occupational Certificate: Electrician you will qualify to do your Electrician trade test. (Terms & conditions apply)

ABOUT THE PROGRAMME

KNOWLEDGE MODULES

- Health, Safety, Quality and Legislation
- Tools, Equipment and Materials
- Electricity and electronics
- Industry Context
- Wire ways and wiring
- Rotating electrical machinery
- Electrical supply systems and components
- Low Voltage protection
- Fault Finding

PRACTICAL MODULES

- Use hand, power and measuring tools
- Plan / Prepare worksite set up for installing, wiring and connecting electrical equipment and control systems
- Install wire-ways
- Install, wire and connect electrical equipment and control systems
- Conduct pre-commission inspection (power off) and test new and existing installations
- Carry out commissioning tests
- Fault find and repair electrical control systems and electrical installations

WORKPLACE MODULES

- Planning and preparation process for the wiring, connection, testing, inspecting, commissioning and maintaining of electrical installations and control systems
- Processes of installing, wiring and connecting of electrical equipment and control systems
- Processes of testing and inspecting of electrical equipment, control systems and installations
- Processes of commissioning electrical installations and control systems
- Maintenance processes for electrical installations and control systems





NATIONAL DIPLOMA: BUSINESS MANAGEMENT N4 – N6 (360 CREDITS)

PROGRAMME	NQF LEVEL	PERIOD	SAQA ID	CREDITS
N4 Business Management	05	6 Months	66871	60
N5 Business Management	05	6 Months	66929	60
N6 Business Management	05	6 Months	66995	60
National Diploma Business Management	06	18 months internship	67036	180

TYPE OF PROGRAMME

- Full-time studies – The duration is 6 months per Nated Level – Total 18 months Self study options –
- Enquire with the sales consultant

ADMISSION REQUIREMENTS

- Grade 12 or
- N3 qualification

ABOUT BUSINESS MANAGEMENT

The primary benefit of studying business management is that it can equip entrepreneurs with essential business skills and knowledge. An entrepreneur with no formal business training might be ill-prepared to handle tasks on the business side of the venture, such as creating a business plan, accounting and negotiating. Studying business management can improve a business owner's ability to analyze data, improve financial decisions and make better predictions about the future.

ABOUT THE PROGRAMME

This programme progresses through three levels. Each level takes place over one semester (6 months). After completing each semester successfully, you are eligible for a national certificate on that level. We recommend continuing through all three levels in order to qualify for the National Diploma. The National Diploma requires graduates to work for 18 months or 2000 hours before they are entitled to receive the highly respected diploma.

PROGRAMME MODULES

N4 – SEMESTER 1 (6 MONTHS)

- Entrepreneurship & Business Management
- Introduction to Accounting
- Management Communication
- Computer Practice

N5 – SEMESTER 2 (6 MONTHS)

- Entrepreneurship & Business Management
- Cost & Management Accounting
- Labour Relations
- Sales Management

N6 – SEMESTER 3 (6 MONTHS)

- Sales Management
- Cost & Management Accounting
- Labour Relations
- Entrepreneurship & Business Management





NATIONAL DIPLOMA: EDUCARE N4 – N6 (360 CREDITS)

PROGRAMME	NQF LEVEL	PERIOD	SAQA ID	CREDITS
N4 Educare	5	6 Months	66883	60
N5 Educare	5	6 Months	66971	60
N6 Educare	5	6 Months	67007	60
National Diploma Educare	6	18 months	67050	180

TYPE OF PROGRAMME

- Self study options – Enquire with the sales consultant

ADMISSION REQUIREMENTS

- Grade 12 or
- N3 qualification

ABOUT EDUCARE

If you enjoy working with children and shaping young minds, then this could be a suitable career for you. If you have a passion for children's education and psychology and are excited about creating interesting, stimulating fun activities for children, this programme would suit you.

ABOUT THE PROGRAMME

This programme progresses through three levels. Each level takes place over one semester (6 months). After completing each semester successfully, you are eligible for a national certificate on that level. We recommend continuing through all three levels in order to qualify for the National Diploma. The National Diploma requires graduates to work for 18 months or 2000 hours before they are entitled to receive the highly respected diploma.

PROGRAMME MODULES

N4 – SEMESTER 1 (6 MONTHS)

- Day Care Personnel Development
- Educare Didactics: Theory and Practical
- Education
- Child Health

N5 – SEMESTER 2 (6 MONTHS)

- Entrepreneurship and Business Management
- Day Care Communication
- Educare Didactics: Theory and Practical
- Educational Psychology

N6 – SEMESTER 3 (6 MONTHS)

- Day Care Management
- Day Care Communication
- Educare Didactics: Theory and Practical
- Educational Psychology





HAIR DESIGN **NQF 4** (540 CREDITS)

PROGRAMME	NQF LEVEL	SAQA ID	CREDITS
Occupational Certificate: Hairdresser	04	102497	540

TYPE OF PROGRAMME

- Full-time studies – The duration is three years. Tuition is face to face.

