

MAKE A CAREER DECISION

APPLY NOW!



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

khetha

Make the right choice. Decide your future.



Contact Details

Helpline Number:

086 999 0123

SMS/Text Message:

072 204 5056

Email:

careerhelp@dhet.gov.za

Find us on:

NCAP:

<http://ncap.careerhelp.org.za>

FACEBOOK:

www.facebook.com/careerhelp

TWITTER:

www.twitter.com/rsacareerhelp

WEBSITE:

www.careerhelp.org.za

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MAKING A CAREER DECISION

To make an informed career decision it is important to:

1. **Understand** your abilities, interests, skills and values;
2. **Explore learning** pathways or education and training options available to you; and
3. **Understand** the realities of the labour market

To obtain more information on these complete a questionnaire on the NCAP (www.careerhelp.org.za) or speak to a Career Advisor at **086 999 0123**.

APPLY NOW!

What is the Apply Now! Campaign?

Apply Now! is an advocacy campaign aimed to create awareness about the importance of applying on time to post-school education and training institutions. It further provides Grade 9-12 learners with relevant and accurate information to make informed career, subject and study choices. The campaign is communicated through print, radio and outreach programmes such as exhibitions and school visits. *Apply Now!* booklets are printed annually and distributed to all high schools across the country. This booklet can be downloaded from the Career Development Service's website at www.careerhelp.org.za. Our Career Advisors also visit schools to offer career information, guidance and advice on learning/study pathways, careers and funding opportunities.

Which resources should I use?

There are a number of resources to use when applying, these are:

- The National Career Advice Portal (NCAP) which offers information on careers, study options and information on post school education and training institutions. NCAP is available at <http://ncap.careerhelp.org.za>
- The careerhelp website provides targeted information on careers, study options, funding and subject choices for learners, students, teachers and parents. Careerhelp website is available at <http://www.careerhelp.org.za>
- You may also speak to one of our Career Advisors at 086 999 0123

PROGRAMMES OFFERED AT TVET COLLEGES



TVET Colleges offer vocational and occupational programmes which give students theoretical and practical skills in particular areas closely related to the world of work.

National Certificate (Vocational) programmes are offered in 19 study areas and are offered as 3-year qualifications with exit levels at level 2, 3 and 4. An NC(V) level 4 qualification is equivalent to the National Senior Certificate (NSC) or matric.

National Accredited Technical Education Diploma (NATED 191 or N) 191 programmes consist of 18 months theoretical studies at colleges and 18 months relevant practical application in work places. Engineering studies range from N1 – N6 while Business and Utility Studies range from N4 – N6.

Skills programmes are occupationally-based learning programmes, provided by a TVET college (an accredited provider) an accredited provider which can build up to a full qualification registered on the National Qualifications Framework (NQF).

EXPLORE OPPORTUNITIES IN TVET COLLEGES



- Use your NCAP questionnaire results to identify suitable programmes for you.
- Once you have identified which programme you wish to pursue, check in which TVET college campus the programme is offered.
- For more information on where different programmes are offered, visit the National Career Advice Portal NCAP.
- Once you have decided which TVET College you want to register with look through that college's prospectus.
- Consult with Student Support Services (SSS) at the college about the programme you have chosen.
- Ask SSS about the application process, closing dates and commencement of the programme.

APPLICATION PROCEDURES



TVET Colleges have different application procedures depending on the qualification you want to study for.

Start Applying

- Request the application form at the college help desk;
- Ensure that you have all the requested documents, such as certified copies of your ID, previous academic results;
- Make sure that you complete all sections on the application form in full; and
- Apply directly to NSFAS @ www.nsfas.org.za by submitting your application form and supporting documents to the NSFAS website.

If you have a disability, indicate it on the form. Also ask at the College if they have a unit for students with disabilities so that you can obtain as much information as possible, including information about bursaries.

Application Fee

An application fee is the amount that is payable when applying for admission as a student. There is no application fee that is required at a TVET College.

Funding Opportunities

When applying at a TVET College make sure that you indicate that you require funding. At TVET Colleges, NSFAS bursaries are available for NC(V) and NATED 191 qualifications.

