



VUT

Vaal University of Technology

Your world to a better future

Photography
Graphic Design
Fine-Art
Fashion
Hospitality Management
Public relations Management
Tourism Management
Policing
Ecotourism Management
Safety Management
Legal Assistance
Labour Law

Additional Information:
Bursaries & Loans
Sport Academy
Student Councillng and Support

Faculty of Human Sciences

2015 for 2016

Vanderbijlpark

Photography

Faculty: Human Sciences
Department: Visual Arts and Design
National Diploma: Photography 3 Year Course
B Tech: Photography 1 Year Course
M Tech: Photography 2 Year Course
D Tech: Photography 3 Year Course

1. Admission Requirements:

A Grade 12 certificate allows application. This is followed with a selection interview to secure placement in the programme.

NDip: Photography	
Subjects	Eligibility for Diploma or BTech Degree
NSC Endorsement	
Compulsory Subjects	
English	4
Life Orientation	Max 3
Any other 5 subjects totalling:	19
Recommended subjects:	
Art, Mathematics, Science, Design, History, Computer Application Technology	
TOTAL	26

Additional selection criteria:
A further programme suitability assessment and interview will be conducted.

Admission requirements for BTech: A completed Diploma in Photography (or equivalent). A minimum of a 60% average for the three major subjects (Theory of Photography, Visual Communication and Applied Photography).

Admission requirements for MTech: A completed BTech degree in Photography (or equivalent). A minimum of a 65% average for two major subjects (Theory of Photography and Applied Photography).

2. Curriculum and Course Structure

Theory of Photography I, II, III: This subject deals with relevant theory related to the technical understanding of the mechanisms of photography, motion and sound. An emphasis is placed on the digital advances revolutionising the current imaging industry.

Professional Practice I, II, III: This subject consists of modules: EDL, English communication skills and Business Practice.

Visual Communication I, II, III: Aesthetic developments are covered in depth, with an emphasis on visual literacy as an important component in the holistic education of a prospective professional photographer and media specialist. The subject also includes the relevant history of photography, motion and sound applicable to the course.

Applied Photography I, II, III: The application of photography, motion and sound, in a two dimensional communication media, can be seen as the most important aspect of this course. The prospective photographer and media specialist must be skilled in techniques, including: image capture, formats, lighting, digital treatment and design as well as narrative productions that include sound, video and stills, to mention but a few. An aesthetic appreciation of current visual trends and the individual interpretation thereof must be realised in the applied work.

BTech Degree: This Degree programme, after the Diploma course, consists of Research Methodology, Theory of Photography and Applied Photography component. The course is practiced based in nature and in line with the norms of industry.

Masters and Doctorate Degree: Dissertation and body of Applied work. The masters degree is practiced based in nature and consists of an applied project, supported by a written context of the work, investigating a proposed field of study within the field of photography and/ or motion and sound. The investigation is of an advanced standard. Under normal circumstances the study will take at least 2 years. A Doctorate degree can be pursued after completion of the masters degree.

3. What does a Photographer / media specialist do?

Photographers work in the world of visual communication. Through the media of still and motion images as well as sound they communicate with individuals and the masses. Their role is to convey ideas, concepts, and information by means of a photograph and / or video and audio productions. This form of communication can be found in newspapers, magazines, pamphlets, billboards, books, posters and many other media. The photographer and media producer may photograph and video a broad or narrow range of subjects, such as news events, advertising, still life, fashion, manufacturing industries, scientific studies, portraits, buildings and anything for which there is a demand. Work can be done for exhibitions, printing in publications, packaging and posters or for use in audiovisual presentations, multimedia productions and the internet. Photographers are required to work with sophisticated equipment and to be familiar with the various photographic, video and sound processes. Most photographic and related multimedia work presents a range of

practical problems including lighting, composition, exposure, as well as stills, video and sound post-processing. The photographer /media producer is a businessperson, dealing with a variety of clients on a day to day basis, making a living through effective visual communication.

4. Career Opportunities

Photographers and media specialists are mostly self-employed, though many find opportunities for full-time employment in various industries including media consortia, law enforcement, multi-national corporates & medical organisations. A freelance photographer and media specialist, on the other hand, would work for a wide-ranging clientele ranging from editorial, news agency, industrial, mining & advertising, each demanding a unique, yet creative solution by the photographer to their problem at hand. With the digital media revolution, the door to the world of electronic media opens with many new and exciting career options. Photographers or media specialists from VUT are now trained to be **narrative media specialists**. This skill allows them to plan, produce and deliver a combination of communication strategies that can include stills, video and sound.

At VUT, cutting-edge, individually focused education in photographic, motion and sound technologies and the creative application thereof are offered. A considered curriculum is aligned with contemporary industry demands focuses on narrative digital multi media. The facilities include specialised DSLR video rigs, on location sound recording gear, time-lapse rigs, a state of the art drone for capturing aerial footage, motion sliders, jibs, stabilizers, a professional sound recording studio, professional video post-production facilities, state-of-art computer laboratories, an in-house professional printing facility that can deliver uniquely profiled prints on archival material up to 64 inch, a professional mounting and framing facility and a well-equipped photography studio with a range of specialised lighting including LED, strobe, light painting, fiber lighting and high speed imaging. General capture equipment includes high-end DSLR and medium format digital capturing options as well as specialised lenses for a wide variety of imaging options.

5. Enquiries

Enquiries may be addressed to: The Head of Department: Visual Arts and Design.

Faculty of Human Sciences

Vaal University of Technology, Private Bag X021 VANDERBIJLPARK 1900

Tel: (016)950-9309/950-9174 Fax: (016)950-9110 e-mail: photography@vut.ac.za

www.vut.ac.za www.vut.ac.za/visual

Graphic Design

Faculty: Human Sciences
Department: Visual Arts and Design
National Diploma: Graphic Design 3 Year Course
B Tech: Graphic Design 1 Year Course
M Tech: Graphic Design 2 Year Course

1. Admission Requirements:

NDip: Graphic Design / N Dip: Fine Art	
Subjects	Eligibility for Diploma or BTech Degree
NSC Endorsement	
Compulsory Subjects	
English	4
Life Orientation	Max 3
Any other 5 subjects totalling:	19
Recommended subjects:	
Art, Mathematics, Science, Design, History, Computer Application Technology	
TOTAL	26

Additional selection criteria:
A further programme suitability assessment and interview will be conducted.

Admission requirements for BTech: A completed National Diploma in Graphic Design. A minimum of a 60% average as well as a pass in two major subjects (Communication Design 3 and Design Techniques 3) at third year level.

Admission requirements for MTech: A completed BTech degree in Graphic Design. A minimum of a 60% average as well as a pass in two major subjects (Communication Design 4 and Theory of Graphic Design 4) Multimedia Design, Multimedia Technology at BTech level.

2. What does a Graphic and Multimedia Designer do?

The Graphic Designer contributes greatly to the visual environment by designing posters, signs, publications, adverts, packaging, media content and corporate identities, these are created through the use of computer graphics and various electronic and other media skills. The role of the Graphic Designer is constantly expanding as communication

becomes more important in our technology-driven society. The Graphic Designer is seen as an initiator of creative ideas for the promotion and selling of services and products. A designer is required to combine a command of new technologies and visual language with an entrepreneurial attitude.

3. Career Opportunities

Advertising Agencies, Design Studios, Illustrators, DTP, Computer Graphic Animators, Photographic Manipulation, Editorial Design, Communication Design, Web Page Design and Interactive Design, Package Designers.

4. Enquiries

Enquiries may be addressed to:

The Head of Department

Visual Arts and Design

Vaal University of Technology, Private Bag X021 VANDERBULPARK 1900

Tel: (016) 950-9174 Fax: (016) 950-9895 e-mail: kate@vut.ac.za

www.vut.ac.za

Fine Art

Faculty: Human Sciences

Department: Visual Arts and Design

National Diploma: Fine Art 3 Year Course

B Tech: Fine Art 1 graduate Year Course (full-time)

M Tech: Fine Art 2 Year postgraduate Course (full-time)

D Tech: Fine Art 3 Year postgraduate Course (full-time)

1. Admission Requirements:

Subjects	NDip: Graphic Design / N Dip: Fine Art	Eligibility for Diploma or BTech Degree	Additional selection criteria:
NSC Endorsement			A further programme suitability assessment and interview will be conducted.
Compulsory Subjects			
English	4		
Life Orientation	Max 3		
Any other 5 subjects totalling:	19		
Recommended subjects:			
Art, Mathematics, Science, Design, History, Computer Application Technology			
TOTAL	26		

Admission requirements for BTech: A completed National Diploma in Fine Arts (or equivalent). A minimum of a 60% average at third year level.

