



HUMAN  
RESOURCES

MARKETING

CAREER

RECRUITMENT

APPLY

STARTING

Approved obo Faculty of Management Sciences

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VAAL UNIVERSITY  
OF TECHNOLOGY

MANAGEMENT  
SCIENCES

2023 for 2024

## GENERIC ADMISSION REQUIREMENTS

To pass a National Senior Certificate (NSC) you must have written the following examinations:

*One Home Language*

*One Home or First Additional Language*

*Mathematics or Mathematical Literacy*

*Life Orientation*

*3 x other subjects*

*And achieved 40% in three subjects, one of which is an official language at Home Language level;*

### DIPLOMA:

To qualify for admission to Diploma Studies at a University, you need to pass the National Senior Certificate, with an achievement rating of 3 (moderate achievement, 40%-49%) or better in four recognised NSC 20-credit subjects, and a minimum 30% in the language of learning and teaching of the Higher Education institution concerned.

### BACHELORS:

To qualify for admission to Bachelor's Degree studies at a University, you need to pass the NSC with an achievement rating of 4 (adequate achievement, 50%-59%) or better in four subjects chosen from the designated subject list determined by Higher Education, with a minimum of 30% in the language of learning and teaching of the Higher Education institution concerned.

#### *Minimum statutory admission requirements- NC(V) 4*

Prospective candidates must meet the minimum statutory requirements for students in possession of an NC(V) 4 qualification, as set laid out in the prescripts of the Government Gazette no. 32743 of 26 November 2006, to be eligible for admission to a diploma i.e. 50% in three fundamental subjects, one of which must be English; and 60% in three compulsory vocational modules.

Candidates must note that, according to Section 37 (i) of the Higher Education Act (Act 101 of 1997), the decision to admit a student to higher education study is the right and responsibility of the higher education institution concerned. *This implies that individual institutions may set additional admission requirements for specific programmes.* For example, the course must include Accounting with a minimum of 50%. Applied Accounting is not accepted.

#### *Admission requirements for students with N3, N4, N5 and N6 qualifications.*

The following admission requirements apply:

A candidate with an FET N3, N4, N5 or N6 certificate from a TVET college may qualify for admission to the first year of a diploma qualification in marketing, retail management, logistics, sport management, accountancy and human resource management:

- based on his or her seven best subjects for N4/N5 or N5/N6 and a minimum of 50% for English at N3 level. However, a candidate must meet the minimum admission requirements, including the language requirement (50%), on VUT scoring scale (see table 3 below).
- A candidate with an N3, N4, N5 or N6 certificate does not qualify for any subject recognition.
- Subject recognition may be granted to FET students who have successfully completed their FET N6 diplomas. Such subject recognition will only be considered for first-year VUT diploma subjects and will only be based on FET N6 level diploma subjects completed successfully. These subjects must be passed at N4, N5 and N6 level with a score of 50% or above.
- Programme prerequisites must be met before a candidate will be admitted to a specific programme. The programme in Accounting must include Accounting with a minimum of 50%. Applied Accounting is not accepted.

Admission is based on the above minimum criteria, *with qualification specific additional requirements based on an academic point score*

(APS). The university calculates the APS as indicated in table 1.

#### **Table 1: Academic Points Calculation (NSC and SC)**

(Please note Life orientation is excluded from all points calculations and Bonus points)

NSC %	NSC score	SCHG %	VUT SC SCORE	SCSG %	VUT SC Score	BONUS POINTS		
						Maths	Language	Other
90% to 100%	8	A	8	A	7	3	2	2
80% to 89%	7	A	7	A	7	3	2	2
70% to 79%	6	B	6	A	6	2	1	1
60% to 69%	5	C	5	B	5	1	0	0
50% to 59%	4	D	4	C	4	0	0	0
40% to 49%	3	E	3	D	3	0	0	0
30% to 39%	2	F	2	E	2	0	0	0
0% to 29%	1	G	0	F	0	0	0	0

#### **Table 2: Academic Points Calculation - NC(V)4**

(Please note Life orientation is excluded from all points calculations)

Percentage achieved in NCV subject	30-39%	40-49%	50-59%	60-69%	70-79%	80-89%	90-100%
Points rating for % value (VUT)	2	3	4	5	6	7	8

The scoring scale for candidates in possession of N3, N4, N5 and N6 qualifications is indicated in Table 3.

#### **Table 3: VUT scoring scale for N qualifications**

Symbol achieved	N3	N4/N5/N6
A	6	8
B	5	7
C	4	6
D	3	5
E	2	4



# DEPARTMENT: MARKETING, RETAIL BUSINESS & SPORT MANAGEMENT

Diploma: Marketing/Retail Business Management/Sport Management

Advanced Diploma: Marketing Management / Retail Business Management / Sport Management

Postgraduate Diploma: Marketing Management, Master of Management: Marketing, Doctor of Commerce: Marketing

## 1. Admission Requirements:

### A. Diploma Programmes (NQF 6) – Admission from NSC and SC

Admission to the following programmes is based on meeting the statutory endorsement for a Diploma or Bachelor's degree with the following specific requirements

Qualification:	Compulsory Subjects:	Score*	Additional Compulsory Subjects	Score*	Other subjects	Minimum APS required	Bonus Points
Diploma Marketing, Retail Business or Sport Management	English Mathematics; or Mathematical Literacy or Technical Mathematics One other Subject	4 3 or 4 or 4 4	None	0	3 other subjects with a minimum score of 9	20 (Maths) 21 (Maths Lit. / Technical Maths)	None

### B. Diploma Programmes (NQF 6) – Admission from NC(V) 4

#### NC(V) 4 PROGRAMMES

Advertising and Promotions  
Marketing  
Marketing Communication  
Consumer Behaviour

#### VUT QUALIFICATIONS

Diploma: Marketing

#### SUBJECT REQUIREMENTS

A candidate must score at least 27 or more points on the VUT scoring scale and

- 50% for English/Communication and two fundamental subjects
- 60% in three compulsory vocational modules.

#### 1.1 Requirements for NASCA

A completed National Senior Certificate for Adults with a minimum rating of 4 (50-59%) per subject except for English and Quantitative Literacy which should be rated a 5 (60-69%).

#### 1.2 Requirements for International qualifications

Eligibility of all international qualifications will be evaluated by the International Office.

#### 1.3 Qualifications Obtained from Accredited Private and Public Higher Educational Institutions

The faculty reserves the right to consider qualifications obtained from accredited private and public higher education institutions as and where necessary.

#### 1.4 Transfers

The faculty reserves the right to consider applications to transfer from other institutions of higher learning.

#### A. Advanced Diploma: Marketing Management (NQF 7)

A completed National Diploma/Diploma in Marketing/ Bachelor's or equivalent qualification or SAQA approved qualification with Marketing majors on NQF level 6 with at least 360 credits (3600 notional hours) of theory. An average of 60% is required in all the exit level modules (3rd year) in the National Diploma/Diploma in Marketing. Duration: This is a one-year full-time course. No part time classes are offered.

#### B. Advanced Diploma: Retail Business Management (NQF 7)

A completed Diploma, or National Diploma in Retail Business Management, or an equivalent qualification at NQF level 6 with minimum 360 credits (3600 notional hours) of theory. All applicants received by the published closing date will be evaluated and ranked according to the average achieved for all third-year subjects. Only the top performing applicants will be selected as per the Departmental Student Enrolment Plan (SEP).

#### C. Advanced Diploma: Sport Management (NQF 7)

A completed Diploma, or National Diploma in Sport Management, or an equivalent qualification at NQF level 6 with minimum 360 credits (3600 notional hours) of theory. All applicants received by the published closing date will be evaluated and ranked according to the average achieved for all third-year subjects. Only the top performing applicants will be selected as per the Departmental Student Enrolment Plan (SEP).

#### D. Postgraduate Diploma: Marketing Management (NQF 8)

A completed Advanced Diploma/ BComm/ BTech in Marketing Management or equivalent qualification in Marketing or SAQA approved international qualification in the discipline on NQF level 7 with at least 120 credits (1200 notional hours) of theory. All applicants received by the published closing date will be evaluated and ranked according to the average achieved for all degree subjects. Only the top performing applicants will be selected as per the Departmental Student Enrolment Plan (SEP). Duration: This is a one-year full-time course. No part time classes are offered.

#### E. Postgraduate Diploma: Retail Business Management (NQF 8)

A completed Advanced Diploma in Retail Business Management or equivalent qualification or SAQA approved qualification on NQF level 7 with at least 120 credits (1200 notional hours) of theory. All applicants received by the published closing date will be evaluated and ranked according to the average achieved for all Advanced Diploma subjects. Only the top performing applicants will be selected as per the Departmental Student Enrolment Plan (SEP).

#### F. Master of Management: Marketing (NQF 9)

A minimum of 60% average mark for a completed Post Graduate Diploma in Marketing Management or equivalent Degree qualification in Marketing Management. In addition, an average pass mark of 60% in a Research Methodology subject with a Research Project component at NQF 7 is also required. Successful achievement of the Faculty selection criteria must also be met.