You can check at the TVET College if they have any other bursary opportunities from the private sector.



SHESHA! Act Now!
Visit or contact the college or university of your choice to make enquiries OR contact CDS



TAKE TIME AND COMPLETE A QUESTIONNAIRE
If you are still uncertain about your career, then NCAP is here for you. Complete a career questionnaire on NCAP
<http://ncap.careerhelp.org.za>



TAKE RESPONSIBILITY
Your career is your responsibility. Take responsibility for it and don't leave it to chance.
Call us now on **086 999 0123**



TIPS ON INFORMATION NEEDED BEFORE APPLYING

When applying to any post-school education and training institution you should pay attention to a number of important things that will determine how your application will be handled.

Checklist:

- Check the admission requirements and make sure that you follow every step appropriately;
- Check the closing date for the application;
- Confirm the modes of applying to the institution, can you apply online or manually, or both;
- Attach all the required documentation. If you do not have all the documents required, it is advisable that you include an affidavit that states the reasons why you do not have a particular document;
- When submitting your application, make sure that you pay the application fee before the closing date. For some institutions, you may not have to pay an application fee, please confirm with the institution of your choice;
- Once you have submitted your application, check with the institution if they have received it;
- Confirm the status of your application. Some institutions send an automated SMS or email to indicate that they have received your application. If you do not receive any response, contact the institution to check;
- Apply for bursary opportunities simultaneously with your application for your studies; and
- It is advisable that you apply to more than one institution to increase your chances of getting accepted for further study.

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PROGRAMMES OFFERED AT UNIVERSITIES

Universities are institutions of higher learning which offer a range of academic qualifications and both Universities and Universities of Technology offer undergraduate and postgraduate qualifications such as Higher Certificates, Diplomas and Degrees.



EXPLORE UNIVERSITY

- Use your NCAP questionnaire results to identify suitable programmes for you.
- Once you have identified which programme you wish to pursue, check where the programme is offered.
- Go through the institution's prospectus to get an idea of the qualification you are interested in.
- Find out about the application process, closing dates and commencement of the programme.



OPENING AND CLOSING DATES

Application dates to note:

- In March every year, most undergraduate study programmes open for application.
- From May to June, all Health Science and some Engineering programmes open.
- In September applications for all programmes close.



START APPLYING

- Note that opening and closing dates for applications differ from institution to institution.
- You can submit your application either manually or online.
- Print out the application form and post or submit it online;
- If you want to apply to institutions of higher learning in KZN, then apply through the Central Applications Office (CAO) at www.cao.ac.za or call 086 086 0226;
- Ensure that you have all the requested documents, such as certified copies of your ID and previous academic results;
- Make sure that you complete all sections on the application form in full;
- Apply directly to NSFAS at www.nsfas.org.za; and
- If you have a disability, indicate it on the form. Also ask at the institution if they have a unit for students with disabilities so that you can obtain as much information as possible, including information about bursaries.



APPLICATION FEE

An application fee is a non-refundable amount that is payable when applying for admission as a student.

Check on the institution's website how much the application fee is.

When you submit your application, make sure that you include proof of payment.

It is important to apply to more than one institution in order to increase your chances of being accepted.

When you apply through the CAO you only pay one application fee for any of the KZN universities.



FUNDING OPPORTUNITIES

There are different kinds of funding opportunities available for people looking to pursue further studies. These funding opportunities are available in both the public and private sectors.

They are:

- Scholarships
- Bursaries
- Study loans

Available funding opportunities within the Post School Education and Training (PSET) System include NSFAS, Funza Lushaka, SETA and Government Department bursaries. It is advisable that when you make an application for your studies, you also apply for funding.

CONTACT DETAILS



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 SMS Text Message: 072 204 5056
 Email: careerhelp@det.gov.za
 Find us on:
 NCAP: <http://ncap.careerhelp.org.za>
 FACEBOOK: www.facebook.com/careerhelp
 TWITTER: www.twitter.com/nsacareerhelp
 WEBSITE: www.careerhelp.org.za