Admission requirements for MTech: A completed BTech in Fine Arts (or equivalent). A minimum of a 65% average at BTech level.

2. Curriculum

First year: Art Theory 1, Drawing 1, Two-dimensional Studies, Three-dimensional Studies, Communication Professional Practice 1: EDL, Communication: Digital Imaging 1.

Second year: Art Theory 2, Drawing 2, any two of the following electives: Painting 2, Printmaking 2, Sculpture 2, Ceramics 2, Communication Professional Practice 2, Communication: Digital Imaging 2.

Third year: Art Theory 3, Drawing 3, any two of the following electives: Painting 3, Printmaking 3, Sculpture 3, Ceramics 3, Communication Professional Practice 3, Communication: Digital Imaging 3.

BTech: Art Theory, Research Methodology, specialisation in one of the following electives: Sculpture, Drawing, Painting, Printmaking, Multimedia or Ceramics.

3. What does a fine artist do?

This course will equip the graduate to operate as a practising professional artist and craftsman in the national and international arenas. Given the diversity of academic and technical skills the graduate will have, he/she would be able to make an academic and economic contribution to the arts. The graduate will be equipped to operate as an entrepreneur and set up their own workshop or studio, and negotiate the art world effectively. The graduate would be able to find employment in the art industries, such as educational institutions, museums, art galleries, publishing houses, ceramic industries, advertising agencies, film companies and TV production houses, working with architects in decoration of buildings (mosaics, murals) or doing commissioned works such as portrait paintings, drawings or monuments.

The National Arts Council (NAC) offers an internally administered bursary for purchasing

of materials to deserving Visual Arts & Design students. This excludes BTech, MTech and DTech students who are entitled to apply directly to the NAC.

4. Enquiries

Enquiries may be addressed to:

The Head of Department: Visual Arts & Design

Vaal University of Technology, Private Bag X021 VANDERBULPARK 1900

Tel: (016)950-9174 Fax: (016)950-9465 e-mail: aviha@vut.ac.za

Website: www.vut.ac.za www.vut.ac.za/visual

Fashion

Faculty: Human Sciences

Department: Visual Arts and Design

National Diploma: Fashion 3 Year Course

B Tech: Fashion 1 Year Course

M Tech: Fashion 2 year course

1. Admission Requirements:

Subjects	NDip: Fashion	Eligibility for Diploma or BTech Degree	Additional selection criteria:
NSC Endorsement			Diploma: A further programme suitability assessment and interview will be conducted.
Compulsory Subjects			
English	4		
Life Orientation	Max 3		
Any other 5 subjects totalling:	19		
Recommended subjects:			
Art, Mathematics, Science, Tech Draw, History, Computer Application Technology			
TOTAL	26		

Admission requirements for a **Btech Fashion:** Completed ND in Fashion (or equivalent). Obtain 60% in the major subjects - Design Studies & Applied Clothing Technology (level III). Admission requirements for a **Mtech Fashion** Completed BTech degree in Fashion (or equivalent). Obtain 65% in the major subjects - Design Studies & Applied Clothing Technology (level III).

2. 2. Curriculum and Course Structure

National Diploma: 3 Year Course

Baccalaureus Technologiae Degree: 1 Year Course (Full-time)

Magister Technologiae Degree: 2 Year Course

The Diploma is structured in modules consisting of:

Design Studies 1,1,1,111: This module consists of the following modules: Drawing & Illustration, Creative Design, History of Design and Visual Culture. These modules cover the various aspects of Fashion design ranging from haute couture to fashion retail. It also allows the fashion designer to make an effective contribution by combining creativity with technological understanding.

Business Studies 1,1,1,111: This subject consists of the following modules: Communication & Human Resources, Retail Merchandising, Entrepreneurship, Business Management, End-User Computing and Applied Communication Skills. Fashion merchandising is an energetic and fast-paced field and requires a creative, efficient professional involvement in all phases of marketing merchandise to consumers. Professional skills and communication skills are included, also, the ability to function effectively in an ever changing communication environment and a knowledge of proper business practice.

Applied Clothing Technology 1,1,1,111: This subject consists of the following modules: Garment Technology, Pattern Technology, Grading, Textiles and Visual Literacy. Emphasis is placed on theoretical and practical aspects of garment technology, pattern technology, pattern grading and textiles.

Theory of Clothing 1,1,1,111: This subject consists of the following modules: Clothing Management & Technology, CAD and Technological Literacy. The application of fashion design is incorporated into computer aided design and production environment

Work Integrated Learning

In the final year of study the student completes a minimum period of 6 weeks in-service training. The student can do Work Integrated Learning in various fields of study. The final mark is compiled from reports written by the mentor, student and lecturer.

BTech Degree:

This Degree programme, after the Diploma course (ND Fashion), consists of Design Studies, Research Methodology and a Theory of Clothing component, which is self generated and in line with the norms of industry. Admission requirements: Obtain 60% in the ND: Fashion.

Masters Degree:

This master's degree consists of a written dissertation investigating a proposed field of study within the field of fashion. The investigation is of an advanced level. Admission requirements: Obtain 65% in the B Tech: Fashion.

3.1 Introduction

The core of the fashion design course is studied at different levels with focus on acquiring and applying technical skills to provide a learning environment in which innovation and originality can be developed according to learner's choice of pathways. Students achieve their full potential through innovation, invention and originality developed through practice and research in an art and design environment. Work integrated learning is an important aspect in the students learning process as this module aims to emphasise the need to understand how real-life situations in industry operate.

4. Enquiries

Enquiries may be addressed to:

The Head of Department: Visual Art and Design
Vaal University of Technology, Private Bag X021 Vanderbijlpark 1900
Tel (016) 950-9174, Fax (016) 950-9788 e-mail: avi@vut.ac.za
website: www.vut.ac.za

Student achievements

During the few years, Fashion students have participated in the prestigious Vodacom Durban July at the Greyville Racecourse in Durban. In 2010 four students participated. 10 students competing in various categories and winning 3rd place in 2011.

Participation in other fashion competitions during 2010 included: Designer of the Vaal competition (overall winner) and the Bridal Africa Young Designer Awards. In addition, 20 students produced 40 garments that were presented at the SA Fashion Week held in Sandton during 2010. During 2011, entries were accepted in the Rotary Young Dress Designer of the Year competition, where students received prizes including the allover winner, titled Young Designer 2011, the third place as well as first prize winner in the category: Professional Designers.

Staff within the fashion section are well qualified as well as a diverse range of expertise and skills relating to all aspects within the fashion field. This section has embraced a significant group of alumni students such as internationally renowned Fashion Designer David Tlale and local designers such as Louise Geldenhuys, Annabel Wessels, Elsmarie Jacobs and Elizna Ebersohn.

Hospitality Management

Faculty of Human Sciences

Department: Hospitality, Tourism and PR Management

3 Year Course

National Diploma: Hospitality Management
(Electives: Food & Beverage)

BTech: Food and Beverage Management

MTech: Food and Beverage Management

MTech: Food Service Management

DTech: Food Service Management

1. Admission Requirements:

NDip: Hospitality Management	
Subjects	Eligibility for Diploma or BTech Degree
NSC Endorsement	Eligibility for Diploma or BTech Degree
Compulsory Subjects	
English	4
Other Language	4
Mathematics or Mathematical Literacy	3 or 4
Life Orientation	Max 3
Any other 3 subjects totalling:	12
Recommended subjects:	
Hospitality Studies/Hotel, Consumer Studies, Business Studies,, Computer Application Theory	
TOTAL	26 (with Maths), 27 (with Maths Lit)

Additional selection criteria: Interview and skills application test.

2. Curriculum

Subjects for ND Hospitality Management

Level 1 (NQF level 5)

All subjects in the first year are compulsory:

Culinary Studies and Nutrition I; Food and Beverage Studies I; Hospitality Communication I; Hospitality Financial Management I; Hospitality Health and Safety; Hospitality Information Systems I; Hospitality Management I; Accommodation Management I; Service Excellence I.

Level 2 (NQF level 6) Three electives: Food & Beverage Operations

End user computing communications

The following subjects are compulsory in the second year: Culinary Studies and Nutrition II; Food and Beverage Studies II; Hospitality Communication II; Hospitality Financial Management II; Hospitality Hospitality Information Systems II; Hospitality Management II; Hospitality Law I; Food and Beverage Operations II or Professional Cookery II, or Community Nutrition II.

Level 3 (NQF level 7)

The following subjects are compulsory in the third year: Hospitality Financial Management III; Hospitality Management Information Systems I; Hospitality Management III; Hospitality Law II; Culinary Studies and Nutrition III, Food & Beverage Operations III.

