

National N Diploma Application Process Guide

Summarized by False Bay
TVET College: 02/2025



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Glossary

National Senior Certificate (NSC): is a Matric certificate, you receive in high school.

Senior Certificate: Matric certificate you can pursue if you were not able to complete your Matric in high school by applying at a TVET College for a NC(V) qualification.

National Certificate (N3): A senior certificate qualification for a matric equivalent obtained through the Department of Higher Education and Training (DHET) and Umalusi.

FETC: Further Education & Training Certificate

DHET: Department of Higher Education and Training

SAQA: The South African Qualifications Authority is responsible for the development and implementation of the National Qualifications

TVET College: (Technical and Vocational Education and Training) refers to all forms and levels of education and training which provide knowledge and skills related to occupations in various sectors...

Workplace Experience: The process of learning by doing. By engaging students in hands-on experiences and reflection, they are better able to connect theories and knowledge learned in the classroom to real-world situations.

LogBook: Logbook will hold a detailed list of all the tasks you completed during your 18-months of training. The logbook will serve as proof of your practical experience, when applying for your National Diploma.

National N Diploma: Awarded to candidates who complete three levels of National Accredited Technical Education Diploma (Nated) qualifications: N4, N5, N6. & Workplace experience

WIL Officer: WIL officers assist students to find work placements with relevant employers. The goal of a placement is to provide students with workplace experience and assist them with their transition into the workforce.

Work Supervisor: A person oversees of a group of people or an area of work and who makes sure that the work is done correctly and according to the rules.



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- The policy document, **Formal technical college instructional programmes in the RSA, Report 191 (2001/08)** apply requirements for current technical college education in the Republic of South Africa. The Report serves as a manual and is an educational policy document, which lists all instructional programmes approved by the Minister of Education in accordance with the National Education Policy Act 1996, (Act No. 27 of 1996).

Application to issue a National N Diploma at the TVET/FET College

- As per memorandum 31 of 2013 the requirements needed to apply for diploma are stipulated.

Is a national N Diploma issued automatically after completing my N6?

- **NO**, a diploma comprises of theoretical achievements and a practical component. Evidence of practical experience must be submitted (logbook).

Where do I apply for a National Diploma?

- Applicants wishing to apply for the National N Diploma must approach the College where they studied to submit an application.

