



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

### CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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# The National N Diploma Application Process

## 1. APPLYING FOR AN EVALUATION

You have to complete a paper application form (annexure A), support by the Academic board of the Institution where you have obtained your theoretical qualifications.

### 1.1 Submit the application

It is the responsibility of the FET Institution to submit your application (annexure A) to the DHET by making use of a courier service to:  
Department of Higher Education and Training  
Directorate: Resulting and Certification: IT systems  
222 Struben Street  
Pretoria  
0001

Examination Centres will be notified of the registration via e-mail from the DHET acknowledging receipt of your application.

### 1.2 What happens next?

- DHET records your application
- We capture your details onto our system and create a paper file.
- A reference number is allocated to your application.

### **1.3 DHET processes your application**

- Your application is then evaluated and screened for completeness
- The DHET/Indlela verifies all information.
- If further action or information is needed from you or another source, your application will be suspended and the FET institution will be contacted.
- A letter will be forwarded to the FET Institution explaining the reason for the suspension.
- If your application is successful your National N Diploma gets printed and posted to the FET institution via courier services.

### **1.4 Collecting of your National N Diploma**

- You will be notified by the FET institution when your National N Diploma is ready for collection.
- The FET institution will need your ID document, passport or driver's license when you collect your National N Diploma.

### **1.5 Duration**

The entire process will not take more than three months.

### **1.6 Fees**

This is a free service from the DHET

## 2. THE NATIONAL N DIPLOMA

This qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area. The design of the qualification is such that it enables learners to progressively obtain the qualification by completing the related N4, N5 and N6 courses in a particular vocation/occupational area, either separately with breaks between, or in one extended study period of a year or 18 months and then to apply the knowledge and skills learned in the workplace for an extended period. The N4+N5+N6, regardless of the manner in which they are completed, must be followed by or integrated with the relevant 18 months practical workplace experience for General Study Diplomas and 24 months of practical workplace experience for the Engineering Studies Diploma.

The National N Diploma has been designed to meet those needs as it allows for the development of practical skills founded on the latest theory and principles through the presentation of a theoretical component with practical work and an extended period of 18 or 24 months of on-the-job experience. In addition the N4, N5 and N6 modules can be completed as individual unit of learning that develop specific knowledge and skills that while they form part of the complete qualification equip the learners to be productively employed as second level technicians

## 3. THE QUALIFICATION

Learners need one of the following:

- A National Senior Certificate.
- A Senior Certificate.
- An FETC.
- An N3 in the relevant specialization area.

It is assumed that learners are competent in:

- Communication at NQF Level 4 in the language of teaching and learning of the institution offering the qualification.
- The theoretical knowledge and practical skills required for the specialisation at NQF Level 4 or N3 Level.

3.1 To be awarded the qualification, learners are to choose an area of specialisation and complete:

A. In the case of N courses of 0.5 years duration (Business Studies):

- N4 (0.5 year duration), 60 credits.
- N5 (0.5 year duration), 60 credits.
- N6 (0.5 year duration), 60 credits.
- 18 months Practical Experience, 180 credits.

B. In the case of N courses of 0.33 years duration (Engineering Studies):

- N4 (0.33 year duration), 40 credits.
- N5 (0.33 year duration), 40 credits.
- N6 (0.33 year duration), 40 credits.
- 24 months Practical Experience, 240 credits.