Level 4 (NQF level 8) - BTech Degree:

Subjects of Baccalaureus Technologiae: Food and Beverage Management
Food Service Management 4, Human Resource Management, Food Service Training, Mass Catering 4, Food 4, Research Methodology: Hospitality.

Level 5 (NQF level 9) - MTech Degree:

Research Project / Dissertation.
MTech Food & Beverage Management
MTech Food Service Management
Minimum requirement BTech with a 65% average.

Level 6 (NQF level 10) - DTech Degree: Food Service Management

Research Project / Thesis.

2.1 Work Integrated Learning (WIL)

Work integrated learning takes place from level 1 with a six month continuous experiential training period during level 3. The student should be actively involved in prescribed practical work at an approved food service unit. A recognised Food Service Manager who is selected by the University in conjunction with industry will act as the



student's mentor. Topics included during the experiential training period include the following: Menu planning, physical facilities planning and equipment, personnel administration and management, production planning and control and art of entertainment.

3. What does a Hospitality Manager do?

A Hospitality Manager works as caterer and a manager, compiles menus, arranges and caters for functions and exercises overall control over a food service unit. Such a person is responsible for: Quality control, attractive food displays, palatability and nutritional value, effective use of equipment, hygiene and safety, stock control, compilation and adhering to budget procedures, identification and solution of problems in a food service unit, evaluation of subordinate staff, liaison with different divisions of the organisation and industry.

Functions of Professional Cookery

Chefs and cooks are key figures in this industry. They ensure unity between the menu, type of operation being run, planning and development, and often all food costing, ordering and stock control. They are also in charge of all the staff in the kitchen. (called the kitchen brigade).

Functions of a Community Nutritionist

Planning nutrition programmes, identifying problems and creating nutrition solutions.

4. Career Opportunities

Hospitals, hotels and other units where people prepare food in large quantities e.g. canteens, restaurants, recreation clubs and hostels, as well as privately owned catering businesses. Training of food service staff in catering companies also provides job opportunities.

A BTech degree in Hospitality Management can be obtained after the Diploma. An MTech and DTech can also be obtained at this institution.

5. Enquiries:

The Head of Department: Hospitality, Tourism and PR Management
Vaal University of Technology, Private Box X021 Vanderbijlpark, 1900
Tel (016) 950-9279 Fax (016) 950-9788 e-mail: portiaq@vut.ac.za
website: www.vut.ac.za

one year. Subjects include: Communication Science IV, Public Relations IV, Media Studies III, Research Methodology and Management Practice IV.

MTech: Public Relations

A minimum requirement: BTech Public Relations with a 65% average. Management or an equivalent qualification.

Core Syllabi

First Year:

Communication Science I: Introduction to forms of communication, communication models, understanding the concept of communication, verbal and non-verbal communication and Information & Communication technology.

Public Relations I: The nature of public relations, public relations techniques, functions and public relations programmes.

Media Studies I: Introduction to the mass media in South Africa and news reporting.

Business Studies: The introduction of management as a science, examining the operation of the business enterprise, the interplay between the enterprise and its environment as well as the critical role of the business enterprise in providing for the needs of society.

Information Administration for PR: The mastering of typing techniques and skills to do PowerPoint presentations.

English: English for everyday usage within the professional situation, e.g. letters, reports, meeting procedure, press releases and non-verbal communication.

Afrikaans: The theory of the communication process, reports, public speaking, meeting procedure, correspondence and the oral use of language.

South Sotho: Oral use of the language, vocabulary, dialogue and group discussions as well as written communication.

French: Oral use of the language, vocabulary, dialogue and group discussions, as well as basic written communication.

Second Year:

Communication Science II: The student is introduced to the mass media, its functions and effects, political and persuasive communication and Information and Communication Technology in Politics.

Public Relations II: Public relations budgets and costs, public relations in the different sectors advanced, a public relations programme and research.

Media Studies II: Writing and layout of newsletters, desktop publishing and photography.

Videology: Aspects involving the production of videos and visual communication are studied. The student is introduced to the usage of the electronic media.

Law for Public Relations: Introduction to Media Law, the Bill of Basic Human Rights, Contract Law and Labour Law.

Marketing and Advertising: Introduction to modern views on marketing and the elements of marketing communication.

Social Psychology: It gives insight into one's own behaviour as well as the behaviour of others. Introduces ways in which you can form and maintain positive interpersonal relationships and it draws attention to the socio-cultural diversity of this country and emphasizes the need for mutual respect and tolerance.

Third Year:

Communication Science III: The student is introduced to intercultural communication and strategic communication within the organisation.

Public Relations III: Public relations techniques and strategies, relationships with the media and employees, issues management, environmental scanning and advanced case studies.

Work Integrated Learning: Students will need to complete a six month work integrated learning programme.

Fourth Year: (BTech: PR Management)

Communication Science IV: Theoretical perspectives, intergroup relations and negotiations, development communication, social change. A mini-thesis on a specialised area of communication has to be submitted.

Public Relations IV: Theoretical context of Public Relations, international public relations, political and sociological assessment and strategies for Public Relations, environmental and community issues, advanced studies of specialised Public Relations.

Media Studies III: The role of mass media in society, theoretical perspectives on media, advanced layout and design and writing for the internet.

Management Practice IV: Modern perspectives on management, decision making and problem solving, strategic management, entrepreneurship, project management and change management.

Research Methodology: Sampling, types of investigations, variance, data collection and analysis. The research process, research problem, literature study, practical application.

Public Relations Management

Faculty of Human Sciences

Department: Hospitality, Tourism and PR Management

National Diploma: Public Relations Management

BTech Degree: Public Relations Management

MTech Degree: Public Relations Management

1. Admission Requirements:

Subjects (Max 6 + Life Orientation)	NDip: Public Relations Management	Additional selection criteria: Interview; and skills application test.
NSC Endorsement	Eligibility for Dip. or BTech Degree	
Compulsory Subjects		
English	4	
Mathematics or Mathematical Literacy	3 or 4	
Life Orientation	Max 3	
Any other 4 subjects totalling:	15	

TOTAL 25 (with Maths), 26 (with Maths Lit)

2. Curriculum

National Certificate (First year): Communication Science I, Public Relations I, Media Studies I, Business Studies, Information Administration for PR, English, Afrikaans or South Sotho.

National Higher Certificate (Second year):

Communication Science II, Public Relations II, Media Studies II, Marketing and Advertising, Videology, Law for Public Relations, Social Psychology, English.

National Diploma (Third year): Communication Science III and Public Relations III.

Six months practical training plus.

BTech: Public Relations Management

The minimum requirement is a National Diploma in Public Relations Management or an equivalent qualification. A degree is offered part-time over two years and full-time over

Fifth year: MTech: PR Management

Dissertation.

3. The Functions of a Public Relations Practitioner

The PRP should be equipped to be a link between the organisation and the stakeholders; be able to communicate effectively with the internal and external public, liaise with the press and other media; compile and edit press releases, bulletins, journals, brochures; organise a variety of functions and be responsible for the corporate image of an organisation.

4. Career Opportunities

Can be employed as a Public Relations Practitioner by commerce and industry, central, provincial and local government, tertiary and other educational institutions, the news media, PR consultancies and non-government organisations.

4.1 Professional Status

Member of the Public Relations Institute of South Africa (PRISA).

5. Enquiries

Enquiries may be addressed to:

Head of the Department: Hospitality and Tourism Management
Vaal University of Technology, Private Bag X021, VANDERBIJLPARK, 1900
Tel: (016) 950-9279; Fax: (016) 950-9788 e-mail: naomidp@vut.ac.za, portig@vut.ac.za, lazarus@vut.ac.za website: www.vut.ac.za

Tourism Management

Faculty of Human Sciences
Department: Hospitality, Tourism and PR Management
National Diploma: Tourism Management
BTech: Tourism Management
MTech: Tourism & Hospitality Management

1. Admission Requirements:

Subjects (Max 6 + Life Orientation)	NDip: Tourism Management	Additional selection criteria: Interview; and skills application test.
NSC Endorsement	Eligibility for Diploma or BTech Degree	
Compulsory Subjects		
English	4	
Mathematics or Mathematical Literacy	3 or 4	
Life Orientation	Max 3	
Any other 4 subjects totalling:	16	
Recommended subjects: Tourism, Accountancy, Computer Application Theory, Official Language other than English		
TOTAL	26 (with Maths), 27 (with Maths Lit)	

2. Curriculum

National Certificate: First year

Tourism Management I, Tourism Development I, Travel and Tourism Practice I, Marketing for Tourism I, Communications, End User Computing.

National Higher Certificate: Second year

Tourism Management II, Tourism Development II, Travel and Tourism Practice II, Marketing for Tourism II, Law for Tourism I, Media and Public Relations for Tourism I, Communications.