ADMISSION REQUIREMENTS

Although the academy recommends that all learners complete grade 12, the minimum entry requirement is Grade 9 (with Mathematics).

ABOUT THE PROGRAMME

This full time course focuses on combining theory (knowledge) with industry related practicals in a classroom environment. Students will host salon days at the campus, where they will practice what they have learnt with real clients. Training will be done under the guidance of experienced facilitators and industry experts. Workplace experience also plays a vital role as part of the qualification.

ABOUT THE INSTITUTE

Qualitas Career Academy is an accredited institution that trains professional hairdressers. At Qualitas Career Academy we focus on giving you all the theory you need, balanced with lots and lots of practical time in a well-equipped training salon. You'll enjoy salon days where you practice what you've learnt. First you'll work with model heads (dolls) and later with real clients.

CERTIFICATION

During the programme, learners will receive a statement of results from Qualitas Career Academy. Once learners have successfully completed their qualification, they will receive a national occupational certificate from the Quality Council for Trades and Occupations (QCTO).

EXAMS AND ASSESSMENTS

During each semester you will complete theory and practical assessments. Throughout the semester, you'll get lots of practice and feedback to prepare you for success.

THE TRADE TEST

To qualify as a professional hairdresser, you must complete a trade test. This happens once (and sometimes twice) a year. It is conducted by the QCTO at an approved trade test centre. The Qualitas Hair Design programme prepares learners for this and provides real-life experiences on campus so that learners can be confident when that day arrives.

THE SALON KIT

Qualitas Career Academy wants you to look and feel like a professional from day 1. We source quality hair design instruments from salon suppliers when compiling your kit. The kit contains all items you'll need to succeed on this programme.

THEORY (KNOWLEDGE) MODULES

- Introductory studies for hairdressers
- Hair & Skin
- Shampoo, Condition & Treatment
- Communication & Sales
- Hairstyling
- Hair Cutting
- Chemical Hair Services

PRACTICAL MODULES

- Shampoo, Condition & Treatment
- Style Hair
- Cut Hair
- Colour Hair
- Provide Chemical Hair Treatments
- Professional customer service

WORKPLACE EXPERIENCE MODULES

- Workplace Experience modules
- Shampoo, Condition & Treatment
- Hair styling services
- Hair cutting services
- Chemical hair treatment services
- Professional client service



BEAUTY AND WELLNESS THERAPY



The Beauty and Wellness industry is an ever-changing and fast paced service industry that requires a lot of discipline and constant awareness of new developments in the Health and Skincare Industry. It is yet also a very humane and caring profession with a vast amount of career opportunities. **POSSIBLE CAREER FIELDS:** Beauty and Spa Therapist / Cruise line Therapist / Product house trainer / Lecturer / Salon owner.

ACCREDITATION & REGISTRATION STATUS:

Qualitas Career Academy has been accredited by the following International bodies for Health & Skincare Therapy:
ITEC Centre Accreditation & Registration Reference Number – X21433
ETQA Accreditation number – QAP name and number: **AHSP 849**
Qualification Name: **National Diploma: Health and Skincare**
Qualification ID: **58310** NQF Level: **6**
Type of Qualification: **Advanced Certificate**
Learning Programme: **21513 - ITEC Diploma Health and Skincare**
NQF Level: **5**
Credits: **Minimum 240**

CERTIFICATION:

Upon successful completion students will be doing their international examinations, which will qualify them for membership of professional associations.

GENERAL INFORMATION

- Wifi and parking available for students.
- Courses are run on student demand. Qualitas reserves the right to cancel any course and change prices without notice.
- The full deposit is due before classes commence.
- A registration fee is payable to secure your place and is NOT REFUNDABLE.
- All credit applicants are subject to undergo a credit assessment; they also need to supply necessary financial information and proof of earnings for reference purposes.
- The cost of field trips, excursions and additional consumables are not included in the course fees.
- Students will not be allowed to attend classes until all necessary forms have been properly completed and relevant payments made.
- Please take note of the cancellation policy on the enrolment form.
- During orientation shop day, certain kit items and disposables (including uniform, shoes & towels) students will need to purchase themselves. The list will be provided with registration. Some items that are part of the list, the school will pre-order, but it is for the student's account.
- Foreign students must pay the cash option. No terms available.