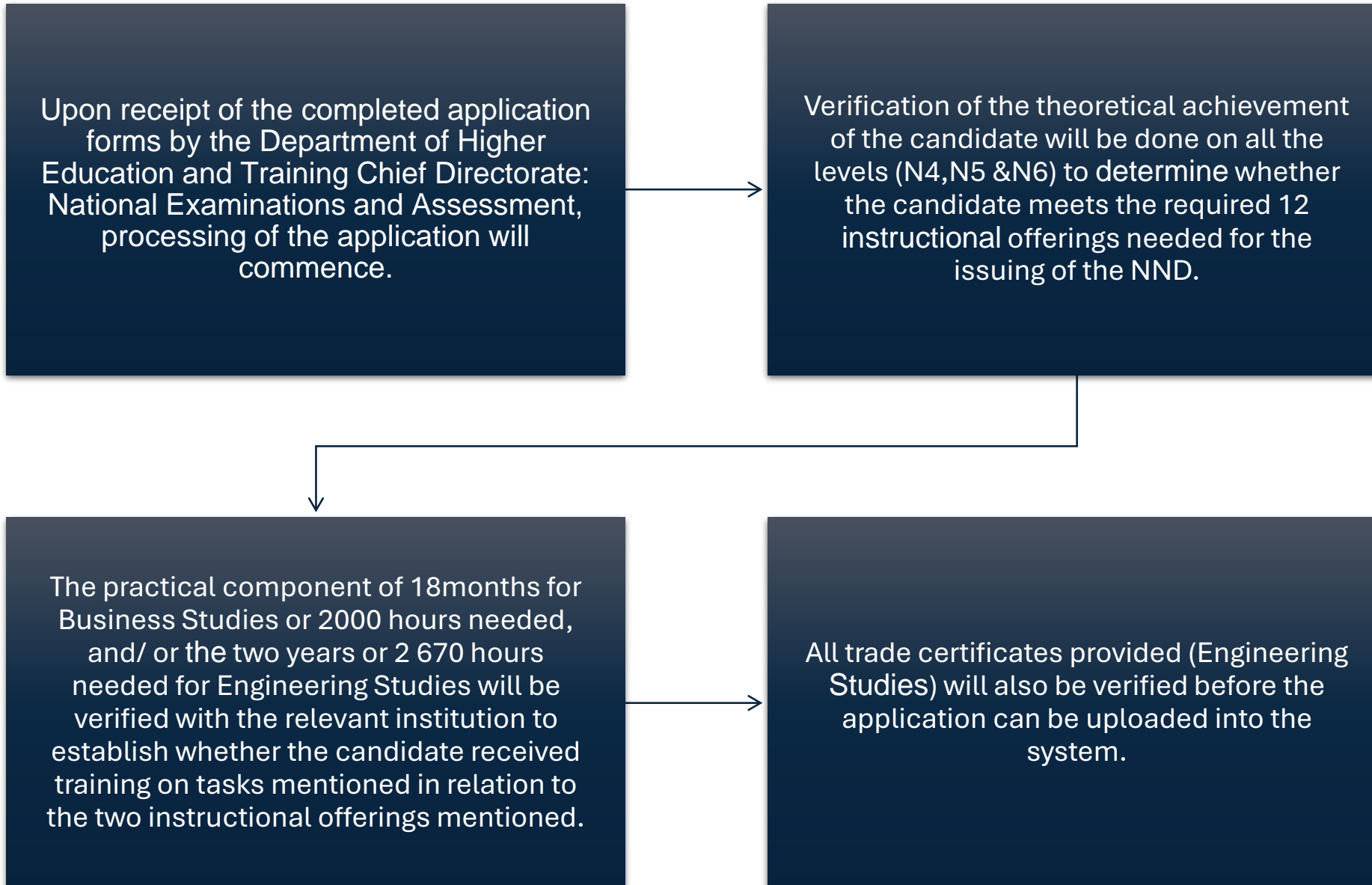
What you should do?

- Complete the prescribed application forms obtainable from your college
- Attach the following documentations required for the issuing of the diploma:
 - Certified copies of the N4,N5 and N6 Certificates
 - Certified copy of statements of results. (This is not compulsory if the certificates are attached).
 - Certified copy of original identity document.
- It is important that a detailed workplace experiential letter relating to the two instructional offerings on N6 level obtained from the institution which offered training to attached. For Business Studies Diploma the candidate must produce documentary proof of at least eighteen months or 2000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings offered on the N6 level.
- Attach the approved QCTO logbook indicating the activities performed.

*Engineering Studies

- For Engineering Studies Diploma the candidate must produce documentary proof of two years or 2 670 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings offered on the N6 level. Attach the approved QCTO logbook indicating the activities performed.
- The college will check, verify and recommend your application to the DHET.

HOW LONG DOES IT TAKE FOR THE PROCESSING OF MY APPLICATION?





Where can I collect my diploma?

At the college where you applied for the diploma. All printed diplomas are sent to the college where applications are made. Enquiry regarding status of the application after 3 months of submission.

How will I know if my application has been received by the DHET?

Your college will enquire on your behalf at the DHET. All applicants must enquire at the college with regard to the status of their application i.e. determined whether it was successful or declined.?

What must I do if the application has been declined?

A letter declining your application will be sent with the original application back to the college. The letter will guide you to the course of action you need to take to qualify for the diploma. You can request assistance from your college/student support services.

How much does it cost?

Currently, there is no cost to issuing the National N Diploma. However, should the diploma get lost/damaged or destroyed a replacement required an amount of R70.00.

*If you lost or damaged your original National N Diploma, you must apply for a replacement at the College where you studied. The application with the detailed affidavit indicating what happened to the original document must be submitted to college.