National Diploma: Third year

Tourism Management III, Tourism Development III, Travel and Tourism Practice III, WIL

BTech: Tourism Management

The minimum requirement is a ND: Tourism Management, with an average of 60% in the final year. The degree is offered full-time over one year. Subjects include: Tourism Development IV, Marketing for Tourism III, Advanced Strategic Management, Research Methodology and a research project.

MTech: Tourism & Hospitality Management

A minimum requirement: BTech Tourism Management.

Description of subjects

First year: (National Certificate)

Tourism Development I: Dimensions of tourism, the tourism industry, tourism markets, tourism supply, geography of tourism, impact of tourism.

Travel and Tourism Management I: The general management and administrative function, the production/service function, the purchasing/procurement function, the financial, human resources, marketing and public relations functions, entrepreneurship.

Travel and Tourism Practice I: Travel agency practice and functions, Fares and Ticketing I, Destinations (local and regional): South Africa and Africa.

Marketing for Tourism I: Introduction to Marketing for Tourism, Marketing information in South Africa, market measurement and forecasting, the marketing mix. Communication: Business correspondence, reports, meeting procedure, oral communication, the mass media, language usage, non-verbal communication, telephone etiquette.

End user Computing: Introduction to computing concepts, data processing equipment, electronic data processing, software, systems, business information.

Second year: (National Higher Certificate)

Travel and Tourism Management II: Financial Management: the financial function, markets, analysis, planning and control, long term capital, credit management, financial structure. Human Resources Management: the task of the Human Resources Manager, primary human resources activities, provision of human resources, employment contract.

Tourism Development II: The nature and scope of tourism planning: typologies of tourism development, tourism resource assessment, sustainable tourism planning and strategies.

Travel and Tourism Practice II: Tour operations and procedures, hospitality operations, destinations: Europe and America.

Law for Tourism I: South African legal system, the constitutional order, principles of contracts, mercantile law, legal aspects of tourism industry.

Media and Public Relations for Tourism I: The PR process, PR techniques and tools, liaison with management functions, organisational media, design and production, mass media, media liaison, advertising.

Third year: (National Diploma)

Tourism Management III: The economic environment, entrepreneurship, project identification, the business plan, the viability test.

Tourism Development III: Tourism development in SA, The White Paper in Tourism.

Travel and Tourism Practice III: Conference and other events, destinations: Australasia and Asia.

Cooperative Education (Students are advised to consult the Co-operative Education Department to find out more information on Experiential Learning)
Six months of experiential training in the tourism industry.

BTech subjects

Tourism Development IV: Anthropology of Tourism, Information Technology, Conservation, HR Development, Economics Sociology and Politics of Tourism.

Marketing for Tourism III: The Marketing Plan; Product; Pricing; Distribution and Promotion Strategies.

Advanced Strategic Management: Advanced Strategic Management in the Tourism Industry.

Research Methodology: Types of Research, data collection and analysis. The research process and problem, literature study, practical application.

Research Project: Research project and report.

MTech: Tourism

Minimum requirement BTech with a 65% average.

3. What are the functions of a Travel and Tourism Consultant?

Provide information regarding various destinations and attractions locally and overseas, guide customers in planning their itinerary, handle in a competent and professional manner the planning, compiling and execution of travel arrangements for individuals as well as groups, market effectively special packages, products and professional services.

4. Career Opportunities

Can be employed by travel agencies (wholesale and retail), holiday accommodation/resorts, transport and travel organisations, publicity associations in cities and towns and tourist information centres.

For further information, prospective students are advised to visit the Co-operative Education Department, where you will also be informed about your experiential training program.

5. Enquiries

Enquiries may be addressed to:

The Head of Department: Hospitality, Tourism and PR Management
Vaal University of Technology, Private Bag X021, VANDERBIJLPARK, 1900
Tel: (016) 950-9279 Fax: (016) 950-9788 e-mail: portig@vut.ac.za
website: www.vut.ac.za

Ecotourism Management

Faculty of Human Sciences
Department of Tourism
Diploma: Ecotourism
3 Year Course (Full time)

Policing

Faculty of Human Sciences
Department of Legal Sciences
Diploma: Policing
3 Year Course

1. Admission Requirements:

Subjects	NDip: Ecotourism
NSC Endorsement	Eligibility for Diploma or BTech Degree
Compulsory Subjects	
English	4
Biology (Life Science)	4
Mathematics or	3 or
Mathematical Literacy	4
Life Orientation	Max 3
Any other 3 subjects	12
TOTAL	26 (with Maths), 27 (with Maths Lit)

2. What are the Functions of a Ecotourism Management Graduate?

This qualification aims to develop theoretical competencies and practical skills for individuals to effectively operate in the field of ecotourism and has been internationally benchmarked but comparison with other countries is not fully possible as South Africa has its own unique wildlife and eco systems. Furthermore the standards and requirements for ecotourism managers in South Africa are different to that of other countries. The diploma is specifically tailored to train ecotourism practitioners with a strong focus on management skills. The learner who has achieved this qualification will be able to integrate ecotourism management and leadership knowledge with those of customer service and the operational specifics of a given ecotourism context.

3. Career Opportunities

Designed for students who endeavour to pursue a career in ecotourism of which the qualification will satisfy the niche areas identified as gaps in ecotourism and can be applied by people that plan to practice as ecotourism managers, game rangers, conservationists and ecotourism developers.

Access to the qualification
Minimum points 26

4. Curriculum

Year 1

Tourism Development 1, Travel and Tourism Management 1, Travel and Tourism Practice 1, Marketing for Tourism 1, Applied Communication Skills 1, End User Computing.

Year 2

Ecotourism Biology 1, Ecotourism Development 2, Ecotourism Marketing 2, Ecotourism Management 2, Ecotourism Practice 1, Wildlife Management 1, Applied Communication Skills 11.

Year 3

Ecotourism Biology 2, Ecotourism Development 3, Ecotourism Management 3, Ecotourism Practice 2, Wildlife Management 2, Co-operative Education.

5. Enquiries

Enquiries may be addressed to:
The Head of Department: Hospitality, Tourism and PR Management
Vaal University of Technology
Private Bag X021, VANDERBIJLPARK, 1900
Tel: (016) 950-9279
Fax: (016) 950-9788
e-mail: portfiag@vut.ac.za
website: www.vut.ac.za

1. Admission Requirements:

Subjects	NDip: Policing	
NSC Endorsement	Eligibility for Diploma or BTech Degree	
Compulsory Subjects		Additional selection criteria:
English	4	RPL:
Other Language	3	Age - older than 23 years;
Mathematics or	3 or	Vocational experience;
Mathematical Literacy	4	Relevant training/related qualification.
Life Orientation	Max 3	
Any other 3 subjects	10	
TOTAL	23 (with Maths), 24 (with Maths Lit)	

2. Curriculum

First year : Applied Language Skills (EDL), Policing I, Investigation of Crime I, Law Policing I, English Practical: Policing.

Second year : Policing II, Investigation of Crime II, Law Policing II, ICT Skills.

Third year : Policing III, Investigation of Crime III, Law Policing III, Management Leadership I.

3. What does a police officer do?

Preventing and combating crime; Protecting and securing the safety of people and their property; Upholding and enforcing the South African criminal and statutory law; Maintaining public order; Gathering of crime-related intelligence; Investigating and solving of crime; Preparing and compiling of criminal cases for submission to the Director of Public Prosecutions; Giving evidence in courts.

4. Vocational Possibilities:

South African Police Services; Metropolitan Police Services; The Private Security Sector; Correctional Services; Etc.

Core Syllabi:

Policing I, II & III: General orientation towards Policing. Police, Crime and Society in a social and legislative context. Theories, principles and practice of providing service to the community, organising communities and neighbourhoods.

Investigation of Crime I, II & III: Develop the meaning and aims of crime investigation and the role of police as investigators. The investigation of a scene of crime; modus operandi; the description of a person; and direct observation. It requires students to assess the principles of the Scientific method of Investigation.

Law for Policing I, II & III: Law concerned with public or general interest. Criminal law, specific crimes. Law of Criminal Procedure and Law of Evidence.

Management Leadership : General principles of supervision.

English Practical Policing : Technical writing in the English language.

Major expenses for the year

Registration fee; Accommodation; Class/course fees; Books; Pocket money; Transport to campus; For costs see VUT website www.vut.ac.za (look under: Study at VUT, Tuition fees & Study loans).

Bursaries and Loans

Several bursaries and loans are available. Bursaries are awarded for academic, sporting and cultural achievements, as well as on the grounds of need.

National Student Financial Aid Scheme (NSFAS) & Eduloan

All enquiries must be directed to: Financial Aid Bureau, Vaal University of Technology, Private Bag x021, Vanderbijlpark 1900. Tel (016) 950 9484, x9972, x9486, x9485, x9571. Closing date: 31 January each year.

