



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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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 | 4: 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 | |
| NQF 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, acknowledge 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, acknowledge 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, acknowledge 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

