



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



HOWARD FET COLLEGE

Knowledge is Supremacy

PROSPECTUS 2025



DURBAN CAMPUS

21 Joe Slovo Street, 10th Floor
Zumaysha Building, Durban, KwaZulu-Natal

Tel: 031 301 2523

(whats-app) 079 745 0669

Fax: 086 665 1426

Email: info@howardfetcollege.co.za

Website: www.howardfetcollege.co.za

IXOPO CAMPUS

17 Margareth Street, Ixopo

Tel: 039 834 1451

(whats-app) 079 745 0669

Fax: 086 665 1426

Email: ixopocampus@howardfetcollege.co.za



Health and Welfare Sector
Education and Training Authority

HWSETA

www.howardfetcollege.co.za



ABOUT US

HOWARD FET COLLEGE is a sundry, progressive learning environment with a vision of becoming the premier source of education and personnel training. The main directive of Howard FET College is to provide reachable and costs effective education and training within the prescribed learning framework. Its mission is to provide innovative educational environments, opportunities and experiences that enables individuals, communities to grow and prosper. Ensuring that innovation, creativity and responsiveness remain the driving force and also promoting a culture of integrity, loyalty and mutual trust.

OUR KEYS TO SUCCESS

Providing job related education and training

Developing habits for success

Providing success tips

Academic advising

Academic honesty

Classroom Etiquette

Students' success initiative

STUDENTS' SPONSORS

Kansai Plascon

Electron SA

Inkatha Freedom Party

Ethekwini Municipality

Bidvest Tank Terminals

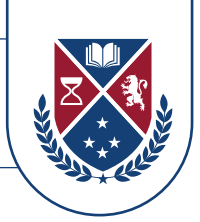
Department of Health (KZN)

Transnet Port Terminals

COGTA (KZN)

Harry Gwala District Municipality

Allbro (Pty) (Ltd)



ACCREDITATIONS

1. QCTO (Quality Council for Trades and Occupations **QCTO/SDP200522** (N4-N6)
- **DURBAN CAMPUS**

2. Department of Higher Education Examination Centre Number **0599992542**
- **DURBAN CAMPUS**

3. QCTO (Quality Council for Trades and Occupations **QCTO/SDP101221** (N4-N6)
- **IXOPO CAMPUS**

4. Department of Higher Education Examination Centre Number **0599992589**
- **IXOPO CAMPUS**

5. QCTO (Quality Council for Trades and Occupations **QCTO/SDP291023064232**
- **ECD SAQA 97542**

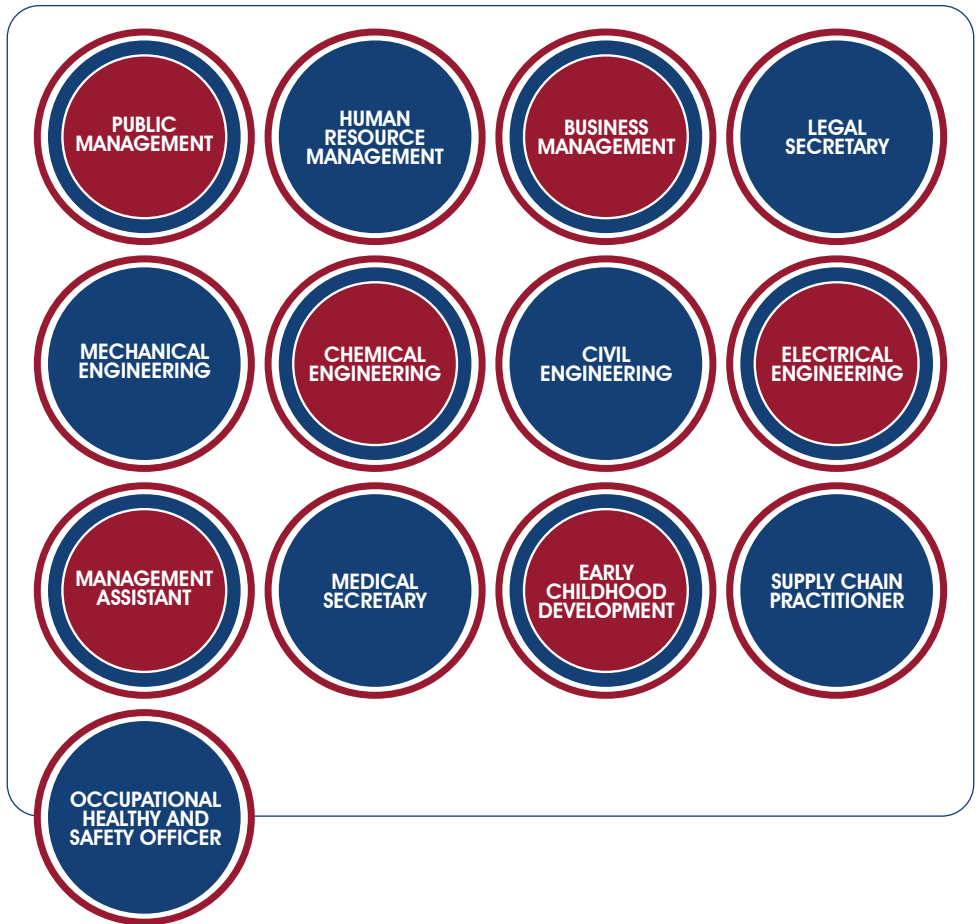
6. QCTO (Quality Council for Trades and Occupations **QCTO/SDP250823053457**
- **SCP SAQA 110942**