Do I qualify and where and when do I apply for a bursary or loan?

At Financial Aid office at VUT. They will offer advice and assistance with loan applications.

Application for Admission and Accommodation

Prospective students are advised to apply early in the year preceding registration for admission to the course, and/or for hostel accommodation. Arrangements can be made to visit the campus in this regard. Closing dates for admission and/or accommodation applications: 30 September

How to apply: See front page of application form or VUT website (www.vut.ac.za) click on "Study at VUT" and then "Admissions and How to apply" and then on "How to apply".

Application Status: Self-check Go to VUT website — www.vut.ac.za; Click on "admissions new students"; Click on "check your application status"; Click on blue block "check your application status"; Enter your student or identification number; Click "submit".

International student: 30 September

5. Enquiries

Enquiries may be addressed to: Information Desk
Tel: (016) 950-9925/9053 Fax: (016) 950 9775/9731
E-mail: sechelem@vut.ac.za
Website: www.vut.ac.za

Safety Management

Faculty of Human Sciences
Department of Legal Sciences
Diploma: Safety Management

(Full Time or Part Time – Evenings 18:00-22:00) 3 Year Course

1. Admission Requirements:

Subjects	NDip: Safety Management	
NISC Endorsement	Eligibility for Diploma or BTech Degree	
Compulsory Subjects		Additional selection criteria for working part time students: Age – 23 or older; Matric Certificate and proof of full time employment in a safety environment.
English	5	
Mathematics or Mathematical Literacy	4 or 5	
Life Orientation	Max 3	
Any other 4 subjects totalling:	14	
TOTAL	26 (with Maths), 27 (with Maths Lit)	

2. Curriculum

First Year: Applied Language Skills (EDL), Occupational Health and Safety Law 1, Safety Principles and Practice 1, Risk Management, Business Management 1, ICT Skills, Computing for Safety

Second Year: Occupational Health and Safety Law 2, Safety Principles and Practice 2, The Personnel Function, Quantitative Techniques

Third Year: Occupational Health and Safety Law 3, Safety Principles and Practice 3, Language and Life Skills, Financial Management

3. What are the duties of a Safety Officer/Manager?

Initiating and formulating policy; Coordination of safety systems; Training and cognition regarding safety aspects; Development and coordination of safety training programmes; Monitoring different aspects of safety target management systems; Advising line management on safety policy and programmes in respect of legal aspects; Investigate safety incidents; Hazard recognition; Inspections / audits; Fire protection; Regulatory compliance; Health hazard control; Ergonomics; Hazardous material management; Environment protection; Training; Accident and incident investigations; Record keeping; Evaluating; Emergency response and Managing safety programmes.

4. Vocational Possibilities?

Safety Management offers a challenging and exciting career in both the private and the public sectors, with a growing demand for experts in this field. Entry Level: Safety Officer / Loss Control Officer; Middle Management: Safety Manager / Loss Control Manager; Top Management: Primary Executive Level

Core Syllabi

ICT Skills - Introduction to macro computer systems, computer terminology, hardware components, different applicable programs, data, information, communication networks, viruses, security, management information systems and purchasing of computer programs.

Computing for Safety –Advanced PowerPoint: Customising PowerPoint environment, design template and slide show; Adding graphics and special effects; Advance Excel: Manipulating data using statistical and lookup functions; analysing using data analysis tools; Using financial-, math-, text & information- functions; Templates and charts; Managing data in workbooks

Business Management - Introduction to business, functional division of the enterprise, entrepreneurship, principles relating to management of business, management objectives, formulating policy, the business world and business management, general management principles, entrepreneurship, the informal sector, facilities for the entrepreneur, concluding contracts, taxation, the business plan and financial management for the small business.

Risk Management - The human factor in safety, managing the environment, identification of risk, fundamental principles of risk management, risk management functions, risk evaluation and assessment and financing risk.

Safety Principles and Practice I, II, III - Regulations on the Law of Industries; Regulations of the Law on Machinery; Setting up of Safety Committees; Regulations on the appointment of Safety Representatives; Investigating accident scenes and reporting to the Department of Labour.

Occupational Health and Safety Law I, II, III –Introduction to the Law; Exposition of laws; Functions of the courts; Criminal Procedure law; Vocational Health and Safety Law; Regulations/Laws on Industries.

Quantitative Techniques - General statistical calculations; probability, regression and correlation. Introduction to accounting.

The Personnel Function - Statutory compliance with injuries that occur in the workplace.

Language and Life Skills – The learners are required to apply language and life skills in the execution of their duties in the field of Safety Management.

Financial Management 1 – Maintaining a firm's liquidity and solvency. It is also concerned with providing the cash flow necessary to satisfy its obligations and to acquire and finance the current and fixed assets needed to achieve the firm's goals. Financial Management is based on the cost-benefit principle, the risk-return principle and the time-value of money principle. It is concerned with where you will get the money to finance your business and how to distribute the money according to the needs of the business. It is also concerned with how to make investment decisions, how to make financing decisions, to ensure a positive cash flow and to ensure solvency.

Major expenses for the year

Registration fee; Accommodation; Class/course fees; Books; Pocket money; Transport to campus; For costs see VUT website www.vut.ac.za (look under: Study at VUT, Tuition fees & Study loans).

Bursaries and Loans

Several bursaries and loans are available. Bursaries are awarded for academic, sporting and cultural achievements, as well as on the grounds of need.

National Student Financial Aid Scheme (NSFAS) & Edo loan

All enquiries must be directed to: Financial Aid Bureau, Vaal University of Technology, Private Bag x021, Vanderbijlpark 1900. Tel (016) 950 9484, x9972, x9486, x9485, x9571. Closing date: 31 January each year.

Do I qualify and where and when do I apply for a bursary or loan?

At Financial Aid office at VUT. They will offer advice and assistance with loan applications.

Application for Admission and Accommodation

Prospective students are advised to apply early in the year preceding registration for admission to the course, and/or for hostel accommodation. Arrangements can be made to visit the campus in this regard. Closing dates for admission and/or accommodation applications: 30 September

How to apply: See front page of application form or VUT website (www.vut.ac.za) click on "Study at VUT" and then "Admissions and How to apply" and then on "How to apply".

Application Status: Self-check Go to VUT website – www.vut.ac.za: Click on "admissions new students"; Click on "check your application status"; Click on blue block "check your application status"; Enter your student or identification number; Click "submit".

International student: 30 September

5. Enquiries

Enquiries may be addressed to: Information Desk
Vaal University of Technology, Private Bag X021, Vanderbijlpark 1900
Tel: (016) 950 9925/9924; Fax: (016) 950 9775/9731
e-mail: maroesim@vut.ac.za website: www.vut.ac.za

Labour Law

Faculty of Human Sciences
Department of Legal Sciences
Diploma: in Labour Law
3 Year Course

1. Admission Requirements:

Subjects	Dip. in Labour Law / Legal Assistance
N5C Endorsement	Eligibility for Diploma or BTech Degree
Compulsory Subjects	
English	5
Other Language	3
Mathematics or Mathematical Literacy	3 or 4
Life Orientation	Max 3
Any other 3 subjects	12
TOTAL	26 (with Maths), 27 (with Maths Lit)

2. Curriculum

First Year: Applied Language Skills (EDL), Labour Law 1, Labour Relations 1, Labour Law Practice 1, Introduction to the Theory of Law, Language and Life Skills, Law of Contract, ICT Skills,

Second Year: Labour Law 2, Labour Relations 2, Labour Law Practice 2, Human Resource Administration, Human Rights Law, Interpretation of Statutes, Law of Civil Procedure, Economics, Law of Evidence

Third Year: Labour Law 3, Labour Law Practice 3, Law of Alternative Dispute Resolution, Law of Delict, Occupational Wellbeing, Organisational Behaviour Studies, Entrepreneurial Studies, Legal Ethics, Local Government Law

3. What are the duties of a labour law person?

To provide a labour advisory service to unions; Administer compensation and benefits; Render assistance to unions, CCMA, private practice and corporate, apply labour practice in the HR environment and participate in dispute settlement.

4. Vocational Possibilities?

To pursue a career in Labour Law and Relations, of which the qualification will satisfy the niche areas identified as gaps in Labour Law and can be applied by people that plan to practice as labour brokers, human resource practitioners, union officials and labour officials.

Core Syllabi

ICT Skills -Introduction to macro computer systems, computer terminology, hardware components, different applicable programs, data, information, communication networks, viruses, security, management information systems and purchasing of computer programs.