Programme Structure – National N Diploma



The National N-Diploma consists of 18 Months/ 1 year six months theoretical component (N4- N6)



12 programme related subjects from N4 – N6 make up the theoretical component;



as well as 18 Months/2000 hours within the relevant industry



To qualify for a National N Diploma



The students should cover **2 compulsory subjects**




Workplace experience must be relevant and covers **18 months and more**



Which National N Diploma does **False Bay TVET College** offer – Business and Utilities Studies

- Business Management
- Financial Management
- Public Management
- Human Resource Management
- Tourism
- Hospitality
- Management Assistant



**The
National Diploma
Qualification is
aimed at giving the
learner the
following:**

Technical Knowledge

Theoretical Knowledge

Practical Knowledge

Workplace Knowledge

Purpose: College – 18 Months Theory



This part 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 part qualification is such that if taken sequentially with related N part courses i.e. N4+N5+N6, it enables learners to progressively obtain the National N Diploma once the **required practical work component of either 18 months or 2000 Hours**, as required for the specific occupational area, is completed.



The part qualification as a single entity has value in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation.



The part qualification can be used for updating, upskilling and/or continuing education and training in related occupations.



Purpose:

Workplace Experience: 18 months/2000 Hours

Once an applicant has successfully achieved all three N4-N6 certificates and has completed 18 months/2000 Hours in a relevant workplace their logbook will be submitted with the supporting evidence to the college.

- The college will then submit the application on behalf of the applicant to the DHET, which will be evaluated, and feedback will be provided through the college.
- Upon approval, the applicant will be awarded the highly respected National N-Diploma.
- Work experience must always be under the supervision of
 - College WIL Officer
 - Company supervisor or Manager



REASONS FOR THE DECLINES

01

EXPOSURE:

When candidate is not fully exposed to both core subject.

02

DUTIES NOT ALIGNED:

Candidates experience is mainly in Administrative work.eg answer calls, receive visitors, make copies etc.

03

NO OTHER EXPOSURE:

Where candidates only do front line work that is mainly administrative.

04

INCORRECT WORKPLACE:

Retail shops i.e. Supermarkets, chain stores, food outlets

Career Paths

FALSE BAY TVET COLLEGE

MY DREAM. MY COLLEGE.

FINANCIAL MANAGEMENT

Career Possibilities



QUALIFICATIONS FOR THE

GLOBAL MARKET

ACROSS ALL ECONOMIC SECTORS

- | | |
|--------------------------------------|---------------------------------|
| • Creditors Clerk | • Assistant to the Bookkeeper |
| • Debtors Clerk | • Assistant to Finance Officer |
| • Assistant to the Financial Manager | • Assistant to the Cash Manager |

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ADMINISTRATIVE

Career Possibilities



QUALIFICATIONS FOR THE

GLOBAL MARKET

ACROSS ALL ECONOMIC SECTORS

- | | |
|--|------------------------|
| • Frontline / Reception | • Management Assistant |
| • Personal & General Secretarial Service | • Office Administrator |
| • Administrative Assistant | • Project Coordinator |

Career Paths

FALSE BAY TVET COLLEGE

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HOSPITALITY

Career Possibilities

QUALIFICATIONS FOR THE
GLOBAL MARKET
ACROSS ALL ECONOMIC SECTORS

- | | |
|--------------------------|----------------------------------|
| • Meeting & Event Venues | • Food Services Management |
| • Restaurants | • Bakeries |
| • Cafeterias | • Hospitals / Care Facilities |
| • Hotels / B&B | • Food Beverage Management |
| • Professional Cookery | • Catering Business |
| • Cruise Ships | • Accommodation and Housekeeping |

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TOURISM

Career Possibilities

QUALIFICATIONS FOR THE
GLOBAL MARKET
ACROSS ALL ECONOMIC SECTORS

- | | |
|-------------------------|------------------------------|
| • Hotel Reception | • Tour Planning |
| • Cruise Ship Concierge | • Tourism Development |
| • Tour Operator | • Booking Agent |
| • Film / Location Scout | • Tour Guide |
| • Information Assistant | • Travel Consultant |
| • Tourist Receptionist | • Car Rentals Reservationist |

MANAGEMENT STUDIES

Career Possibilities



QUALIFICATIONS FOR THE **GLOBAL MARKET** ACROSS ALL ECONOMIC SECTORS

Business Management:

- Entrepreneurship
- Wholesale / Retail
- Sales
- Store Manager
- Assistant to the Manager of a SMME

Public Management:

Administration work within the following Public Institutions:

- City Councils
- Provincial Government & Services
- National Government
- District Councils
- Local Authorities

Human Resource Management:

- Clerk in HR Department
- Recruitment Officer / Agent
- Screening & Placements
- Labor Relations Assistant
- Assistant to Training Practitioner
- Assistant to HR Manager



Which National N Diploma does False Bay TVET College offer – Engineering Studies

- Mechanical Engineering
- Electrical Engineering
- Civil Engineering

Glossary

SOE:
State Owned Enterprise

QCTO:
Quality Council for Trades &
Occupations

ARPL:
Artisan Recognition of Prior
Learning

DHET:
Department of Higher Education
and Training

Requirements for consideration: Engineering National N Diploma



Anyone who has completed N4-N6
(120 credits) + minimum of 24 months
training at relevant environment
(240 credits)



ANYONE WHO HAS BEEN THROUGH THE
ARPL IN THE RELEVANT WORK
ENVIRONMENT AND OBTAINED THE
RELEVANT QCTO -TRADE TEST
CERTIFICATE



- This theory part of the qualification is aimed at giving the learner **technical, theoretical knowledge, practical knowledge and workplace knowledge and skills** required in their chosen occupational/vocational area.
- The qualification is designed as such that if taken sequentially with related N part courses: i.e. N4+N5+N6, it enables learners to progressively obtain the National N Diploma in Engineering studies once the **required practical work component of either 24 months or 2670 Hours**, as required for the specific occupational area, is completed.
- The learners/employees who were able to acquire or are in possession of a relevant Trade Test Certificate (Red Seal) [issued only by QCTO] can automatically be awarded the National N Diploma in Engineering Studies.
- The part in the workplace as it equips learners with vital knowledge and skills that enable them to be productively employed at entry level positions in an occupation.
- The part qualification can be used for updating, upskilling and/or continuing education and training in related occupations.



PROCEDURE TO FOLLOW WHEN APPLYING FOR NATIONAL N DIPLOMA

1

Successfully achieved all 12 subjects (N4-N6 certificates)

2

Worked or trained for a minimum of 24 months / 2670 hours in any relevant engineering environment / workshop / applicable training facility

3

Hand in your:

- completed logbook
- your practical letter and
- all other supporting evidence to your college for verification and submission to the DHET for evaluation

*ALL Applications should be accompanied by a completed logbook

DHET will give the final feedback on your application within 3 months to the TVET College you applied at, and they (College) will in turn inform you of the outcome.

COMMON REASONS FOR “DECLINE PENDING CORRECTION”

01

**APPLICATIONS
WITHOUT LOGBOOK
AND / OR N4-N6
CERTIFICATES
ATTACHED**

02

**APPLICATIONS
WITH TRADE TEST
REPORTS**
Only QCTO Red Seal
Trade Certificates are
accepted.

03

**LESS THAN 24
MONTHS OF
TRAINING
COMPLETED**

04

**ACTIVITIES IN THE
LETTER OUTLINED
IN POINT FORM AND
NOT CLEARLY
ELABORATED!**

ELECTRICAL ENGINEERING

Career Possibilities



QUALIFICATIONS FOR THE

GLOBAL MARKET

ACROSS ALL ECONOMIC SECTORS

- | | |
|------------------------------|---------------------------------|
| • Substation Technician | • Electrical Service Technician |
| • Electrical Technician | • Electrical Inspector |
| • Electrical Project Manager | • Electrical Grid Planning |
| • Electrical Designer | • Installations Electrician |
| • Electrical Engineer | • Electrical Appliance Repair |
| • Electrical Maintenance | • Machinery Repair |

MECHANICAL ENGINEERING

Career Possibilities



QUALIFICATIONS FOR THE **GLOBAL MARKET** ACROSS ALL ECONOMIC SECTORS

Motors:	Fitting & Turning:	Fabrication & Welding:
<ul style="list-style-type: none">• General Automotive Mechanic• Service Technicians• Heavy Equipment Mechanics• Car Salesperson• Vehicle Inspector• Car Rental Agent	<ul style="list-style-type: none">• Machinist• Toolmaker• Manufacturing Engineer• Maintenance Technician• Tool and Die Maker• Hydraulic Technician	<ul style="list-style-type: none">• Welder Technician / Engineer• Fabricator• Welding Inspector• Sheet Metal Worker / Fabricator• Boilermaker• Pipefitter

Thank You!



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