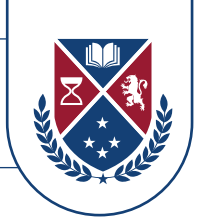
7. QCTO (Quality Council for Trades and Occupations **QCTO/SDP191024061453**
- **OHSO SAQA 121929**



QUALIFICATIONS / PROGRAMMES

- **ENGINEERING STUDIES (National N Diplomas)**
- **BUSINESS STUDIES (National N Diplomas)**
- **OCCUPATIONAL QUALIFICATION (QCTO)**
- **SKILLS PROGRAMMES (QCTO)**





1. PUBLIC MANAGEMENT

Public Management is concerned with the study of government, its processes, structures, and functions, as well as the way in which society is managed. The scope of the field covers a diverse range of topics from environmental to social issues.

1.2

CAREER OPPORTUNITIES

- Public Manager
- Job at Government Departments
- Job at Municipalities

1.3

PUBLIC MANAGEMENT		
FIRST SEMESTER PUBLIC MANAGEMENT N4	SECOND SEMESTER PUBLIC MANAGEMENT N5	THIRD SEMESTER PUBLIC MANAGEMENT N6
<ul style="list-style-type: none"> - Public Administration N4 - Computer Practice N4 - Management Communication N4 - Entrepreneurship and Business Management N4 	<ul style="list-style-type: none"> - Public Administration N5 - Computer Practice N5 - Municipal administration N5 - Public Finance N5 	<ul style="list-style-type: none"> - Public Administration N6 - Public Law N6 - Municipal Administration N6 - Public Finance N6



2. HUMAN RESOURCE MANAGEMENT

Human Resource Management (HRM) is the function within an organization that focuses on the recruitment of management and providing direction for the people who work in an organization.

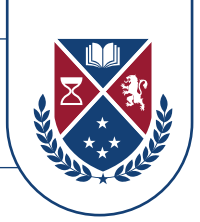
2.2

CAREER OPPORTUNITIES

- Recruitment Manager
- Personnel Training Manager
- Personnel Manager/Officer
- Human Resources Practitioner
- Labour Relations Officer

2.3

HUMAN RESOURCE MANAGEMENT		
FIRST SEMESTER HUMAN RESOURCE MANAGEMENT N4	SECOND SEMESTER HUMAN RESOURCE MANAGEMENT N5	THIRD SEMESTER HUMAN RESOURCE MANAGEMENT N6
<ul style="list-style-type: none">- Personnel Management N4- Computer Practice N4- Management Communication N4- Entrepreneurship and Business Management N4	<ul style="list-style-type: none">- Personnel Management N5- Computer Practice N5- Personnel Training N5- Labour Relations N5	<ul style="list-style-type: none">- Personnel Management N6- Computer Practice N6- Labour Relations N6- Personnel Training N6



3. BUSINESS MANAGEMENT (DURBAN)

This programme allows you to develop a broad understanding of business organization and provides you with subject-specific knowledge in areas such as markets, customers, finance, operations, communication, information technology, business policy and strategy.