Human Rights Law -Historical Background, international context and constitutional environment, Application, interpretation and Limitation of the Bill of Rights, Various Rights embodied in the Constitution, Non-judicial enforcement of human rights, Human Rights Litigation

Introduction to the Theory of Law -What Is the Law? History of South African Law, Sources, Classification of Law and perspectives on Law

Law of Civil Procedure -Introduction to the Law of Civil Procedure, Court Structure and officers of the Courts, Jurisdiction of the Courts, The Action and Application Procedures, Summons and Service, Pleadings, Trial process, Appeals and Reviews, Execution

Entrepreneurship -Entrepreneurship defined, Creativity and innovation, Identification and screening of business opportunities, Establishment of forms of ownership, The business plan, The strategic planning and the business, Entrepreneurship management, The financial plan, The marketing plan

Human Resource Administration -Foundation and challenges of Human Resource Management , management of diversity and regulatory challenges, information technology in Human Resources HR planning, research and problem-solving, Evaluation of job design and job analysis, HR administration functions such as recruitment internal staffing and career management issues learning and training process, performance management and appraisal compensation and benefits

Labour Law 1.1 -Introduction, Common Law contract of employment, Basic Conditions of Employment Act, Employment Equity Act, The Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, Skills Development Act

Labour Relations 2.2 -Main topics to be covered: Concept and contents of negotiations, variables that influence negotiations, qualities of a good negotiator, preparation for and conduct of negotiations, mediation, arbitration and conciliation, collective bargaining styles, forms and effect of industrial action

Law of Alternative Dispute Resolution -Conflict and disputes; Conciliation and Mediation; Arbitration; Dispute resolution by bargaining and statutory councils; Practice and procedure

Law of Contract -Introduction to law, Basic principles of contract; Specific business contracts

Law of Evidence -Introduction and history; Scope and function

Sources; Relevance and Admissibility; Types of Evidence; Onus and Burden of Proof; Specific Rules

Legal Ethics -Relationships with client; Relationships with other practitioners; Relationships with the Court; Mistakes and Misapprehensions; Communicating and Drafting; Practice Management; Working in the Law; Miscellaneous

Law of Delict -Aquilian action; Actio injuriarum; Defences to an action for defamation; Individuals right to fama

Labour Law 2.1 -Historical Background; Interpretation and application of Labour Legislation; Dispute resolution

Labour Law 2.2 -Section 23 of the Constitution; Collective bargaining; Access to social security; Limitation of rights

Labour Law 3.1 -Freedom of association; Collective bargaining; Strikes and Lock-outs

Labour Law 3.2 -Dismissals; Unfair Labour Practices

Organisational Behaviour Studies -Core concepts of organisational behaviour, Organisational culture, ethics and diversity, Individual differences in the workplace, Motivation of the work force, Performance management of knowledge workers, Group and team dynamics, and Communication in the information age, Power, empowerment and influence within the work context, Conflict management, Decision making, Leadership and fellowship, Stress management, Organisational structures and design, and Change and Innovation.

Occupational Wellness -Health and wellbeing within organisations, interventions to improve worker health, factors influencing health and well-being, the relationship between organisational health and antisocial work behaviour, Organisational employee support strategies, positive coping skills, mental health within the work context, workplace counselling, coaching and mentoring, the management of HIV/AIDS in the workplace, combating toxic work environments, the management of employee success/failure, international strategies for employee wellbeing and health.

Language and Life Skills -Introduction; Writing skills; Research; Practical exercises

Local Government Law -Legislative Framework, Municipal Values, Financial Systems, Systems and procedures, Communicating and Drafting, Delegations, HR Management, Miscellaneous

Interpretation of Statutes -Statutes, Functions of the courts, General rules of interpretation, Presumptions

Economics -Economics as a science, The economic problem, Economists analytical tool kit, Demand, Supply and Prices, Labour Market, Elasticity, Perfect Competition, Monopoly and imperfect competition

Major expenses for the year

Registration fee; Accommodation; Class/course fees; Books; Pocket money; Transport to campus; For costs see VUT website www.vut.ac.za (look under: Study at VUT, Tuition fees & Study loans).

Bursaries and Loans

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International student: 30 September

5. Enquiries

Enquiries may be addressed to: Information Desk
Vaal University of Technology, Private Bag X021 Vanderbijlpark 1900
Tel: (016) 950 9925/9053; Fax: (016) 950 9775/9731
e-mail: malunan@vut.ac.za
website: www.vut.ac.za

Legal Assistance

Faculty of Human Sciences
Department of Legal Sciences
Diploma in Legal Assistance
3 Year Course

1. Admission Requirements:

Subjects	Dip. in Labour Law / Legal Assistance
NSC Endorsement	Eligibility for Diploma or BTech Degree
Compulsory Subjects	
English	5
Other Language	3
Mathematics or Mathematical Literacy	3 or 4
Life Orientation	Max 3
Any other 3 subjects	12
TOTAL	26 (with Maths), 27 (with Maths Lit)

2. Curriculum

First year: Applied Language Skills (EDL), Legal Profession 1, Mercantile Law 1, Legal Practice 1, Language and Life Skills, Law of Contract, Legal History, ICT Skills, Computing for Legal Assistance, Introduction to the Theory of Law.

Second Year: Legal Profession 2, Mercantile Law 2, Criminal Law 1, Legal Practice 2 Human Rights Law, Law of Evidence, Law of Succession.

Third Year: Legal Profession 3, Mercantile Law 3, Legal Practice 3, Interpretation of Statutes, Law of Civil Procedure, Law of Persons, Family Law, Law of Criminal Procedure.

3. What are the duties of a Legal Assistant?

To provide a legal support service to practicing attorneys, advocates and legal advisors; Render service in Legal Aid Departments by giving legal advice and support to clients; Work in Police Departments by taking down witness statements; Provide support in the Justice Department and the court system; Provide professional and effective service to the public.

4. Vocational Possibilities?

To pursue a career in legal assistance. The qualification will satisfy the niche areas identified as gaps in industry and can be applied by people that plan to practice as paralegals.

Core Syllabi

Language and Life Skills: Introduction, Writing skills, Research, Practical exercises.

Legal History: SA Law in historical & comparative perspective, Law in a Subjective Sense, Law in a Subjective Sense: Human Rights, The Law in a Normative Sense.

Mercantile Law 1.1: Contract of Sale, Contract of Agency, Contract of Lease and Occupancy, Law of Insolvency, Credit Agreements, Contract of Insurance.

Legal Profession 1.1: Mistakes and Misapprehensions, Communicating and Drafting, Practice Management, Working in the Law, Miscellaneous.

ICT Skills: Introduction to macro computer systems, computer terminology, hardware components, different applicable programs, data, information, communication networks, viruses, security, management information systems and purchasing of computer programs.

Computing for Legal Assistance: General introduction IT Background & Concepts, Basic use of the computer, Microsoft Word, Use of Worksheets, Introduction to PowerPoint, The Internet.

Introduction to the Theory of Law: What is the Law?, History of South African Law, Sources of Law, Classification of the Law, Perspectives on Law.

Mercantile Law 1.2: The law of Partnerships, Companies, Close Corporations.

Legal Profession 1.2: Relationships with client, Relationship with the profession and the community, Relationships with other practitioners; Relationships with the Court, Mistakes and Misapprehensions.

Human Rights Law 1: Historical Background, International context and constitutional environment, Application, Interpretation and Limitation of the Bill of Rights, Various rights embodied in the Constitution, Non-judicial enforcement of human Rights, Human Rights Litigation.

Legal Profession 2.1: Introduction, Ethics in relation to costs, Non-Litigious matters, Civil Litigious matter, Bill of costs, Taxation.

Law of Evidence: Introduction and history, Scope and function, Sources, Relevance and Admissibility, Types of Evidence, Onus and Burden of Proof, Specific Rules.

Mercantile Law 2.1: The company as separate legal entity, Shares and debentures, Meetings of a company, Role and function of directors, Business rescue.

Criminal Law 1.1: General Principles, Conduct, Definitional elements, Unlawfulness, Culpability, Participation and accessory, Attempt, Conspiracy and Incitement.

Law of Succession: Introduction, Intestate succession, Testate succession, Testamentary capacity, Formalities of a will, Revocation of a will, Capacity to inherit, Administration of estates.

Legal Profession 2.1: (Administration of Deceased Estates) introduction, Executor's account, Administration of the deceased estates, Practical exercises.

Mercantile Law 2.2: Introduction to intellectual property, Patents, Copyright, Trade marks, TRIPS Agreement.

Criminal Law 1.2: Specific Crimes, Crimes against the Person, Crimes relating to appropriation of Property, Fraud and related crimes, Offences relating to damage to property.

Law of Contract: Formation of a valid contract, Lawfulness of contract, Capacity to contract, Serious intention, Offer and Acceptance of contract, Certainty of terms of contract, Reality of consent, Possibility of performance, Common contractual provisions and third parties to a contract, Termination of contract and remedies.