#### G. Doctor of Commerce: Marketing (NQF 10)

A relevant Master's Degree on NQF 8 (old SAQA standard) or NQF 9 (new SAQA standard) in Marketing Management. Successful achievement of the Faculty selection criteria must also be met.

### 1. CURRICULUM: DIPLOMA IN MARKETING

1<sup>st</sup> year: Marketing I, Accounting Skills, English Online, Consumer behaviour, ICT Skills, Applied Communication Skills 1, Personal Selling.

2<sup>nd</sup> year: Marketing II, Quantitative Techniques, Mercantile Law, Micro-economics; Macro-economics; Applied Communication Skills II.

3<sup>rd</sup> year: Marketing III, Sales Management III, Marketing Research III, Entrepreneurship; Applied Marketing Management, Integrated Marketing Communication.

### 2. CURRICULUM: ADVANCED DIPLOMA IN MARKETING MANAGEMENT

Advanced Marketing Management, Advanced Marketing Research, Digital marketing theory & Digital Marketing Practise, International Marketing, and Financial Management for non-financial managers.

### 3. CURRICULUM: POSTGRADUATE DIPLOMA IN MARKETING MANAGEMENT

Strategic Marketing, Research Project, Advertising Management, Brand Management, Contemporary Marketing Management Issues

#### 4. CORE SYLLABI

**Marketing I:** The marketing concept, Principles of Marketing, the SA marketing environment, Market segmentation, the marketing mix.

**Marketing II:** Service marketing.

**Marketing III:** Branding theory and branding elements.

**Marketing Research III:** The planning of a research project, Secondary data, Primary data, Questionnaire design and fieldwork, Sampling methods, Data processing and reports.

**Consumer Behaviour:** Models of purchasing behaviour, Decision making process, Individual and group factors, the SA consumer.

**Integrated Marketing Communication:** Planning of an integrated marketing communication and promotion programme.

**Personal Selling:** The selling process, ethics in Selling, Communication, Selling strategies.

**Sales Management III:** Selection and appointment of salespeople, Training and remuneration of salespeople, Sales planning and organisation, Sales budgeting and sales & demand forecasting.

**Microeconomics & Macroeconomics:** Economic systems, Macroeconomics: National income, Money and banking, International Trade, Price theory and marketing mechanisms, Types of markets.

**Entrepreneurship:** Entrepreneurship defined, the entrepreneurial mind-set, creativity & generating new business ideas, opportunity recognition and evaluation, entrepreneurial strategy and business start up

**Applied marketing management:** Aims to bring authenticated learning experiences that involve contact with existing marketing organisations that students can relate to. The industry engagement culminates in project-based learning on solving various problems in the marketing field, culminating in the development of a summative portfolio of evidence related to a chosen SMME and/or marketing organisation.

**Accounting Skills:** Cost accounting and price determination, Break-even analysis, Analysis and interpretation of financial statements.

**Applied Communication Skills 1:** The drafting of business letters and notices, Reports, agenda and minutes.

**Applied communication skills 2:** PowerPoint presentations, Communication theory, Meetings and Interviews, Pronunciation, your first step into the corporate world, Interpersonal skills, good business etiquette and writing, Disability communication.

**Quantitative Techniques:** Collection and presentation of numerical information, Trade calculations, Frequency distributions, probability and sampling, Time series analysis.

**Mercantile Law:** A brief review of the SA commercial law, General principles of law of contract purchasing, Law of exchange controls.

**ICT Skills:** Operating system concepts, Information organisation, Tele-communication PC hardware and software acquisition, Security, Practical: MS Dos, word processing, spreadsheets and graphics, record, file and database.

**Advanced Marketing Management:** Introduction to marketing strategies, market opportunities analysis, formulating marketing strategies for specific situations, implementation and control of marketing strategy, marketing plan and trends affecting the strategic role of marketing.

**Advanced Marketing Research:** Identifying a research gap (theoretic, methodology and practice-gap) Understanding the development of a research proposal and underpinning research philosophy, methodologies, proposing a suitable sampling design for a study, proposing a suitable data analytical framework for a study, developing measuring instruments for use in a proposed marketing research project.

**Financial Management for non-financial Managers:** Principles of financial management, analysis of financial statements, preparation of budgets, working capital management, time value of money, risk and return assessment, capital budgeting techniques, cost of capital and dividend value assessment.

**International Marketing Module:** Characteristics of international markets, International Marketing implications, Entry strategies into foreign markets, Adaptation of market dimensions into international markets.

**Digital marketing theory & Digital Marketing practise:** The theory and practice of various components of the digital marketing communication mix including; Website design, writing search engine optimisation (SEO) content, analysis of marketing information using web metrics (Web analytics), CRM Platform, the mobile marketing ecosystem, Google analytics, social media Marketing plan, Digital marketing budget.

**Strategic Marketing:** Strategic marketing planning process, Development of strategic marketing plans, Internal analysis and its role in strategic marketing planning, Strategic positioning and differentiation of the organisation's market offerings, Assessment and evaluation of marketing segments, Strategy implementation and control, Drivers for and barriers strategy implementation, Communicating marketing strategies to key stakeholders, Marketing Strategy evaluation and control, Strategic marketing process and decision making.

**Research Project:** Applying the scientific steps of the marketing research process in practice, Fieldwork and data collection, Data preparation, Content and thematic analysis, Statistical data analysis, Reporting in the form of a mini-dissertation.

**Contemporary Marketing Management Issues:** Prevailing challenges in Marketing including Green marketing and sustainability marketing, Ambush marketing, influencer marketing, Multi and Omni channel marketing, Islamic Marketing, Neuro-marketing, Big Data and Business Analytics and any other emerging and topical issues in the field of Marketing.

**Advertising Management:** Advertising media planning, culture and ethics in advertising, Managing advertising budgets, managing creatives and other advertising personnel, Managing advertising digital assets.

**Brand Management:** Building brand reputation, brand value, growing brand equity and positioning brands in the market (both local and international brands).

#### 4.1 What are the functions of a Marketing Professional?

A marketing graduate determines market trends through systematic research and then implements set strategies, programs and sales & marketing tactical actions relevant to a marketing unit. This includes the implementation of the organisation's marketing programme relating to the product, price, promotion, distribution, processes, people, packaging, proof (physical evidence), pictures (multi-media graphics) and personality. In doing this, the early-entry marketer will be involved in overseeing and developing industry-relevant marketing campaigns, product activations, brand campaigns among other promotional activities. Control and co-ordinate marketing activities such as transport, storage, packaging promotions, etc. Control and monitor marketing functions and activities and measure the results. Service, warranties, etc.

#### 4.2 Career Opportunities

Marketing Management offers a challenging and exciting career in the private, public and non-profit sector. There is a great demand for experts who can identify and utilise marketing opportunities.

**Entry level:** Marketing intern, Junior Sales Consultant, Inbound and outbound marketing consultant, Promotion Officer, Marketing Researcher, Brand traffic controller and Social media marketing intern.

**Middle level:** Key accounts executive, Community and engagement lead specialist, Marketing manager, Brand strategist, Export co-ordinator, Product development manager, Promotions co-ordinator, Associate Brand manager, Brand affiliate, Marketing communications specialist, Marketing Business support, Relationship manager, Social media manager, Junior brand manager, Digital and Internet marketing co-ordinator, Content Marketing specialist and Web content marketing specialist.

**Top level:** Regional Marketing Lead, Brand manager, Consumer market insights executive, Marketing Director.

## 5. CURRICULUM: DIPLOMA IN RETAIL BUSINESS MANAGEMENT

**1<sup>st</sup> Year:** Retail Operations Management I, English Online, ICT Skills, Retail Business Management I, Consumer Behaviour, Applied Communication Skills 1., Accounting Skills

**2<sup>nd</sup> Year:** Retail Business Management II, Retail Operations Management II, Logistics I, Applied Communication Skills II, Mercantile Law

**3<sup>rd</sup> Year:** Retail Business Management III, Retail Operations Management III, Shopping Centre Management. Applied Retail Business Management, Personal Selling, Entrepreneurship

## 6. CURRICULUM: ADVANCED DIPLOMA IN RETAIL BUSINESS MANAGEMENT

Advanced Retail Business Management, Advanced Retail Operations Management, Advanced Research Methodology, Retail Logistics Management, Retail Supply Chain Management.

## 7. CURRICULUM: POSTGRADUATE DIPLOMA IN RETAIL BUSINESS MANAGEMENT

Strategic Retailing, Project Management, Contemporary issues in Retailing and Research Project.

## 8. CORE SYLLABI

**Retail Business Management I:** Introduction to the nature and evolution of retailing, the six Rs' of retailing, the Retailing environment, Selection of suppliers and supplier relations, being in the right place, Selecting the right quantity, the right price and the right service.

**Retail Business Management II:** The role of Retailing, the Marketing structures in the Retail industry, Location strategy, Retail shopper behaviour, Retailer stakeholders, Retail store layout and design, Retail communication, Managing and determination of retail pricing, Retail Merchandising, Online and Mobile Retailer channel options.