3.2

CAREER OPPORTUNITIES

- Assistant Manager
- Manager

3.3

BUSINESS MANAGEMENT		
FIRST SEMESTER BUSINESS MANAGEMENT N4	SECOND SEMESTER BUSINESS MANAGEMENT N5	THIRD SEMESTER BUSINESS MANAGEMENT N6
<ul style="list-style-type: none"> - Entrepreneurship and Business Management N4 - Computer Practice N4 - Management Communication N4 - Mercantile Law N4 	<ul style="list-style-type: none"> - Entrepreneurship and Business Management N5 - Computer Practice N5 - Sales Management N5 - Public Relations N5 - Labour Relations (Optional) N5 	<ul style="list-style-type: none"> - Entrepreneurship and Business Management N6 - Computer Practice N6 - Sales Management N6 - Public Relations N6 - Labour Relations (Optional) N6



4. LEGAL SECRETARY

A legal secretary needs to have exceptional administrative and secretarial skills and a working knowledge of law and legal procedures. They are expected to be proficient in typing, office computing and have good communication skills.

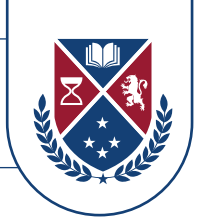
4.2

CAREER OPPORTUNITIES

- Legal Secretary
- Legal Office Assistant
- Paralegal
- Personal Assistant
- Clerk of the Court

4.3

LEGAL SECRETARY		
FIRST SEMESTER LEGAL SECRETARY N4	SECOND SEMESTER LEGAL SECRETARY N5	THIRD SEMESTER LEGAL SECRETARY N6
<ul style="list-style-type: none">- Office Practice N4- Entrepreneurship and Business Management N4- Communication N4- Information Processing N4	<ul style="list-style-type: none">- Office Practice N5- Legal Practice N5- Communication N5- Information Processing N5	<ul style="list-style-type: none">- Office Practice N6- Legal Practice N6- Communication N6- Information Processing N6



5. MANAGEMENT ASSISTANT

Management Assistants form the backbone of their organizations, ensuring that daily administration tasks are carried out efficiently.

5.2

CAREER OPPORTUNITIES

- Personal Assistant
- Executive Secretary
- Office Manager
- Receptionist
- Office Clerk

5.3

MANAGEMENT ASSISTANT		
FIRST SEMESTER MANAGEMENT ASSISTANT N4	SECOND SEMESTER MANAGEMENT ASSISTANT N5	THIRD SEMESTER MANAGEMENT ASSISTANT N6
<ul style="list-style-type: none"> - Office Practice N4 - Entrepreneurship and Business Management N4 - Communication 4N - Information Processing N4 	<ul style="list-style-type: none"> - Office Practice N5 - Legal Practice N5 - Communication N5 - Information Processing N5 	<ul style="list-style-type: none"> - Office Practice N6 - Legal Practice N6 - Communication N6 - Information Processing N6



6. MEDICAL SECRETARY (DURBAN)

The purpose of this programme is to equip learners with knowledge and skills for prosperous entry into a secretarial position in the medical field. Medical secretaries execute administrative work in the clinical, hospital, or other medical environment. Responsibilities performed in this profession will include reception duties, answering phones, compiling medical records, correspondence with patients and medical aids etc.

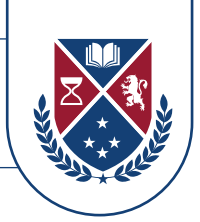
6.2

CAREER OPPORTUNITIES

- Hospital ward secretary
- Medical office administrative assistant
- Medical practice manager
- Medical stenographer
- Medical transcriptionist
- Pathology secretary
- Patient care secretary

6.3

MEDICAL SECRETARY		
FIRST SEMESTER MEDICAL SECRETARY N4	SECOND SEMESTER MEDICAL SECRETARY N5	THIRD SEMESTER MEDICAL SECRETARY N6
- Office Practice N4 - Communication N4 - Information Processing N4 - Medical Practice N4	- Office Practice N5 - Communication N5 - Information Processing N5 - Medical Practice N5	- Office Practice N6 - Communication N6 - Information Processing N6 - Medical Practice N6



7. CIVIL ENGINEERING

Civil engineering is a professional engineering discipline that deals with the design, construction, and maintenance of the physical and naturally built environment, including works like roads, bridges, canals, dams, and buildings.