ADMISSION REQUIREMENTS:

Grade 12 / Equivalent or over the age of 23

PAYMENT OPTIONS:

Cash / Study loan / Monthly options

REQUIREMENTS FOR ENROLMENT:

Completed enrolment form
Certified copy of Student ID
Certified copy of Sponsor ID

ADDITIONAL DOCUMENTS FOR CREDIT APPLICATION:

Proof of residence (if applicable)
3 months' payslip (if applicable)



COURSE BREAKDOWN

HEALTH & SKINCARE DIPLOMA – TWO YEAR PROGRAMME

FIRST YEAR

Subject Details	<p>THEORY & PRACTICAL SUBJECTS: Skincare & Eye Treatments Eyelash & Eyebrow Tinting & Shaping Make-up Manicure & Pedicure Waxing Body Massage Basic Body Therapy</p> <p>THEORY ONLY SUBJECTS: Anatomy & Physiology I (including Dermatology) Nutrition I Professional Conduct I Hygiene & Sterilization</p>	<p>ITEC Beauty Specialist Diploma (only if exiting after first year) *Included in the fees, however students are required to pay the annual ITEC registration fee & any other additional ITEC Qualifications they want to enrol for.</p>
Qualitas Value Adds (Included in fees)	<p>Nail Technology (gel course) Indian Head Massage Product House Training</p>	<p>Qualitas Nail Technology Certificate (Gel). Includes basic kit, excludes LED lamp. Qualitas Career Academy Certificate of Competence Individual product house Certificates</p>
Optional Career Boosters (Not Included in fees)	<p>Threading Eyelash Extensions Lash Lifting Henna Brows Brow Lamination</p>	

SECOND YEAR

Subject Details	<p>THEORY & PRACTICAL SUBJECTS: Facial Electrical Figure Diagnosis & Body Electrical Pre-blended Aromatherapy Reflexology Advance Pedicure Foot Peel Treatments Dermaplaning</p> <p>THEORY ONLY SUBJECTS WITH INTEGRATED PRACTICAL: Medical Aesthetics Theory (Anti-ageing, Acne, Chemical peels, Pigmentation, Sun damage, Advanced skin analysis and entities) Anatomy & Physiology II Nutrition II Professional Conduct II</p> <p>FIRST YEAR INTEGRATED SUBJECTS: Make-up Manicure & Pedicure Waxing Body Massage</p>	<p>ITEC Health & Skincare Diploma *Included in the fees, however students are required to pay the annual ITEC registration fee & any other additional ITEC Qualifications they want to enrol for.</p>
Qualitas Value Adds (Included in fees)	<p>Hot Stone Massage (compulsory)* Product House Trainings Advance Provide Basic Spa Treatments (compulsory)* Nail Technology (Acrylic course) OR Nail Art Manual Lymph Drainage (Pouch method) OR African Massage Techniques</p>	<p>* School kits to be used for all Value add trainings * Individual product house Certificates * Qualitas Certificate of Competence where applicable * Additional ITEC qualifications can be obtained.</p>
Optional Career Boosters (Not included in fees)	<p>ITEC Nail Technology ITEC Pre-blended Aromatherapy & ITEC Reflexology Sugaring Lash Lifting Microneedling Henna Brows Brow Lamination Bio Sculpture Conversion Course</p>	<p>Additional ITEC qualifications can be obtained at additional cost e.g. ITEC Nail technology / Reflexology / Pre-blended Aromatherapy</p> <p>Qualitas Sugaring Certificate of Attendance</p>

*Please note that course content breakdown is subject to change depending on curriculum developments and changes.





ARCHITECTURAL DRAUGHTSMANSHIP

FIRST YEAR PROGRAMME INFORMATION SHEET

A draughtsperson is a professional who prepares technical drawings and plans based on his or her own design or rough sketches and drawings, calculations and dimensions made by architects. This one year short course will prepare you to start your career in the architectural profession, and allow you to enter further studies in the architectural field.

Enrolment closes on 31 January annually. (In special circumstances, students will be allowed to enrol after the closing date.)

ADMISSION REQUIREMENTS:

To enter the complete course students need to submit evidence of the following academic achievement:

A National Senior Certificate (NSC) as certified by Umalusi (or equivalent) with an achievement rating of 3 (Moderate Achievement: 40-49%) or better in four recognised NSC 20-credit subjects; an achievement rating of 2 for Mathematics or Mathematical Literacy; an achievement rating of 3 in the required official language at Home Language level; and an achievement rating of 2 in the other required language on at least First Additional Language level; one of these languages shall be English or Afrikaans.

WHAT PROCESS NEEDS TO BE FOLLOWED FOR ADMISSION TO THE 1ST YEAR PROGRAM IN ARCHITECTURE?

- STEP 1.** Compile an electronic portfolio (max size of file should not exceed 5MB) of any artistic work done by the prospective student. The portfolio needs to proof the student's current drawing skill and artistic talent.
- STEP 2.** Complete the enrolment form (attached).
- STEP 3.** Scan and email the completed enrolment form, copy of latest available grade 12 marks, ID document and portfolio to madelane@roodtarchitects.co.za
- STEP 4.** On receipt of the above, we will arrange a personal / telephonic interview with you, during the interview, acceptance to the programme will be indicated to the student.
- STEP 5.** Pay registration fee & make payment arrangement with the Qualitas finance office.

For any additional information, contact Madelane Gerber:

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