### 3.2 Specialisation areas are:

#### 3.2.1 Business Studies

<b>PROGRAMME</b>	<b>LEVELS / SAQA ID</b>	<b>PROGRAMME</b>	<b>LEVELS / SAQA ID</b>
Art and Design	N4: ID 66831. N5: ID 66915. N6: ID 66994	Business Management	N4: ID 66871 N5: ID 66929 N6: ID 66995
Clothing Production	N4: ID 66893 N5: ID 66974 N6: ID 67009	Educare	N4: ID 66883. N5: ID 66971. N6: ID 67007
Farming Management	N4: ID 66829. N5: ID 66914. N6: ID 66993	Financial Management	N4: ID 66874. N5: ID 66954. N6: ID 66998
Haircare:	N4: ID 66909. N5: ID 66977. N6: ID 67012.	Hospitality and Catering Services	N4: ID 66891. N5: ID 66973. N6: ID 67008
Human Resource Management	N4: ID 66873. N5: ID 66953. N6: ID 66997.	Interior Decorating	N4: ID 66882. N5: ID 66970. N6: ID 67006.
Legal Secretary	N4: ID 66883. N5: ID 66959. N6: ID 66880	Management Assistant	N4: ID 66876. N5: ID 66956. N6: ID 67001
Marketing Management	N4: ID 66872. N5: ID 66952. N6: ID 66996	Medical Secretary	N4: ID 66878. N5: ID 66957. N6: ID 67002
Popular Music: Composition	N4: ID 66913. N5: ID 66981. N6: ID 67016	Popular Music: Performance	N4: ID 66911. N5: ID 66979. N6: ID 67014
Popular Music: Studio Work	N4: ID 66912. N5: ID 66980. N6: ID 67015	Public Management	N4: ID 66875. N5: ID 66955. N6: ID 67000
Public Relations	4: ID 66879. N5: ID 66958. N6: ID 67003	Tourism	N4: ID 66910. N5: ID 66978. N6: ID 67013

### 3.2.2 Engineering Studies

<b>PROGRAMME</b>	<b>LEVELS /SAQA ID</b>	<b>PROGRAMME</b>	<b>LEVELS</b>
Engineering Studies	N4: ID 66881. N5: ID 66960. N6: ID 67005.	Fertiliser Manufacturing	N4: ID 66895. N5: ID 66976. N6: ID 67011
Textiles	N4: ID 66894. N5: ID 66975. N6: ID 67010		

#### 4. NATIONAL N DIPLOMA

Please indicate the National N Diploma which you applied for.

##### LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION:

LP ID	Learning Programme Title	Provider	Pre-2009 NQF Level	NQF Level	Min Credits	Please indicate with a "X" the Diploma which you apply for
67031	National N Diploma: Art and Design	DHET	Level 6	NQF Level 06	360	
67036	National N Diploma: Business Management	DHET	Level 6	NQF Level 06	360	
67045	National N Diploma: Clothing Production	DHET	Level 6	NQF Level 06	360	
67032	National N Diploma: Commercial Promotion	DHET	Level 6	NQF Level 06	360	
67050	National N Diploma: Educare	DHET	Level 6	NQF Level 06	360	
67043	National N Diploma: Engineering Studies	DHET	Level 6	NQF Level 06	360	
67030	National N Diploma: Farming Management	DHET	Level 6	NQF Level 06	360	
67040	National N Diploma: Financial Management	DHET	Level 6	NQF Level 06	360	
67048	National N Diploma: Hair Care	DHET	Level 6	NQF Level 06	360	
67047	National N Diploma: Hospitality and Catering Services	DHET	Level 6	NQF Level 06	360	
67039	National N Diploma: Human Resource Management	DHET	Level 6	NQF Level 06	360	
67044	National N Diploma: Interior Decorating	DHET	Level 6	NQF Level 06	360	
67035	National N Diploma: Legal Secretary	DHET	Level 6	NQF Level 06	360	
67033	National N Diploma: Management Assistant	DHET	Level 6	NQF Level 06	360	
67037	National N Diploma: Marketing Management	DHET	Level 6	NQF Level 06	360	
67034	National N Diploma: Medical Secretary	DHET	Level 6	NQF Level 06	360	
67052	National N Diploma: Popular Music: Composition	DHET	Level 6	NQF Level 06	360	
67053	National N Diploma: Popular Music: Performance	DHET	Level 6	NQF Level 06	360	
67054	National N Diploma: Popular Music: Studio Work	DHET	Level 6	NQF Level 06	360	
67041	National N Diploma: Public Management	DHET	Level 6	NQF Level 06	360	
67042	National N Diploma: Public Relations	DHET	Level 6	NQF Level 06	360	
67049	National N Diploma: Textiles	DHET	Level 6	NQF Level 06	360	
67051	National N Diploma: Tourism	DHET	Level 6	NQF Level 06	360	

This qualification articulates vertically with a Bachelor's Degree in the cognate field and horizontally with a cognate Diploma or Advanced Certificate at Level 6

## **5. LEGISLATIVE MANDATE**

- National Policy Relating to the Examinations of Formal Technical College Instructional Programmes as promulgated in Government Gazette No. 22760 of 26 October 2001;
- National Education Policy, Formal Technical College Instructional Programmes in the RSA, Report 191 (2001/08), Part 2: N4 to N6; and
- National Education Policy, Norms and Standards for the Instructional Programmes and the Examination and Certification thereof in Technical College Education, Report 190 (2000/03).