7.2

CAREER OPPORTUNITIES

- Civil Engineer, Environmental Engineering
- Water Waste Management

7.3

CIVIL ENGINEERING		
FIRST SEMESTER CIVIL ENGINEERING N4	TRIMESTER CIVIL ENGINEERING N5	TRIMESTER CIVIL ENGINEERING N6
<ul style="list-style-type: none"> - Mathematics N4 (Optional) - Engineering Science N4 (Optional) - Quantity Survey N4 - Building Administration N4 - Building & Structural Construction N4 - Building and Structural Survey N4 	<ul style="list-style-type: none"> - Mathematics N5 (Optional) - Building Administration N5 - Building & Structural Construction N5 - Building & Structural Survey N5 - Quantity Survey N5 	<ul style="list-style-type: none"> - Mathematics N6 (Optional) - Building Administration N6 - Building & Structural Construction N6 - Building and Structural Survey N6 - Quantity Survey N6



8. ELECTRICAL ENGINEERING

An electrical engineer is someone who designs and develops new electrical equipment solves problems and tests equipment. They work with all kinds of electronic devices, from the smallest pocket devices to large supercomputers. Electrical engineering deals with electricity, electro-magnetism and electronics.

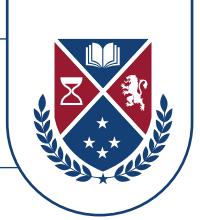
8.2

CAREER OPPORTUNITIES

- Electrical Engineer
- Electrician
- Appliance Manufacturer
- Installer

8.3

ELECTRICAL ENGINEERING		
FIRST SEMESTER ELECTRICAL ENGINEERING N4	TRIMESTER ELECTRICAL ENGINEERING N5	TRIMESTER ELECTRICAL ENGINEERING N6
<ul style="list-style-type: none">- Mathematics N4- Engineering Science N4- Electrotechnics N4- Industrial Electronics N4	<ul style="list-style-type: none">- Mathematics N5- Power Machine N5- Electrotechnics N5- Industrial Electronics N5	<ul style="list-style-type: none">- Mathematics N6- Power Machines N6- Industrial Electronics N6- Electrotechnics N6



9. MECHANICAL ENGINEERING

Mechanical engineering is the discipline that applies the principles of engineering, physics, and materials science for the design, analysis, manufacturing, and maintenance of mechanical systems. It is the branch of engineering that involves the design, production, and operation of machinery.

9.2

CAREER OPPORTUNITIES

- Draughtsman
- Mechanical Engineer
- Fabricator
- Process Controller

9.3

MECHANICAL ENGINEERING		
FIRST SEMESTER MECHANICAL ENGINEERING N4	TRIMESTER MECHANICAL ENGINEERING N5	TRIMESTER MECHANICAL ENGINEERING N6
<ul style="list-style-type: none"> - Mathematics N4 - Engineering Science N4 - Mechanotechnics N4 - Supervisory Management N4 	<ul style="list-style-type: none"> - Mathematics N5 - Power Machine N5 - Mechanotechnics N5 - Strength of Materials N5 (Distance Learning) - Fluid Mechanics N5 (Distance Learning) - Mechanical Drawing & Design N5 	<ul style="list-style-type: none"> - Mathematics N6 - Power Machine N6 - Mechanotechnics N6 - Strength of Materials N6 (Distance Learning) - Fluid Mechanics N6 (Distance Learning) - Mechanical Drawing & Design N6



10. CHEMICAL ENGINEERING (DURBAN)

Chemical Engineering deals with chemical invention and the making of products through chemical processes. This comprises designing equipment, structures and methods for filtering raw materials, compounding and processing chemicals to make numerous products. The main role of Chemical is to plan and process the creation of chemicals, fuels, food, pharmaceuticals and natural processes.

ADMISSION REQUIREMENTS - Grade 12/NSC with Mathematics and Physical Science or N3 Certificate is required

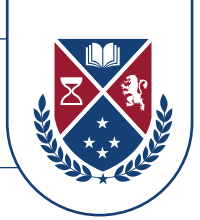
10.2

CAREER OPPORTUNITIES

- Manufacturing
- Pulp and Paper
- Petrochemicals
- Biotechnology
- Food Processing

10.3

CHEMICAL ENGINEERING		
FIRST SEMESTER CHEMICAL ENGINEERING N4	TRIMESTER CHEMICAL ENGINEERING N5	TRIMESTER CHEMICAL ENGINEERING N6
- Mathematics N4 - Engineering Science N4 - Chemistry N4 - Chemical Plant Operation N4	- Mathematics N5 - Power Machine N5 - Electrotechnics N5 - Chemical Plant Operations N5	- Mathematics N6 - Power Machines N6 - Chemical Technology N6 - Chemical Plant Operations N6



1. QUALIFICATION TITLE: SUPPLY CHAIN PRACTITIONER NQF LEVEL: 5 | SAQA ID: 110942 | CREDITS: 180

The aim of this qualification is to formulate a learner to function as a SUPPLY CHAIN PRACTITIONER who can plan, establish, implement, control and coordinate the activities and inter-relationships across the supply chain environment. It also provides the required knowledge, practical skills and workplace-based learning experience to prepare a learner to operate as a Supply Chain Practitioner.