**Retail Business Management III:** The Buyer's role in retail buying and merchandising, planning the purchase, additional buying responsibilities and making the purchase (local and international buying).

**Retail Operations Management I:** The Retail Business environment, Retail business planning, organising, leading, motivating and controlling activities and resources. Introduction to various retail operations including: logistics management, financial management, Employment Relations management, Marketing management and the management of retail assets and risks.

**Retail Operations Management II:** Introduction to Retail Marketing management, retail Marketing strategy, Behaviour of Retail Consumers, Segmentation, Retail product and brand management, Retail Buying and Principles of Merchandising, Retail Buying, Retail communications, Legislation and ethics in Retailing, International retail marketing and emerging issues, Customer loyalty, Customer care and Customer complaints handling.

**Retail Operations Management III:** The employment relationship between a retail employee and a retail employer. The labour relations system, Labour legislation, Employee representation, Collective bargaining and traditional negotiation in the retail sector. The South African labour market, Employee grievances, Termination of employment, Employment equity, Dispute resolution and coercion by retail employers.

**Applied Retail Management:** Aims to bring authenticated learning experiences that involve contact with existing retail organisations that students can relate to. The industry engagement culminates in project-based learning on solving various problems in the retail business sphere, culminating in the development of a summative portfolio of evidence related to a chosen retailing organisation.

**Entrepreneurship:** Entrepreneurship defined, the entrepreneurial mind-set, creativity & generating new business ideas, opportunity recognition and evaluation, entrepreneurial strategy and business start-up.

**Mercantile law:** A brief review of the SA commercial Law, General principles of law of contract purchasing, Law of exchange controls.

**Consumer Behaviour:** Models of purchasing behaviour, Decision making process, Individual and group factors, the SA consumer.

**ICT Skills:** Operating systems concepts, Information organization, Pc Hardware and software, security, Practicals: MS DOS, Word processing, Excel, spreadsheets and graphics, records, file and database.

**Logistics 1:** Introduction to logistics, Systems and market foundations, capacity foundations, Movement process, Performance foundation.

**Personal selling:** The Selling Process, Ethics in Selling, Sales Rep communication and Selling Strategies.

**Accounting Skills:** Cost and price determination, break-even analysis, basic accounting, analysis and interpretation of financial statements.

**Shopping Centre Management:** What is a shopping centre, Site selection, design principles, maintenance, Tenant mix, Insurance and safety management. Feasibility study, customer services, finance and administration, Presentation, Refurbishments, financial feasibility, centre promotion.

**Applied Communications Skills I:** Drafting of business letters, notices, reports, agenda, minutes, Business communication.

**Applied communication skills II:** PowerPoint presentations, Communication theory, Meetings and Interviews, Pronunciation, your first step into the corporate world, Interpersonal skills, Good business etiquette and writing, Disability communication.

**Research Methodology:** The basics of market research, research objectives, ethics and ethics principles, philosophies, designs and methodologies. An introduction to quantitative and qualitative research and sampling. Questionnaire design and fieldwork, turning data into findings, reporting on and communicating findings about the retail industry..

**Advanced Retail Business Management:** Building and sustaining relationships in retailing, Strategic planning in Retailing, Institutions involved in the Retail strategy mix, Web, non-store and non-traditional retailing, identifying and understanding customers, Information gathering and processing in retailing, Trade area Analysis, Site location, developing and implementing Merchandise plans, Establishing and maintaining retail image, Integrating and controlling the retail strategy.

**Advanced Retail Logistics Management:** Relationships in the supply chain, On-shelf, in-store and order fulfilment, the development of eTail logistics, Improving the environmental performance of retail logistics, transportation and the flow of retail supply chains, Managing cold supply chains.

**Advanced Retail Operations Management:** Introduction to cost and management accounting, Materials and inventory management and control, Retail employees, Classification and analysis of retail overheads, analysis of Cashflow statements, Cost-volume-profit-analysis, Preparing budgets for retailing organisations, Standard Costing.

**Advanced Retail Supply Chain Management:** Introduction to supply chain management, Procurement, Demand management, order management and customer service, Inventory and warehouse management, Packaging and materials handling, Supply chain technology and understanding the Supply chain management practices in the public sector.

**Strategic Retailing:** Strategic planning process for a retail organisation, internal analysis, Competitor analysis, Strategic positioning and differentiation of the retail organisation's market offerings, assessment and evaluation of retailing segments, strategy implementation and control, drivers for and barriers against strategy implementation. Apply a case study approach to understand retailing strategy.

**Contemporary Issues in Retailing:** Dark Stores, Offshore sourcing, the Spatial Transformation of Retail Structures and the Township Economy, International retail operations, Social and Green Retailing Issues, Ethical Issues in Retailing, Retailing in the 4IR and 5IR.

**Project Management:** Principles of project management, retail logistics project life cycle, retail logistics project planning, project-driven vs. non-project driven logistics, constraints and problems in retail logistics project management, skills and capabilities required for effective management of retail logistics projects.

**Research Project:** Applying the scientific steps of the marketing research process in practice, Fieldwork and data collection, Data preparation, Content and thematic analysis, Statistical data analysis, Reporting in the form of a mini-dissertation.

### 8.1 What are the functions of a Retailing Practitioner?

The Retail Business Manager determines all the activities in the sale of goods and services to the consumer as well as the management of a retail establishment. These activities include supervising retail employees, managing inventory, developing tactical action plans for marketing retail products and services, bookkeeping, security, shopping centre management, purchasing, customer service, merchandising and enforcing company policy.

## 8.2 Career opportunities

Retail Business Management offers a challenging and exciting career in the private sector. There is a great demand for professionals in the retail business sector.

Entry level: Retail store intern, Sales Assistant, Distribution & Stock Controller, Junior Branch store manager or Trainee Store Manager.

Middle level: Territory manager for retail sales, Retail Pharmacist, Fashion consultant, Senior consultant (Retail Product development), Store fulfilment operations Manager, Footwear Buyer, Store Leader, Store Manager, Buyer, Category Manager, Brand Manager and Merchandiser.

Top level: Regional Retail Lead, Corporate Retail manager, Retail Consumer insights executive, International Buyer.

## 9. CURRICULUM: DIPLOMA IN SPORT MANAGEMENT

**1<sup>st</sup> year:** Sport Management I, Sport and Physical Recreation I, Sport Marketing I, Public Relations I, ICT Skills, Sport Practical I, Applied Communication Skills I.

**2<sup>nd</sup> year:** Sport Management II, Sport and Physical Recreation II, Sport Marketing II, Sport Practical II, Sport Consumer Behaviour, Accounting Skills, Applied Communication Skills II.

**3<sup>rd</sup> year:** Sport Management III, Sport and Physical Recreation III, Sport Practical III, Entrepreneurship, Work Integrated Learning (WIL). A WIL programme comprising 720 Hours must be completed. The Vaal University of Technology will provide assistance to students in securing placements for experiential training, but does not guarantee such placements. A practical mark will be earned through exposure to various sporting codes where the rules and elementary coaching will be taught, organisational and ability to present Indigenous activities, completion of First Aid and SAFA coaching courses, social responsibility and volunteering. For this reason a student must be medically fit to participate in the sport management programme.

## 10. CURRICULUM: ADVANCED DIPLOMA IN SPORT MANAGEMENT

Advanced Sport Management, Aspects of Sport Psychology, Sport Sociology, Advanced Sport Research Methodology, Financial Management for non-financial Managers, Advanced Sport Marketing, Sport Exercise & Fitness, Aspects of Sports Law.

### 11. CORE SYLLABI

**Sport Management I:** Managing sports, the Sport industry environment, creative problem solving & decision making, club management and records management, planning for Sport events, organising Sport functions, managing change and human resource management at a Sport facility including the behaviour, motivation and leading of staff and employees in Sport facilities.

**Sport Management II:** Introduction to Sport events, ensuring bids for the Sports event, human resource management during a Sport event, budgeting for a Sport event, sponsorships, marketing the Sport event, managing the media and public relations of Sports event, legal aspects involved in Sport event management, risk management of a Sport event, services and logistics involved during a Sport event management, event-day management and evaluation of the success of a Sport event.

**Sport Management III:** Introduction to labour relations in Sport, Overview of facility management, Efficient tour and team management, Introduction to Risks in Sport including financial risks and ethical aspects in Sport management.

**Sport Marketing I:** The special nature of Sport marketing, Marketing management, market research in the Sport industry, market segmentation, the Sport product, managing Sport brands, Sport sales and service, delivering and distributing core sport products and extensions as well as an introduction to the legal aspects of sport marketing.

**Sport Marketing II:** Understanding fans and their consumption of sport, Sport distribution and media rights, formulating and implementing Sports marketing strategies, Ticket strategies in the Sport industry, the Sports product and brand building decisions, globalisation of the Sport product, managing sports sponsorship programs, sport marketing under uncertainty, sport promotions and paid media, the use of social media in sports, direct marketing techniques in sport and guerrilla marketing techniques.

**Sport Consumer Behaviour:** Introduction to Sport consumer behaviour, Sport consumer motivation, consumer awareness of Sports, consumer attachment to Sport and events, consumer allegiance to Sports and sport events, constraints to Sport and sport event consumption, Administrative services, Facilities and support services and Special sport events and services.