## Annexure A

### Application for the evaluation of qualifications and experience to comply with the requirements of the National N Diploma

<b>NAME OF APPLICANT</b>		
<b>ID NUMBER OF APPLICANT</b>		
<b>NAME OF FET INSTITUTION/COLLEGE</b>		
<b>EXAMINATION CENTRE NUMBER</b>		
<b>E-MAIL ADDRESS</b>		
<b>FAX NUMBER</b>		
<b>QUALIFICATION TITLE</b>	<b>NATIONAL N DIPLOMA</b>	
<b>MINIMUM CREDITS</b>	<b>360</b>	
<b>NQF LEVEL</b>	<b>6</b>	
<b>DATE SUBMITTED TO DHET</b>	<b>DATE RECEIVED BE DHET</b>	<b>DATE PROCESSED BY DHET</b>
<b>APPROVAL PROCESS</b>		
<b>Recommended / Not Recommended</b>	<b>Academic Board of FET Institution / College</b>	<b>Signature:</b>
<b>Practical Experience: Achieved / Not Achieved</b>	<b>Indlela</b>	<b>Signature:</b>
<b>Theoretical Experience: Achieved / Not Achieved</b>	<b>Resulting &amp; Certification – IT Systems</b>	<b>Signature:</b>



**1. ACADEMIC INFORMATION**

**1.1 Instructional offerings passed, exempted, acknowledge on a N4 level for the National N Diploma**

<b>Examination Centre Number</b>	<b>Name Instructional Offering</b>	<b>% Obtained</b>	<b>Level</b>	<b>Date passed / acknowledge</b>
			N4	
			N4	
			N4	
			N4	

**1.2 Instructional offerings passed, exempted, acknowledge on a N5 level for the National N Diploma**

<b>Examination Centre Number</b>	<b>Name Instructional Offering</b>	<b>% Obtained</b>	<b>Level</b>	<b>Date passed / acknowledge</b>
			N5	
			N5	
			N5	
			N5	

**1.3 Instructional offerings passed, exempted, acknowledge on a N6 level for the National N Diploma**

<b>Examination Centre Number</b>	<b>Name Instructional Offering</b>	<b>% Obtained</b>	<b>Level</b>	<b>Date passed / acknowledge</b>
			N6	
			N6	
			N6	
			N6	





**1.4 Additional instructional offerings passed, exempted, acknowledge for the National N Diploma**

Examination Centre Number	Name Instructional Offering	% Obtained	Level	Date passed / acknowledge

**1.5 Two Instructional offerings related to the Candidates Vocation on a N6 Level**

Name Instructional Offering	% Obtained	Level	Date passed / acknowledge
		N6	
		N6	

**\* Please attach the following certified copies to the last page of this application.**

-  ID Document
-  National N Certificates
-  University - Academic Record in the case of exceptions
-  Letter from employer regarding workplace experience



Name & address Of Company	Registration number of Company	Contact details of HR Department	Position Held	Primary duties	No of hours per week	No of Months	Signature of Supervisor

**Note:**

Experience must be relevant of a minimum of 18 months practical workplace experience to qualify towards the General Study Diplomas and a minimum 24 months of practical workplace experience for the Engineering Study Diploma.

**3. TRADE TEST / LEARNERSHIP CERTIFICATES**

All certificates to be verified on SAQA website to establish the Trade / learnership ID

Trade ID	Trade Code	Trade Name	Industry

Help us to combat fraud

DHET has a zero tolerance approach towards fraudulent activity and corruption.

Please report irregular behaviour that you may be aware of to DHET on 0800 701 701