Law of Persons: The concept of legal subjects, The beginning and end of legal personality, Status, Factors affecting status, Mental illness, Inability to manage own affairs, Influence of alcohol and drugs, Prodigality, Insolvency.

Law of Civil Procedure: Introduction to the Law of Civil Procedure, Court Structure and officers of the Courts, Jurisdiction of the Courts, The Action and Application Procedures, Summons and Service, Pleadings, Trial process, Appeals and Reviews, Execution.

Mercantile Law 3.1: Introduction, The contract of employment, Statutory legislation governing conditions of employment in business, Maintaining discipline in the workplace, Termination of employment, Resolving disputes over unfair dismissals, Fundamental rights and labour relations, Workers rights and collective labour law.

Legal Profession: Preparing to draft documents, correspondence, Practice Management, Research, Oral communication, Cross examination, Aims of cross-examination, Preparing for cross-examination.

Interpretation of Statutes: Statutes, Functions of the courts, General rules of interpretation, Presumptions.

Law of Criminal Procedure: General concept of Criminal Procedure, Pre-trial Procedure, Rights of the accused, Preparation for trial, Trial procedure, Post-trial procedure.

Family Law: Introduction, Types of unions, Divorce law, Family Law in Practice, Maintenance for a spouse, Maintenance for a minor.

Mercantile Law 3.2: Copyright and the internet, Trade marks, domain names and meta tags, Electronic transactions, Privacy and the internet, Freedom of expression and the internet, Criminal law and the internet.

Legal Profession 3.2: Introduction, Legal Aid Policy, Legal Aid Procedure, Legal Aid in Criminal Matters, Rules relating to Legal Aid Matters.

Mercantile Law 3.3: Introduction to taxation, Gross Income, Exempt income, Fringe Benefits, Donations Tax, Estate Duty.

5. Enquiries

Enquiries may be addressed to: Information Desk
Vaal University of Technology
Private Bag X021, Vanderbijlpark 1900
Tel: (016) 950 9925/9053; Fax: (016) 950 9775/9731
e-mail: malunan@vut.ac.za
website: www.vut.ac.za

Sport Academy

'Where champions meet'

Welcome

The Sport Academy would like to extend a warm welcome to you as a new student on campus. We invite you to make use of the numerous well equipped sport facilities that are available. We have top quality coaches who are willing to help with your needs. Through sport we build the image of VUT. We wish you a happy and successful sporting experience.

Admission Requirements

Registration at any one of the sport clubs is open to all full time, part time, as well as non-students at the Vaal University of Technology. Acceptance to clubs depend on that club's constitution. There is no discrimination with regard to gender, colour or creed at the Sport Academy and its associated divisions and clubs. This is also the policy at the Vaal University of Technology. Kindly note that only bona fide VUT students will qualify for selection to national student teams and for representing the VUT at the University Sport South Africa (USSA) tournaments.

Sport Codes

USSA and Provincial Leagues

Track and Field

Cross Country

Road Running

Tennis

Table Tennis

Dance

Karate

Cricket

Hockey

Rugby

Basketball

Softball

Volleyball

Netball

Body Building

Aerobics

Chess

Football

Dean: Mr GB Koen (016) 950-9918

Head of Department (Sport and Recreational Services):
(016) 950-9248

Secretary (016) 950-9282

Stadium Manager: Mr Hannes Hattingh (016) 981 6403

Facilities

Isak Steyl Stadium

2 rugby fields (floodlit)

grandstand & VIP lounge

3 soccer fields (floodlit)

1 athletics track (floodlit)

throws practice nets (floodlit)

Astro Hockey field (floodlit)

2 hockey grass fields (floodlit)

hockey/cricket/soccer clubhouse

2 cricket fields (2 x floodlit)

8 cricket nets

hockey/cricket open pavillion

6 netball courts (floodlit)

6 tennis courts (floodlit)

3 basketball courts (floodlit)

weight training room

VUT radio station

Hostels

3 tennis courts (floodlit)

2 soccer fields

1 gymnasium

Sport Merit Bursaries

Merit bursaries are available, with the minimum requirements being provincial colours. Priority is given to USSA sports.

The annual closing date is 31 October.

Sport Awards

Honours:

Awarded to athletes who are selected at a senior provincial level or higher and to those who are selected to represent the different USSA teams.

Merits:

Awarded to athletes who are selected for provincial junior teams.

General:

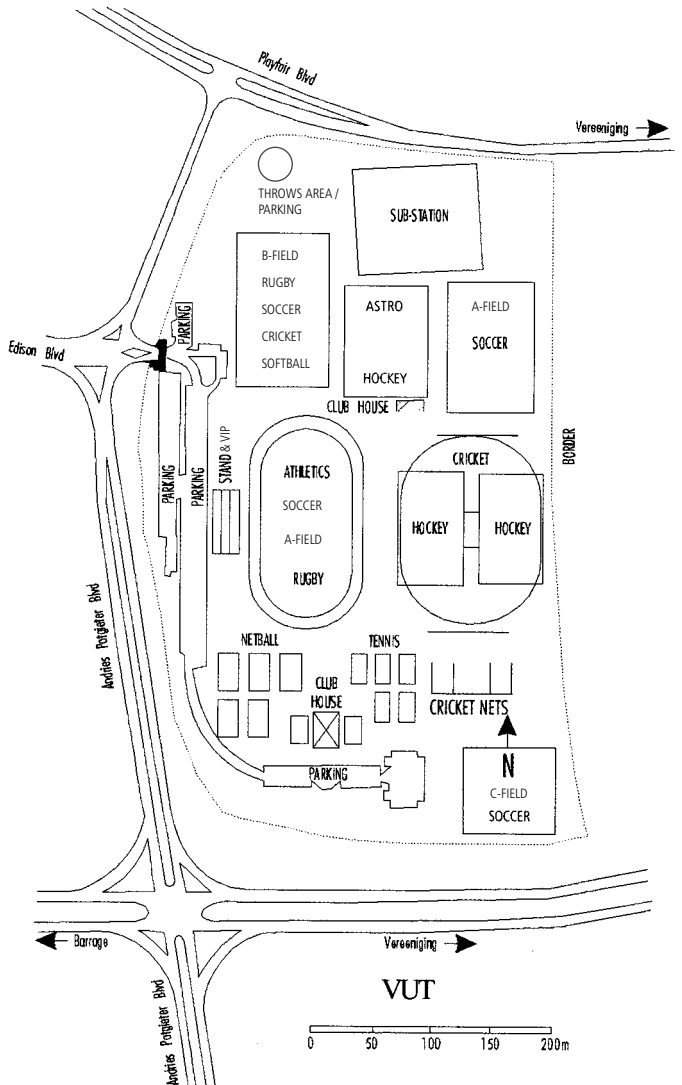
The Sport Academy works in conjunction with the Academic Faculties and the Sport Management Department as well as

The Sport Academy works in conjunction with the Academic Faculties and the Sport Management Department as well as with South African Sport Federations such as Athletics South Africa, Basketball South Africa, Gauteng Cricket Board, Falcons Rugby etc.

Enquiries

Sport Academy
 Vaal University of Technology
 Private Bag X021
 Vanderbijlpark 1900
 Tel: (016) 950-9917
 Fax: (016) 950-9763

Sport and Recreation
 Tel: (016) 950-9282
 Fax: (016) 950-9763



GPS coordinates
 S26, 42' 15.1 / E 27, 52' 35.1

Bursaries and Loans

Financial Aid Office

VISION

To become recognised as a leading administrative section providing a creative, holistic personalised and satisfactory service to a wide range of clients, to the maximum benefit of all concerned.

MISSION

Financial Aid Office strives to offer a comprehensive internal and external administrative service to all stakeholders, specifically catering for individual needs in a creative and professional manner in order to make a meaningful contribution to their success and in so doing to foster a long term working relationship.

The Financial Aid Office offers the following services in order to help students to obtain bursaries and/or loans to be able to complete their studies. Bursaries and/or loans are offered in all study fields at the Vaal University of Technology.

1. SPORT BURSARIES

The Vaal University of Technology offers Sport Bursaries to students who have excelled in sport. The value of these bursaries is determined by the level of competitions in which candidates have participated.

The retention of a sport bursary is dependent on satisfactory academic progress.

Contact number: (016) 950 9282 / 9307

2. MERIT AWARD (Academic)

2.1 FIRST YEARS

2013 GRADE 12 RESULTS

%	Criteria	Bursary
75%+	Science, Engineering & Technology,	R 15 000
70%+	Photography,	R 12 000
65%+	Fine Arts	R 10 000
75%+	Accounting	R 10 000
70%+	Accounting	R 6 000
65%+	Accounting	R 4 000
75%+	Other	R 7 500
70%+	Other	R 5 000
65%+	Other	R 3 000

TOTAL

Closing date: 31 January each year

Contact number: (016) 950 9342 / 950 9486

2.2 SENIOR STUDENTS

Please note:

A list of all qualified students will be published no later than 31 March.