**Public Relations I:** Ethical considerations, public relations and the role of public relations.

**ICT Skills:** Computer Background, Theory, Practical - MS Dos commands and file management, Word processing, spreadsheets and graphics, record, file and database management programs, Applicable packages with respect to the field of study of the student.

**Applied Communication Skills I:** Drafting of business letters, notices, reports, agenda, minutes, Business communication.

**Applied communication skills II:** PowerPoint presentations, Communication theory, Meetings and Interviews, Pronunciation, your first step into the corporate world, Interpersonal skills, Good business etiquette and writing, Disability communication.

**Accounting Skills:** Cost and price determination, break-even analysis, basic accounting, Analysis and interpretation of financial statements.

**Sport Practical 1:** In this practical-based course, students participate in outdoor activities which will introduce various contact-based sporting codes including Hockey, Football, Rugby, Basketball and Boxing. In the latter half of the year, the students will be introduced to at least 5 semi-contact based Sporting codes including Volleyball, Netball, Softball, Cricket and Karate as per the availability of licensed coaches.

**Sport Practical II:** In this practical-based course, students participate in outdoor activities which will introduce various Sporting codes that are non-contact including Aerobics, Athletics, Tennis and Chess as per availability of licensed coaches. In addition, the students will be introduced to various indigenous games so they may understand their heritage value and cultural impact in the South African sporting industry. In the latter half of the year, the students will participate in workshops and seminars that will help to enhance their administrative skills (such as meeting preparation and diary-management), soft skills (such as Communication, Motivation and Self-confidence, Problem-solving and critical thinking skills). The practicals will also incorporate several hours of volunteering work around the community.

**Sport Practical III:** In this module, students will be required to initiate a sporting event based on the project-based design and application of the theory they would have completed in the second year course in Sport Management 2. In addition, the practical component of this module will comprise the completion of a SAFA/CAF D Licensing course as well as the completion of a First Aid course.

**Sports and Physical recreation I:** Introduction to leisure and recreation, understanding the power, potential and possibilities of Recreation Parks, Introduction to recreation and leisure, theoretical underpinning of Leisure, Recreation and play, Delivery systems, Public recreation and the non-profit sector, Commercial recreation and tourism, & unique groups, Leisure programming concepts, the Leisure service programme, understanding Leisure behaviour, Leisure programming, Leisure needs identification and assessment, establishing Direction of a leisure programme, Leisure programme development & leisure programme areas, Leisure programme formats, delivering Leisure programs as well as the evaluation and quality assurance of Leisure programmes.

**Sports and Physical recreation II:** An overview of the structures and functioning of the body, chemical aspects influencing athletic participation, cells and tissues of the human organism in relation to physical activity, organ systems of the body, the physiology of the skeletal systems, the physiology of the muscular system, the role of the nervous system in physical activity, the influence of the endocrine system on physical activity, the role of the digestive organs during physical activity, impact of nutrients and metabolism on athletic performance, acid-base balance influencing physical activity, structures and movement of the human body, understanding kinetic anatomy including the upper extremity (shoulder, elbow, forearm, wrist and hand), the lower extremity (hip, thigh, knee, lower leg, ankle and foot) as well as the injuries prone to the head, spinal column, thorax and pelvis.

**Sports and Physical recreation III:** Introduction to sport exercise and Fitness, the Warm-up, Energy production, Metabolic Training principles and Adaptation, Cardiorespiratory training principles and adaptation and Thermoregulation.

**Entrepreneurship:** Entrepreneurship defined, the entrepreneurial mind-set, creativity & generating new business ideas, opportunity recognition and evaluation, entrepreneurial strategy and business start-up.

**Advanced Sport Management:** Introduction to Risk management in sport, Tort liability issues, Product liability, Sport transportation, Youth sport and the law, Risk management strategies for physical educators, Liability and risk management principles for property owners' associations, Risk management in motorsports, Risk management for cheerleading, Playground risk management and safety, Liability and property, Insurance for sport organisations, Security issues at sports events, Fitness Centre safety, Drug testing, Accommodating individuals with disabilities in regular Sport programs.

**Advanced Sport Marketing:** Social responsibility in sports, international and global Sport marketing concepts, Sport products and logistics management, Branding and Sport brand management, Sales management in sport, Communication and the sports promotion mix, Destination marketing and sport, generating impacts and legacies through sport marketing, Social, digital and mobile marketing in the Sport industry and using Web analytics to determine sport marketing success.

**Advanced Sport Research Methodology:** Introduction to research concepts, Research ethics, creation of research questions, research design, data collection and analysis, quantitative surveys in sport management, qualitative interviews in sport management, observation research in sport management, case study research in sport management, historical and legal research in sport management.

**Aspects of Sport Law:** Introduction to the South African legal system, sport law and product liability, risk management and agency law. A comprehensive guide on the fundamental legal issues in sport and sport management using a jargon-free approach. Understanding the protection of the legal rights of athletes and employees and managing legal risk. This module will help students to understand the types of laws that are most relevant to sport management professionals.

**Aspects of Sport Psychology:** Introduction to sport psychology, sport physiology, psychological aspects of human beings including personality, motivation, arousal, aggression and anxiety, Group cohesion. The influence of steroids and other substances of the body in Sport including issues of Anorexia and Bulimia among sportspersons.

**Sport Sociology:** Introduction to sport sociology, children in sport, aggression among athletics, women and gender in sport, training principles, individual differences in sport, muscular fitness components, energy systems and programme development.

**Financial Management for non-financial managers:** Principles of financial management, analysis of financial statements, preparation of budgets, working capital management, time value of money, risk and return assessment, capital budgeting techniques, cost of capital and dividend value assessment.

**Sport Exercise & Fitness:** This module will focus on the interaction between the energy system and muscle metabolism, hormonal control during exercise, the cardiovascular and respiratory response to acute exercise, interaction between resistance training and diet, resistance training for special populations, adaptations to aerobic and anaerobic training and environmental influences on performance.

### 11.1 What are the functions of a Sport Manager?

A Sports Manager is responsible for the administration of various sports facilities including stadia, clubhouses, athletics and community recreation centres. Their roles and responsibilities include managing the human resource function of athletes, identifying and recruiting school talent, negotiating athletes' contracts, coaching, organising training resources for athletes, managing various club programmes, proposing a nutritional programme for athletes, facility and event maintenance, procuring supplies for a sports facility, controlling the finances of a sports facility, motivating and supporting the athletes in the sports facility.

### 11.2 Career Opportunities

Sport Management offers a challenging and exciting career in the private, public and non-profit sector. Sport Managers are regularly required to run the local and provincial government institutions, metropolitan sub-structures, industries, tertiary institutions and sport clubs. As an alternative, candidates can also follow a career in sports broadcasting, public relations or start their own sport enterprises and clubhouses.

Entry level: Sports facility intern, Assistant Coach, Sales consultant at a fitness centre.

Middle level: Athletic coach, Sport Agent, Fitness Manager, Athletics development Specialist, Contract Administrator, Business Development Co-ordinator, Contract negotiations Manager, Sport Events Co-ordinator or Facility Manager.

Top level: Athletics Director or Sports Facility Executive or Athletics Association President.

## 12. ENQUIRIES

Enquiries may be addressed to:

### The Administrator

Department of Marketing, Retail Business and Sport Management  
Vaal University of Technology, Private Bag X021 Vanderbijlpark 1900  
Tel: (016) 950-6890; Fax: 086 731 8700 e-mail: asandam@vut.ac.za  
website: www.vut.ac.za

Admission and Financial Enquiries may be addressed to:

Faculty Admin Officer  
Deputy Registrar: Enrolment  
Vaal University of Technology  
Private Bag X021 VANDERBIJLPARK 1900 Tel: (016) 950-9360; e-mail: marian@vut.ac.za website: www.vut.ac.za



# DEPARTMENT: LOGISTICS & SUPPLY CHAIN MANAGEMENT

Diploma: Logistics, Advanced Diploma: Logistics

Postgraduate Diploma: Logistics, Master of Management: Supply Chain Management

PhD: Business Administration

## 1. Admission Requirements:

### A. Diploma Programmes (NQF 6) – Admission from NSC and SC

Admission to the following programmes is based on meeting the statutory endorsement for a Diploma or Bachelor's degree with the following specific requirements

Qualification:	Compulsory Subjects:	Score*	Additional Compulsory Subjects	Score*	Other subjects	Minimum APS required	Bonus Points
Diploma: Logistics	English Mathematics; or Mathematical Literacy or Technical Mathematics One other Subject	4 3 or 4 or 4 4	None	0	3 other subjects with a minimum score of 9	20 (Maths) 21 (Maths Lit. / Technical Maths)	None



## **B. Diploma Programmes (NQF 6) – Admission from NC(V) 4**

**NC(V) 4 PROGRAMMES**  
Operations Management

**VUT QUALIFICATIONS**  
Diploma: Logistics

### **SUBJECT REQUIREMENTS**

A candidate must score at least 27 or more points on the VUT scoring scale and

- 50% for English/Communication and two fundamental subjects
- 60% in three compulsory vocational modules.