1.2 PROGRAMME STRUCTURE & EXAMINATION

The duration of study for this qualification is 12 months. There will be an examination element containing knowledge & practical to be successfully completed for each module, as well as Workplace Evidence collected and signed (logbook) and thereafter to be considered for External Integrated Summative Assessment (**EISA**) by the Assessment Quality Partner **TETA** (Transport Education and Training Authority).

1.3 CERTIFICATION:

Certificate will be issued by the Quality Council for Trade & Occupations (**QCTO**) on successful completion of External Integrated Summative Assessment (**EISA**)

1.4 CAREER OPPORTUNITIES

A qualified learner will be able to:

- Provide environmental scanning assistance for effective supply chain operation.
- Implement supply chain operation activities within an organization.
- Implement and assess supply chain workflow processes.
- Perform inventory and logistics operational activities within an organization.



2. QUALIFICATION TITLE: EARLY CHILDHOOD DEVELOPMENT

NQF LEVEL: 4 | SAQA ID: 97542 | CREDITS: 131

This qualification is aimed at preparing you to function as an Early Childhood Development Practitioner in Centra-based and non-Centre-based early childhood development surroundings. With the mounting demand for eminence early childhood development services, obtaining this qualification will offer opportunities for you to enter this field.

2.2 PROGRAMME STRUCTURE & EXAMINATION

The duration of study for this qualification is 12 months. There will be an examination element containing knowledge & practical to be successfully completed for each module, as well as Workplace Evidence collected and signed (logbook) and thereafter to be considered for External Integrated Summative Assessment (**EISA**) by the Assessment Quality Partner **ETDP-SETA**

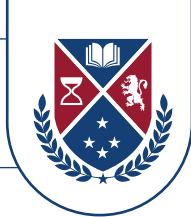
2.3 CERTIFICATION:

Certificate will be issued by the Quality Council for Trade & Occupations (**QCTO**) on successful completion of External Integrated Summative Assessment (**EISA**)

2.4 CAREER OPPORTUNITIES

A qualified learner will be able to:

- To persue a career as a playschool teacher.
- Day Care Centre Administrator.
- Day Care Centre manager.
- Start up own ECD Centre.



3. QUALIFICATION TITLE: NOC: OCCUPATIONAL HEALTH AND SAFETY OFFICER NQF LEVEL: 4 | SAQA ID: 121929 | CREDITS: 120

The aim of this qualification is to prepare a learner to function as an **OCCUPATIONAL HEALTH AND SAFETY OFFICER**. Occupational Health and Safety Officers monitor compliance with health and safety systems and processes in an organisation. They identify hazards and assess risks to health and safety and recommend the implementation of appropriate health and safety controls where required. A qualified learner will demonstrate the following key attributes: teamwork, results oriented, tenacity, self-motivation, effective communication, fairness and consistency.

3.2 PROGRAMME STRUCTURE & EXAMINATION

The duration of study for this qualification is 12 months. There will be an examination element containing knowledge & practical to be successfully completed for each module, as well as Workplace Evidence collected and signed (logbook) and thereafter to be considered for External Integrated Summative Assessment (EISA) by the Assessment Quality Partner HWSETA (Health and Welfare Sector Education and Training Authority)

2.3 CERTIFICATION:

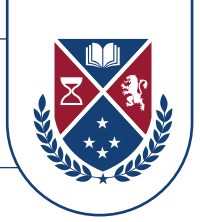
Certificate will be issued by the Quality Council for Trade & Occupations (**QCTO**) on successful completion of External Integrated Summative Assessment (**EISA**)

2.4 CAREER OPPORTUNITIES

A qualified learner will be able to:

- Evaluate and recommend appropriate Occupational Health and Safety risk management controls.
- Conduct investigations into Occupational Health and Safety incidents and accidents.
- Co-ordinate the control of overall Occupational Health and Safety administration.
- Execute the basic administrative duties required for the management of Occupational Health and Safety.
- Apply basic data analysis to compile Occupational Health and Safety reports using standard reporting formats.
- Contribute to production planning by ensuring that the Occupational Health and Safety risks are managed appropriately and report on the Occupational Health and Safety compliance status for a designated area of the organisation.