Funds are allocated in the following manner:

Annual aggregate of 75+ (Minimum 3 registered subjects per annum), R5000 automatic award.

3. PRESTIGE AWARDS

Depending on the availability of funds, students can receive prestige awards dependant on involvement in student activities throughout the year.

Contact number: (016) 950 9900

4. COMPANY BURSARIES

At the Vaal University of Technology we fully provide assistance to all company sponsored students.

Students who are in possession of confirmation letters must report to the Financial Aid Bureau where their registration will be dealt with.

The following assistance is provided

- * Meal vouchers
- * Book vouchers
- * Booking of residence
- * Sending of statements
- * Sending of Academic Records
- * Handling of all refunds
- * Debt Collection
- * Company Visits

NOTE: The Vaal University of Technology is not responsible in funding nor seeking sponsorship (s) for students. It also remains the responsibility of the student to ensure that their accounts are settled on time.

Should any information be required feel free to contact the following numbers:

Tel: (016) 950 9342 Fax: (016) 950 9106

The Vaal University of Technology will provide assistance to students in securing placements for experiential training but does not guarantee such placements.

5. LOANS

i) NSFAS LOANS

What is NSFAS?

The National Student Financial Aid Scheme (NSFAS) is a loan and bursary scheme operating in terms of Act 56 of 99 and funded by the National Department of Education.

NSFAS has been established to assist academically deserving and financially needy students to achieve academic goals at tertiary educational institutions in South Africa, with particular concern in overcoming barriers created by structural disadvantage.

What does NSFAS offer?

- The means to obtain a tertiary qualification
- Loans at low interest rates
- Loans without guarantees
- A reasonable repayment plan

NSFAS convert loan (s) to a Bursary.

Up to 40% of the award may be converted into a bursary depending on your end of year results.

- If you pass all the courses for which you have registered, you qualify for a 40% bursary.
- If you pass three quarters of the course, you qualify for a 30% bursary.
- If you pass half of the courses, you qualify for a 20% bursary.
- If you pass one quarter of the course, you qualify for a 10% bursary.
- If you pass none of the courses, you qualify for no bursary at all.

What is a loan?

- A loan is the money you borrow to cover tertiary studies.
- This loan has to be repaid.

Who qualifies for a NSFAS loan?

You can qualify for a NSFAS loan if you are:

- A South African citizen;
- Registered at a South African university or University of Technology;
- An undergraduate, studying for a first tertiary educational qualification; or
- Studying for a second tertiary qualification, if this is necessary to practice in your chosen profession; (e.g. LLB or HDE)
- Able to demonstrate potential for academic success;
- Financially needy;
- You will, however, be expected to make your own family contribution towards the total costs of your studies.(EFC)

How much money do you get?

- There is a minimum award and a maximum award, which

is determined annually by NSFAS. Please enquire at the Financial Aid Office for the current limits.

Where do you apply for a loan?

At the Financial Aid Office of the Vaal University of Technology.

NOTE: Interest on NSFAS awards is determined annually by NSFAS.

Closing dates:

Senior students (year and first semester courses) 04 October 2013

First year students (year and semester courses) 31 October 2013. Late first year applicants: 24 January 2014.

Late applicants will **only** be considered for awards if funds are available.

Contact numbers: (016) 950 9484, 9972, 9486, 9485, 9571

Brochures for NSFAS 'Students guide to funding' are available at the Financial Aid Bureau office.

ii) EDU-LOAN

Do you need study finance?

You can apply for Edu-loan at the VUT campus (Finance).

Edu-loan offers hassle free educational finance. As long as you, or a family member, receive a salary, paid into a bank account then you could qualify for an Edu-loan. What's more, if we have an agreement with your, or your family member's employer, we won't even have to carry out credit checks.

Once your loan is approved we will:

Pay your student fees to the educational institution of your choice.

Assure you of affordable interest rates with a fixed monthly instalment.

Give you the option of an Edu-Xtras Smart Card for books and accessories.

You don't even have to pay a deposit.

Contact numbers EDU-LOAN (016) 950 9948/9373

Call Centre: 0861 861 888 or 0861 861 VUT

Financial Aid Office
Vaal University of Technology
Private Bag X021
VANDERBIJLPARK
1900

Financial Aid Office support a care free education.

Student Support Services

Student Counselling & Support

CAREER COUNSELLING

The aim of Career Counselling is to enable registered and prospective students to make realistic career decisions and to choose the most suitable academic course based on their aptitude, interests and personality. Prospective students liaise with our department to enable them to make appropriate subject (Grade 9) and career (Grade 11 and 12) choice decisions.

When planning your career, you need to have a clear picture of what you want, and what is required of you. The key to planning your career (or determining your field of study/course) is in finding the right occupation that will use your talents to the best advantage. This will be influenced by your general attitudes and motivations. Therefore, it becomes important to be aware of your attitudes to yourself, learning, work, people and money. In other words, self-knowledge will allow you to gain insight into who you really are so that you can choose what is RIGHT FOR YOU. To make INFORMED career choices in line with your personal competencies, preferences and to pursue training for which you are eligible and well suited, you need to be aware of your own potential and gain as much career knowledge as possible. This process may start as early as your Grade 9 year, to ensure that your Grade 12 subjects are relevant to your chosen course or field of study. You can then set about choosing a career by MATCHING your personal characteristics, qualifications (subjects) and circumstances with those required in your chosen field.

A few things you need to know about yourself in order to make the right career/course/subject decisions, are:

- your personal qualities (the things which make you unique);
- your abilities and aptitudes (that which you can do);
- your aspirations (the goals that you would like to achieve);
- your needs (the requirements you have); and
- your values (that which you believe in doing).

Therefore, Student Counselling and Support Services could assist you to:

- gather relevant information about yourself and the world of work;
- developing a picture of your talents, interests, values and preferred life-style; and
- exploring and making realistic and informed subject/course/career decisions, based on this information and insight.

Furthermore, students and learners need to take note that the career and subject choice counselling processes are processes consisting of three sessions, namely:

- the initial interview (40 - 60 min), for example determining what you want to achieve through the career counselling;
- psychometric testing (approximately 5 hours), determining your interests, aptitudes, work-related strengths, weaknesses and preferences; and
- feedback session (40 - 60 min), giving feedback about assessment outcomes and discussing the outcomes with you (Parents are welcome to sit in on the interview).

Procedure to follow to arrange for counselling:

- Phone (016) 950 9244 or visit us at P021.
- An initial interview will be arranged, then a R550.00 payment must be made at the administration building and the invoice forwarded to Student Counselling. Once the proof of payment is received by the department, then bookings will be made for psychometric testing.
- After the psychometric testing a follow-up session will be scheduled to discuss the test results.

CONTACT DETAILS

STUDENT COUNSELLING AND SUPPORT

VAAL UNIVERSITY OF TECHNOLOGY

TEL. NO.: (016) 950 9244

Room P021



Vaal University of Technology

Faculty of Human Sciences

Major expenses for the year

Registration fee, Accommodation, Class / course fees, Books, Pocket money, Transport to campus. For costs see VUT website www.vut.ac.za (look under: Study at VUT, Tuition fees & Study loans.)

Application for Admission and Accommodation

Prospective students are advised to apply early in the year preceding registration for admission to the course, and/or for hostel accommodation.

Arrangements can be made to visit the campus in this regard. Closing dates for admission and/or accommodation applications 31 October.

International students: 31 October.

How to apply: See front page of application form or VUT website (www.vut.ac.za) click on 'Study at VUT' and then 'Admissions and How to apply' and then on 'How to apply'.

Enquiries

General Tel: (016) 950 9924/5 or Call Centre 0861 861 888

Admission Enquiries: (016) 950-9356

Application Status : Self-check

Go to VUT website – www.vut.ac.za.

Click on “**admissions new students**”.

Click on “**check your application status**”.

Click on blue block “**check your application status**”.

Enter your student or identification number.

Click “**submit**”.

The Department of Co-operative Education assists in experiential learning administration and placements. Contact details: Tel: 016-950-9496, Fax: 016-950-9759, E-mail: wil@vut.ac.za

The Institution makes every attempt to accommodate students with disabilities.

Whilst every effort has been made to present you with the relevant information in this brochure, program offerings may be subject to change in order to keep abreast with new developments in the higher education landscape. The institution therefore reserves the right to unilaterally change or amend any of the content/structures contained herein.