#### **1.1 Requirements for NASCA**

A completed National Senior Certificate for Adults with a minimum rating of 4 (50-59%) per subject except for English and Quantitative Literacy which should be rated a 5 (60-69%).

#### **1.2 Requirements for International qualifications**

Eligibility of all international qualifications will be evaluated by the International Office.

#### **1.3 Qualifications Obtained from Accredited Private and Public Higher Educational Institutions**

The faculty reserves the right to consider qualifications obtained from accredited private and public higher education institutions as and where necessary.

#### **1.4 Transfers**

The faculty reserves the right to consider applications to transfer from other institutions of higher learning

#### **A. Advanced Diploma in Logistics (NQF 7)**

Relevant National Diploma/ Diploma or equivalent qualification or SAQA approved qualification on NQF level 6 with at least 360 credits of theory. An average of 60% of the major subjects from 1st to 3rd year levels. Duration: This is a one-year full-time course. No part time classes offered.

#### **B. Postgraduate Diploma in Logistics (NQF 8)**

Relevant Advanced Diploma or equivalent qualification or SAQA approved qualification on NQF level 7 with at least 120 credits of theory.

#### **C. Master of Management in Supply Chain Management (NQF 9)**

60% average for a completed PGD or equivalent qualification in Logistics/Supply Chain Management or any related discipline. 60% average for Research Methodology and Research Project is also required. Successful achievement of the Faculty selection criteria.

#### **D. PhD in Business Administration (NQF 10)**

A relevant master's degree on NQF 8 (old SAQA standard) or NQF 9 (new SAQA standard) in a related discipline. Successful achievement of the Faculty selection criteria.

### **1. CURRICULUM: DIPLOMA IN LOGISTICS**

**1<sup>st</sup> year:** Accounting Skills I, Applied Communication Skills I, Business Management I, Costing & Estimating I, Purchasing Management I.

**2<sup>nd</sup> year:** Applied Communication Skills II, Purchasing Management II, Business Management II, Economics I, Commercial Law.

**3<sup>rd</sup> year:** Logistics Management 3, Procurement Management I, Entrepreneurship, Operations Management I, Transport Economics 1.

### **2. CURRICULUM: ADVANCED DIPLOMA IN LOGISTICS:**

Advanced logistics management, supply chain management, advanced transport management, research methodology, advanced procurement management

### **3. CURRICULUM: POSTGRADUATE DIPLOMA IN LOGISTICS:**

Strategic logistics, advanced supply chain management, logistics project management, strategic procurement management, research methodology

### **4. CORE SYLLABI:**

**Accounting Skills:** Introduction to accounting, accounting concepts and terminology, accounting equations, financial statements, ratio analysis, budgetary control, internal control and payroll accounting.

**Advanced Logistics Management:** A. logistics modelling, transport models, warehouse models, customer satisfaction, logistics research design, integrated logistical strategy.

**Advanced Procurement Management:** Strategic procurement, evaluation techniques, staffing, advanced negotiation techniques, project purchasing, buying decision models, research, purchasing for small businesses, purchasing administration, supply dynamics, system design modelling, logistics, maneuverability, marketing, reporting techniques.

**Advanced Supply Chain Management:** Theories of supply chain management-resource based theory, systems theory, theory of constraints, stakeholder theory, supply chain risk management, strategic supply chain management, global supply chain management

**Advanced Transport Economics:** Intermodal and transportation costing/pricing, transportation outsourcing, 1st, 2nd, 3rd and 4th party logistics, international transportation, monitoring and evaluation of the transport operations; and transportation risk management, relationship management in transportation.

**Business Management I:** Introduction to business economics, functional division of the enterprise, the management function, the marketing function.

**Business Management II:** Corporate finance and business project management.

**Operations Management I:** Production inputs and outputs, transformation process, efficiency and effectiveness, cost-benefit analysis, time, quality management, pricing, flexibility.

**Business Management IV:** Strategic Management, Contemporary Management Issues.

**Commercial Law I:** A brief overview of the South African Law, general principles of the law of contract, with special reference to purchase contracts, credit agreements and agency, insolvency, bills of exchange, lease, companies, close corporations, Labour Relations Act.

**Applied Communication Skills:** Verbal and non-verbal communication, reporting, public speaking, correspondence, the article, meeting procedures.

**Costing and Estimating:** Introduction to elements of cost, elements of cost, introduction to elementary accounts, absorption costing, marginal costing, cost-volume profit, analysis, budgeting, variance analysis, profitability of new projects, just-in-time accounting.

**Entrepreneurship:** Principles of entrepreneurship, explaining entrepreneurs, creativity and innovation, identification of opportunities, entrepreneur options, identification of supporting sources, feasibility studies, market research, marketing plan, financing and provision of manpower, operational and administrative plan, business plan and aspects of the law.

**ICT Skills:** computer background theory, historical background, concept definitions, operating system concepts, information organisation, telecommunications, background knowledge on various application packages, pc hardware and software acquisition, security.

**Logistics Management 3:** A. Logistics Operations Process, Managing products and services, Logistics process management, Logistics design decisions, B. Channel transaction and relationship management, Channel management, Channel decisions.

**Logistics Project Management:** Types of management, role of the project manager, project teams, project organisational structures, the project life cycle, project stakeholder management, project feasibility study, project charter and closeout report, project plan, project build-method, work breakdown structure, project schedule management, critical path method, Gantt charts, project scope management, project procurement management, project cost management, project risk management, project quality management, project communication management, project execution, monitoring and control.

**Macroeconomics:** Macroeconomic theory, national income, monetary policy, fiscal policy, unemployment, inflation and deflation, international trade and public finance

**Microeconomics:** Nature and scope of economics, economics systems and working economy, microeconomic theory: price theory, market mecha-

nism, consumer equilibrium, cost and price formation, market forms and factors of production.

**Operations Management:** The organisation; mission, strategies, objectives and operational tasks. Introduction to operations management; activities and responsibilities of operations managers. Strategic operations management; SWOT analysis and operations planning. Functional operations management; aggregate planning, forecasting techniques, productivity, make or buy decision, value analysis and value engineering. Functions of the operations system. Management problem areas in operations management. Operational management; operations scheduling, operations control and work-study.

**Procurement Management:** Purchasing capital equipment, contract buying, retail buying, engineering and construction contracting, state and institutional purchasing, international buying, make or buy, negotiations, purchasing research, measuring purchasing management, total cost of ownership.

**Purchasing Management I:** Purchasing's role in business, relationship with other departments, procedures, forms and records, basic policies/planning, organisation, purchasing control, budgeting, purchasing ethics/public relations.

**Purchasing Management II:** Sourcing, quality, quality determination, right time, price, surplus materials.

**Purchasing Management III:** Contract management, negotiations, public sector purchasing, supplier relationship management, spend analysis

**Research Methodology:** Sampling, types of investigating, variance, non-design experimental procedures, methods of data collection, experimental designs, two-group designs, factorial designs, small-n-designs data analysis, the research process, the research problem, literature study, practical I.

**Supply Chain Management:** Introduction to supply chain management, the design of supply chain, supply chain management practices, measurement of supply chain performance, demand forecasting, green supply chain management.

**Strategic Logistics:** The Comparative Advantage created by Logistics through its linkage within the value chain in order to satisfy the customer / user. Conceptualising Production and Operations Management in order to understand the relationship between operations and strategy for the planning of the operations capacity to enhance competitive advantage through Operations Management Approaches and Philosophies. The effective management of inventory and the salient reasons to withhold it (inventory) throughout the Supply Chain. Unfolding the processes that are the prerequisite for the efficient operation of the warehouse. Transportation System and Management, its role and the basic modal performance/ service characteristics of the basic (transportation) modes as well as the cost structure and trade-offs, competition and pricing principles of transportation. The role of Government as a stakeholder its policy instruments to regulate freight transport.

**Transport Economics:** Transportation's role in the supply chain, transportation's role in the economy; essentials and SA regulations and policy on transportation, transportation modes/models and roles in supply chain/economy, key issues and challenges of transportation, transport technology

## 5. CAREER OPPORTUNITIES

Logistics offers a challenging and exciting career in both the private and public sectors.

There is a continuous demand for trained logisticians.

Position on entry-level: Junior Buyer or Order Clerk.

Middle Management: Senior Buyer, Assistant Logistics Manager.

Top Management: Logistics Manager, Transport Managers.