UNIVERSAL INFORMATION



ADMISSION REQUIREMENTS

- Grade 12/NSC or N3 Certificate / NQF Level 03 / NQF Level 04

ADMISSION PROCESS ✓

- Confirmation of Entry requirements (Grade 12/NSC or N3 Certificate - or equivalent)
- Signing of Contract
- Payment Registration Fee
- Issuing of Student Number
- Issuing of Proof of Registration
- Issuing of Time Table

REQUIRED DOCUMENTS ✓

- 2 Certified copies of your I.D Document
- 2 Certified copies of your highest qualification (e.g Matric Statement of Results)
- 1 Certified copy of your Parent / Guardian I.D Document
- Proof of Address
- Issuing of Student Card
- Issuing of Time Table

PROFESSIONAL SERVICES ✓

- **Career Assistance** – Our in-house skilled advisors assist the learners to contest their capability to potential courses and future careers.

- **Progress Reports** – Progress Reports are received during your course period and any other information in respect of your studies at Howard FET College.

PLACEMENT SERVICES ✓

On completion of your course, Howard FET College assists learners in finding jobs through our in-house recruitment services. These placements are not definite for every student; however, students will be presented with opportunities in respect thereof.

BANK DETAILS

Bank Name: First National Bank (FNB)
Account Holder: Howard FET College
Account Number: 62 6297 999 51

Account Type: Gold Cheque
Branch Code: 250655
Reference: ID / PASSPORT No.



FEE STRUCTURE (DURBAN)

FACULTY OF ENGINEERING (Per Semester / Trimester) **ELECTRICAL, MECHANICAL, CIVIL, CHEMICAL: N4 - N6**

N4	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R500.00	R2500.00	R1200.00 X6	R800.00	R11 000.00

N5	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R500.00	R0.00	R1200.00 X3	R800.00	R4 900.00

N6	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R500.00	R0.00	R1200.00 X3	R800.00	R4 900.00

FACULTY OF MANAGEMENT & HUMANITIES **(Per Semester)**

PUBLIC MANAGEMENT, HUMAN RESOURCE, BUSINESS MANAGEMENT, LEGAL SECRETARY MANAGEMENT ASSISTANT, MEDICAL SECRETARY: N4 - N6

N4	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R500.00	R2500.00	R1200.00 X6	R800.00	R11 000.00

N5	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R500.00	R0.00	R1200.00 X6	R800.00	R8 500.00

N6	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R500.00	R0.00	R1200.00 X6	R800.00	R8 500.00

FEE STRUCTURE (IXOPO CAMPUS)



(IXOPO CAMPUS) SEMESTER

N4	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R500.00	R1500.00	R1000.00 X6	R800.00	R8 800.00
N5	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R500.00	R0.00	R1000.00 X6	R800.00	R7 300.00
N6	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R500.00	R0.00	R1000.00 X6	R800.00	R7 300.00

(IXOPO CAMPUS) TRIMESTER

N5	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R500.00	R0.00	R1000.00 X6	R800.00	R4 300.00
N6	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R500.00	R0.00	R1000.00 X6	R800.00	R4 300.00

OCCUPATIONAL QUALIFICATIONS FEES

N4	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R1000.00	R0.00	R1500.00 X11	R800.00	R18 300.00
N5	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R1000.00	R0.00	R1500.00 X11	R800.00	R18 300.00
N6	Reg Fee	Deposit	Monthly	Exam Fee	Total
	R1000.00	R0.00	R1500.00 X11	R800.00	R18 300.00

Studying at **HOWARD FET COLLEGE** is not only about getting a qualification, but also about developing yourself and having a fulfilled student life. To help achieve a balanced student life, Student Affairs offers a variety of extra-mural activities, enhancing the experience at Howard FET College. These activities range from social events to performing arts, religious interaction and Graduation.



STUDENT ACTIVITIES



Howard FET College

Knowledge is Supremacy



DURBAN CAMPUS

21 Joe Slovo Street, 10th Floor
Zumaysha Building, Durban, KwaZulu-Natal

Tel: 031 301 2523

(whats-app) 079 745 0669

Fax: 086 665 1426

Email: info@howardfetcollege.co.za

Website: www.howardfetcollege.co.za

IXOPO CAMPUS

17 Margareth Street, Ixopo

Tel: 039 834 1451

(whats-app) 079 745 0669

Fax: 086 665 1426

Email: ixopocamous@howardfetcollege.co.za

www.howardfetcollege.co.za