## 6. ENQUIRIES

Enquiries may be addressed to:

*The Head of Department, Department: Logistics & Supply Chain Management*

*Vaal University of Technology, Private Bag X021 Vanderbijlpark 1900*

*Tel: (016) 950 6883; Fax to e-mail: 086 612 8228; e-mail: elizabeth@vut.ac.za website: www.vut.ac.za*

Admission and Financial Enquiries may be addressed to:

*Faculty Admin Officer, Deputy Registrar: Enrolment*

*Vaal University of Technology*

*Private Bag X021 VANDERBIJLPARK 1900 Tel: (016) 950-9360;*

*e-mail: marian@vut.ac.za website: www.vut.ac.za*



# DEPARTMENT: HUMAN RESOURCE MANAGEMENT

**Diploma: Human Resource Management, Advanced Diploma: Human Resources Management/Management**

**Postgraduate Diploma: Human Resources Management/Human Resource Development/Labour Relations Management/Management**

**Master of Management in Human Resource Management/Labour Relations Management/Business Administration**

**PhD in Business Administration**

## 1. Admission Requirements:

### A. Diploma Programmes (NQF 6) – Admission from NSC and SC

Admission to the following programmes is based on meeting the statutory endorsement for a Diploma or Bachelor's degree with the following specific requirements

Qualification:	Compulsory Subjects:	Score*	Additional Compulsory Subjects	Score*	Other subjects	Minimum APS required	Bonus Points
Diploma: Human Resource Management	English Mathematics; or Mathematical Literacy or Technical Mathematics One other Subject	4 3 or 4 or 4 4	None	0	3 other subjects with a minimum of level 3 for EACH subject.	20 (Maths) 21 (Maths Lit. / Technical Maths)	None

### B. Diploma Programmes (NQF 6) – Admission from NC(V) 4

#### NC(V) 4 PROGRAMMES

Management

Management Practice

Human Resources or

Personnel Management

#### VUT QUALIFICATIONS

Diploma: Human Resource

Management

#### SUBJECT REQUIREMENTS

A candidate must score at least 27 or more points on the VUT scoring scale and

- 50% for English/Communication and two fundamental subjects
- 60% in three compulsory vocational modules.

### 1.1. Requirements for NASCA

A completed National Senior Certificate for Adults with a minimum rating of 4 (50-59%) per subject except for English and Quantitative Literacy which should be rated a 5 (60-69%).

### 1.2 Requirements for International qualifications

Eligibility of all international qualifications will be evaluated by the International Office.

### 1.3 Qualifications Obtained from Accredited Private and Public Higher Educational Institutions

The faculty reserves the right to consider qualifications obtained from accredited private and public higher education institutions as and where necessary.

### 1.4 Transfers

The faculty reserves the right to consider applications to transfer from other institutions of higher learning

#### A. Advanced Diploma: Human Resources Management (NQF 7)

Relevant Diploma or equivalent qualification or relevant SAQA approved qualification on NQF level 6 with at least 360 credits of theory. An average of 60%. Duration: One year full-time over two semesters (day or evening classes) and class attendance at the University.

#### B. Advanced Diploma: Management(NQF 7)

Relevant Diploma or equivalent qualification with Management as a major component (at least to second year level) or SAQA approved qualification on NQF level 6 with at least 360 credits of theory and with Management as a major component (at least to second year level). An average of 60%. Duration: Two semesters / One year full-time (day or evening classes) class attendance at the University.

#### C. Postgraduate Diploma: Human Resources Management (NQF 8)

Relevant Advanced Diploma or equivalent qualification or relevant SAQA approved qualification on NQF level 7 with at least 120 credits of theory.

#### D. Postgraduate Diploma: Human Resource Development (NQF 8)

Relevant Advanced Diploma or equivalent qualification or relevant SAQA approved qualification on NQF level 7 with at least 120 credits of theory.

#### E. Postgraduate Diploma: Labour Relations Management (NQF 8)

Relevant Advanced Diploma or equivalent qualification or relevant SAQA approved qualification on NQF level 7 with at least 120 credits of theory.

#### F. Postgraduate Diploma: Management(NQF 8)

Relevant Advanced Diploma or equivalent qualification with Management as a major component or relevant SAQA approved qualification on NQF level 7 with at least 120 credits of theory and with Management as a major component.

#### G. Master of Management in Human Resource Management/ Labour Relations Management/ Business: Administration (NQF 9)

A relevant Post Graduate Diploma (NQF 8, 120 credits) or a four-year relevant degree approved by SAQA (NQF 8, 120 credits). Average pass percentage of 65% with a minimum of 65% for Research Methodology. Successful completion of Faculty selection criteria.

#### H. PhD in Business Administration (NQF 10)

Relevant Master's degree or an equivalent qualification (NQF 9) approved by SAQA. Research Methodology course completed. Proof of previous research experience. Successful completion of the Faculty selection criteria.

### CURRICULUM: DIPLOMA IN HUMAN RESOURCE MANAGEMENT

**Year 1:** Human Resource Management 1, Labour Law 1, Economics 1, Business Management 1, Applied Communication Skills 1, ICT Skills

**Year 2:** Human Resource Management 2, Business Management 2, Labour Relations 1, Human Resource Development 1, Descriptive Statistics 1, Accounting Aspects 1

**Year 3:** Human Resource Management 3, Labour Relations 2, Human Resource Development 2, Applied Communication Skills 2, Entrepreneurship 1, HR Practice

#### 1. CURRICULUM: ADVANCED DIPLOMA IN HUMAN RESOURCE MANAGEMENT

First Year: Advanced Human Resource Management, Advanced Human Resource Development, Advanced Labour Relations, Research Methodology, Advanced Business Management

#### 2. CURRICULUM: ADVANCED DIPLOMA IN MANAGEMENT

First Year: Management Theory, Human Resource Practice, Employment Relations Management, Research Methodology, Economics for Managers, Accounting for Managers, Supply Chain Management, Marketing Management

#### 3. CURRICULUM: POSTGRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT

First Year: Human Resource Development, Labour Relations, Strategic Human Resource Management, Organisational Behaviour, Project Management, Research Project

#### 4. CURRICULUM: POSTGRADUATE DIPLOMA IN HUMAN RESOURCE DEVELOPMENT

First Year: Strategic Management, Strategic Human Resource Development, Organisational Development, Organisational Behaviour, Project Management, Research Project

#### 5. CURRICULUM: POSTGRADUATE DIPLOMA IN LABOUR RELATIONS MANAGEMENT

First Year: Labour Economics, Advanced Labour Law, Labour Relations Management, Organisational Behaviour, Project Management, Research Project

#### 6. CURRICULUM: POSTGRADUATE DIPLOMA IN MANAGEMENT

First Year: Strategic Management, Financial Management, Project Management, Research Project

#### 7. What are the functions of a Human Resources Practitioner?

Policy initiation and formulation, advising line managers on HR policy, liaison and negotiation with trade unions and seeing to the needs and welfare of both the organisation and the employees. Manpower planning, recruitment, selection, compensation administration, development and presentation of training courses and the maintenance of employee records. Monitoring the performance of line and other staff departments to ensure that they conform to established HR policy, procedures and practices.

## Career Opportunities

Human Resources Management offers a rewarding career as organisations in both the private and public sectors are experiencing an increasing need for people in this field. Position on entry-level: Job analyst, Recruitment Officer, HR Trainee, Assistant HR Officer, ETD Practitioner, and Employment Relations Officer.

## 8. Enquiries

Enquiries may be addressed to:

**Head of Department**

**Department: Human Resources Management**

**Vaal University of Technology**

**Private Bag X021 VANDERBIJLPARK 1900 Tel: (016) 950-6872; e-mail: rochelle@vut.ac.za website: www.vut.ac.za**

**Faculty Admin Officer**

**Deputy Registrar: Enrolment**

**Vaal University of Technology**

**Private Bag X021 VANDERBIJLPARK 1900 Tel: (016) 950-9360; e-mail: marian@vut.ac.za website: www.vut.ac.za**

# DEPARTMENT: ACCOUNTANCY

**Diploma: Cost & Management Accounting/Financial Information Systems/Internal Auditing**

**Advanced Diploma: Cost & Management Accounting/Internal Auditing**

**Postgraduate Diploma: Cost & Management Accounting/Internal Auditing**

**Master of Management in Management Accounting**

**PhD in Business Administration in Management Accounting**

## 1. Admission Requirements:

### A. Diploma Programmes (NQF 6) – Admission from NSC and SC

Admission to the following programmes is based on meeting the statutory endorsement for a Diploma or Bachelor's degree with the following specific requirements

Qualification:	Compulsory Subjects:	Score*	Additional Compulsory Subjects	Score*	Other subjects	Minimum APS required	Bonus Points
Diploma Cost and Management Accounting/ Financial Information System	English Accounting Mathematics; or Mathematical Literacy	4 4 3 or 5	None	0	3 other subjects with a minimum score of 9	20 (Maths) 22 (Maths Lit.)	Accounting and Mathematics
Diploma Internal Auditing	English Accounting Mathematics; or Mathematical Literacy	4 4 3 or 6	None	0	3 other subjects with a minimum score of 9	20 (Maths) 23 (Maths Lit.)	Accounting and Mathematics

\* Kindly take note that Life Orientation is not considered for calculation of scores

#### 1.1 Requirements: N6

A completed N6 in an Accounting related field. The course must include Accounting with a minimum of 50% in all subjects. Applied Accounting is not accepted.

#### 1.2 Requirements for NASCA

A completed National Senior Certificate for Adults with a minimum rating of 4 (50-59%) per subject except for English and Quantitative Literacy which should be rated a 5 (60-69%).

#### 1.3 Requirements for International qualifications

Eligibility of all international qualifications will be evaluated by the International Office.

#### 1.4 Qualifications Obtained from Accredited Private and Public Higher Educational Institutions

The faculty reserves the right to consider qualifications obtained from accredited private and public higher education institutions as and where necessary.

#### 1.5 Transfers

The faculty reserves the right to consider applications to transfer from other institutions of higher learning

### B. Advanced Diploma: COST AND MANAGEMENT ACCOUNTING (NQF 7)

A completed 360 credits NQF level 6 relevant qualification (Diploma in Cost & Management Accounting/Financial Information Systems), with an average of 60% on all the core (major) subjects/modules. Duration: This is a one-year full-time course. No part time classes offered.

### C. Advanced Diploma: INTERNAL AUDITING (NQF 7)

A completed 360 credits NQF level 6 relevant qualification (Diploma in Internal Auditing), with an average of 60% on all the core (major) subjects/modules. Duration: This is a one-year full-time course. No part time classes offered.

### D. Postgraduate Diploma: COST AND MANAGEMENT ACCOUNTING (NQF 8)

A completed NQF level 7 relevant qualification (Advanced Diploma in Cost and Management Accounting or equivalent)

### E. Postgraduate Diploma: INTERNAL AUDITING (NQF 8)

A completed NQF level 7 relevant qualification (Advanced Diploma in Internal Auditing or equivalent)

## **F. Master of Management in MANAGEMENT ACCOUNTING (NQF 9)**

65% average for a completed PGD or equivalent qualification in Cost and Management Accounting or related discipline. 65% average for Research Methodology and Management Accounting. Successful achievement of the Faculty selection criteria.

## **G. PhD in Business Administration (NQF 10)**

A relevant master's degree on NQF 9 approved by SAQA in a related discipline. Research Methodology course completed. Successful achievement of the Faculty selection criteria.

### **CURRICULUM**

#### **1. Instructional Offering Diploma: Cost and Management Accounting**

**Year 1:** Auditing 1, Applied Communication Skills 1, Commercial Law for Accountants 1, Cost & Management Accounting 1, Macro and Micro Economics 1, Financial Accounting 1, ICT Skills 1.

**Year 2:** Accountancy Technology 1, Auditing 2, Commercial Law for Accountants 2, Cost & Management Accounting 2, Financial Accounting 2, Taxation 1.

**Year 3:** Accountancy Technology 2, Business Ethics, Cost & Management Accounting 3, Entrepreneurial Skills, Financial Accounting 3, Statistics 1, Taxation 2.

#### **1.1 Instructional Offering Advanced Diploma: Cost and Management Accounting:**

Advanced Cost & Management Accounting, Advanced Financial Accounting, Financial Management, Research Methodology, Systems & Project Management.

#### **1.2 Instructional Offering Postgraduate Diploma: Cost and Management Accounting:**

Business Strategy, Cost & Management Accounting, Financial Reporting, Research Project in Cost & Management Accounting, Strategic Financial Management

#### **1.3 Career opportunities**

Through this course you can obtain the necessary skills to prepare and present accounting information to assist in the decision-making process. Career opportunities include: Management Accountant, Financial Manager, Investment advisor.

#### **2. Instructional Offering Diploma: Internal Auditing**

**Year 1:** Applied Communication Skills 1, Commercial Law for Accountants 1, Cost & Management Accounting 1, Macro and Micro Economics 1, Financial Accounting 1, ICT Skills 1, Internal Auditing 1.

**Year 2:** Accountancy Technology 1, Applied Communication Skills 2, Cost & Management Accounting 2, Financial Accounting 2, Internal Auditing 2, Statistics 1.

**Year 3:** Accountancy Technology 2, Business Ethics, Commercial Law for Accountants 2, Cost & Management Accounting 3, Entrepreneurial Skills, Financial Accounting 3, Internal Auditing 3, Information Systems Auditing, Taxation 1.

#### **2.2 Instructional Offering Advanced Diploma: Internal Auditing**

Advanced Business Communication for Internal Auditors, Advanced Cost & Management Accounting, Advanced Financial Accounting, Advanced Internal Auditing, Advanced Information Systems Auditing, Research Methodology.

#### **2.3 Instructional Offering Postgraduate Diploma: Internal Auditing**

Corporate Governance, E-Commerce Auditing, Environmental Auditing, financial Accounting, Forensic Auditing, Organisational dynamics, Research Project in Internal Auditing, Risk based Auditing.

#### **2.4 Career opportunities**

Through this course the student will be able to follow the Institute of Internal Auditors (IIA) Certified Internal Auditor (CIA) qualification route. Career opportunities are available in the public and private sector

#### **3. Instructional Offering Diploma: Financial Information Systems**

**Year 1:** Applied Communication Skills 1, Auditing 1, Commercial Law for Accountants 1, Cost & Management Accounting 1, Financial Accounting 1, Financial Information Systems 1, ICT Skills 1.

**Year 2:** Accountancy Technology 1, Auditing 2, Cost & Management Accounting 2, Entrepreneurial Skills, Financial Accounting 2, Financial Information Systems 2, Taxation 1.

**Year 3:** Accountancy Technology 2, Business Ethics, Cost & Management Accounting 3, Financial Accounting 3, Financial Information Systems 3, Statistics 1, Taxation 2.

#### **3.1 Career Opportunities**

Qualified candidates could easily be promoted from clerk to accountant to management. People in possession of this qualification are in demand in commerce and industry, the banking sector, insurance and the public service. They could also head the electronic data processing department using their management skills and programming knowledge.

#### **4. Enquiries**

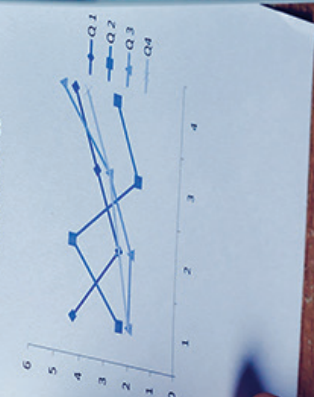
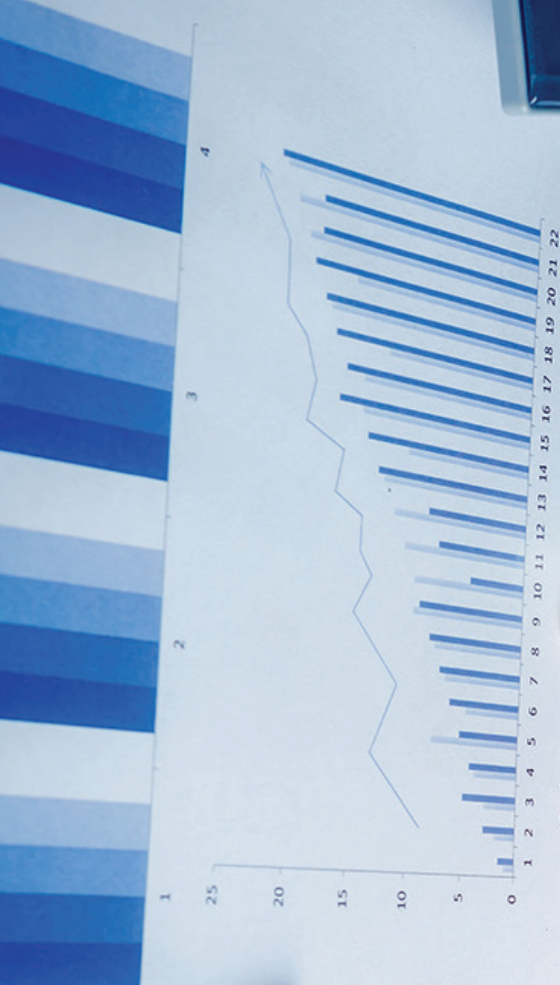
Enquiries may be addressed to:

*The Head of department: Accountancy*  
Vaal University of Technology  
Private Bag X021 Vanderbijlpark 1900  
Tel: (016) 950-9267; Fax: (016) 950-9576;  
e-mail: [queenm@vut.ac.za](mailto:queenm@vut.ac.za) website: [www.vut.ac.za](http://www.vut.ac.za)

Admission and Financial Enquiries may be addressed to:

*Faculty Admin Officer*  
Deputy Registrar: Enrolment  
Vaal University of Technology  
Private Bag X021 VANDERBIJLPARK 1900  
Tel: (016) 950-9360;  
e-mail: [marian@vut.ac.za](mailto:marian@vut.ac.za) website: [www.vut.ac.za](http://www.vut.ac.za)





# VUT Sport Academy

## WELCOME

The VUT Sports and Recreation 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 Vaal University of Technology (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 VUT. Acceptance to clubs depends 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 VUT at the University Sport South Africa (USSA) tournaments and Varsity sport competitions.

## SPORT CODES

USSA and Provincial Leagues	Rugby
Track and Field	Basketball
Cross Country	Softball
Road Running	Volleyball
Tennis	Netball
Table Tennis	Body Building
Dance	Aerobics
Karate	Chess
Cricket	Football
Hockey	

Head: Sports and Recreational Services:

Mr. T. Mabulelong (016) 950-9481

Administrator:

Ms. H. Molatela (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 pavilion  
6 netball courts (floodlit)  
6 tennis courts (floodlit)  
3 basketball courts (floodlit)  
Weight training room  
VUT radio station

## VUT RESIDENCES

3 tennis courts (floodlit)  
2 soccer fields  
1 gymnasium

## SPORT MERIT BURSARIES

Merit bursaries are available and awarded to athletes who are selected for the following categories:

1. Representation on National or International level
2. Representation in any South African Junior teams and/or USSA representation.
3. SA and/or USSA and/or Provincial representation.
4. School Honourary Colors and Regional representation.

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.

### General:

The Sport Academy works in conjunction with the Academic Faculties and the Sport Management Department as well as with student sport organizations such as University South African (USSA), Varsity Sport Competitions (High performance student competitions), as well as South African Sport Federations such as South African Football Association (SAFA), Netball South Africa (NSA), Athletics South Africa (ASA), Basketball South Africa (BSA), Gauteng Cricket Board (GCB), Gauteng Softball Association (GASA), Falcons Rugby, Federation of Dance South Africa (Fedansa) Volleyball South Africa (VSA) etc.

## ENQUIRIES

### Sport Academy

Vaal University of Technology

Private Bag X021

Vanderbijlpark 1900

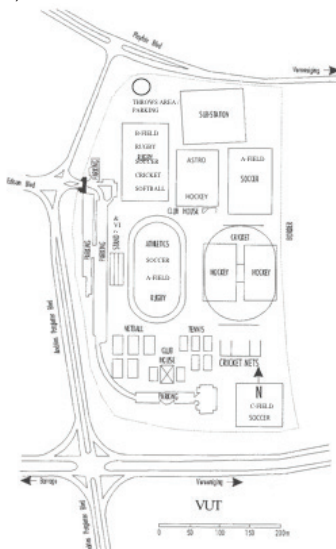
Tel: (016) 950-9917

Fax: (016) 950-9763

### Sports & Recreation

Tel: (016) 950-9282

Fax: (016) 950-9763



GPS: S26, 42' 15.1 /E27, 52' 35.1

# Bursaries & 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

#### Grade 12 Results

%	Criteria	Bursary
75%+	Science Engineering & Technology	R15 000
70%+	Photography	R12 000
65%+	Fine Arts	R10 000
75%+	Accounting	R10 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

Contact number: (016) 950 7652 / 950 9342

#### 2.2 SENIOR STUDENTS Please note:

Funds are allocated in the following manner: Annual aggregate of 75+(Minimum 3 registered subjects per annum), R5000 automatic award.

### 3. COMPANY BURSARIES

At the Vaal University of Technology we fully provide assistance to all company sponsored students. Students who are in pos-

session 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 or 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 7652/9342 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.

### 4. 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.

First year students (year and semester courses) 31 October.

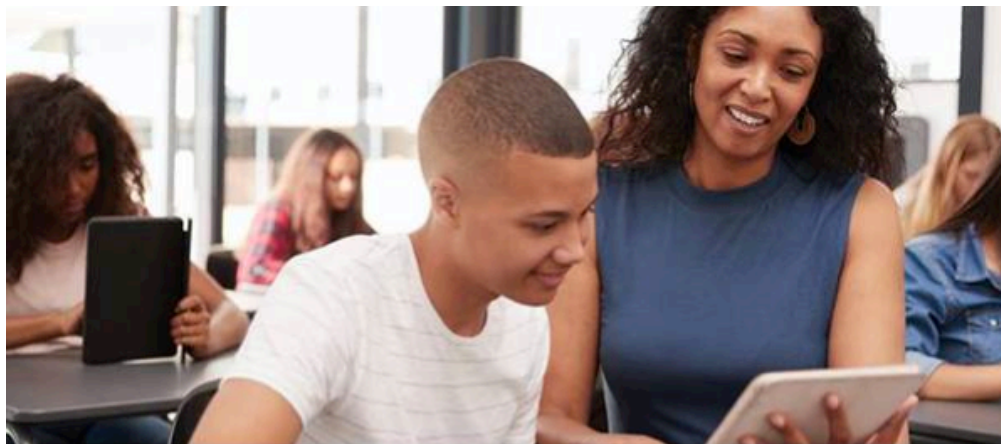
Late first year applicants: 24 January.

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.



Know more. Be more.   
**FUNDI**

**Student or teacher, nurse or manager.**  
Apply for an education loan today  
and we'll help you realise your ambition.

Apply for a loan at the Finance Office,  
Window 14&15, VUT

Please contact your customer service consultant,  
Nonkululeko Jali.

Tel: 016 950 9948 | Email: [nonkululekoj@fundi.co.za](mailto:nonkululekoj@fundi.co.za)

For more information, visit [www.fundi.co.za](http://www.fundi.co.za)

At Fundi, we cover study fees, registration fees, outstanding balances, text books, accommodation, uniforms and stationery, laptops, tablets and other study tools.

With the agreement we have with various institutions around South Africa, we pay direct into the institutions.

And the applicant pays us back with low interest rate and at an affordable monthly repayment.  
For someone to qualify for a Fundi Loan, the person must be permanently employed.

# Student Counselling and Support Career Services

Student Counselling and Support as a whole is committed to offering career support, career counselling and guidance, therapeutic counselling and support as well as spiritual/pastoral guidance and support.

Career services that are offered within Student Counselling and Support

The Career Centre Support Services include:

- Career Guidance
- Psychometric Testing
- Workplace Preparation:
  - o CV writing
  - o Job hunting skills
  - o Interview skills
  - o Professionalism and ethics
- Academic Support:
  - o Adjustment to student life
  - o Study skills/time management
  - o exam preparation
  - o exam and test anxiety
  - o Personal Finance

**As enrolled students, the above services are available FREE of charge.**

Prospective students and External Clients can liaise with our department to enable them to make appropriate subject (Grade 9) and career (Grade 11/12) choice as well as graduate career development decisions. Career and subject choice counselling process include:

1. The initial interview (40-60 minutes) and parents are welcome to sit in on the interview
2. Psychometric testing (approximately 5 hours) determining your:
  - interests: which measures how people differ in their motivation, values and opinions in relation to their interests
  - Aptitude: Which measures how people differ in their ability to perform or carry out different tasks
  - Personality: Which measures how people differ in their style or manner of doing things and in the way they interact with their environment and other people
3. Feedback session (40-60 minutes), where we will be giving feedback about the assessment and discussing the outcomes with you. Parents are welcome to sit in during this session

Procedure to follow on assessing our services:

- Phone (016) 950-9244 or visit us at P021
- An initial interview will be arranged, after which a payment (R600.00) must be made at AW-Building into cost code 4220/5460. The receipt must be forwarded to us.
- A booking for psychometric testing will be confirmed as soon as the proof of payment is received
- The payment includes the feedback session that will be scheduled after the psychometric testing to discuss the results.

Career Assessments and Career Guidance Services are offered to Grade 9-12 Learners as well as those who have graduates and are looking to develop in their career.

Office Hours:

Monday – Friday  
08:30-16:30

For Further information, please feel to contact us and calling our office

Where to find us: P-Block (P021-ground floor)  
Contact number: (016) 950 9244



VUT- Student Counselling and Support



@ScsVut

[www.vuf.ac.za](http://www.vuf.ac.za)

# FACULTY OF MANAGEMENT SCIENCES

## **ACCOUNTANCY**

e-mail: [queenm@vut.ac.za](mailto:queenm@vut.ac.za)

Tel: (016) 950 9267

Fax: (016) 950 9576

## **HUMAN RESOURCES**

e-mail: [rochelle@vut.ac.za](mailto:rochelle@vut.ac.za)

Tel: (016) 950 6872

Fax to e-mail: 086 614 1322

## **MARKETING/RETAIL BUS. MANAGEMENT/SPORT MANAGEMENT**

e-mail: [asandam@vut.ac.za](mailto:asandam@vut.ac.za)

Tel: (016) 950 6890

Fax to e-mail: 086 731 8700

## **LOGISTICS**

e-mail: [elizabeth@vut.ac.za](mailto:elizabeth@vut.ac.za)

Tel: (016) 950 6883

Fax to e-mail: 086 612 8228

## **Major expenses for the year:**

Registration fee, Accommodation, Class / Course Fees, Books, Pocket Money, Transport.

For costs see VUT website [www.vut.ac.za](http://www.vut.ac.za) (look under: Study at VUT, Tution Fees & Study Loans).

## **Application for Admission & 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 date for admission 30 September.

Closing date for accommodation applications 31 October.

## **International Students:**

31 October

## **How to apply:**

See front page of application form or VUT website ([www.vut.ac.za](http://www.vut.ac.za)) click on "study at VUT" and then "admissions and how to apply" and then "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](http://www.vut.ac.za)

Click on "**admisssions new students**"

Click on "**check your application status**"

Click on blue block "**check your application status**"

Enter 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](mailto: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.



**VAAI UNIVERSITY**  
OF TECHNOLOGY

*Inspiring thought. Shaping talent.*