

Proposal For The Development Of National Certificate (Vocational) Programmes

INSTRUCTIONS TO APPLICANTS

1. A proposal for the development of NC(V) programmes to the Department of Education will be accepted if supported by proof of extensive investigations and research done on the needs for such a programme.
2. Evidence of industry or public sector participation and involvement during the investigation should also be attached.
3. The development and implementation costs of the programme as well as the support for implementation from stakeholders should be clearly indicated.
4. The industries or organizations where students can be absorbed or placed upon completion of the programme should be included. The number of students who can be placed must also be indicated.
5. A written commitment from stakeholders or employers for possible employment of students who successfully exit the programme is essential.

PROPOSAL TO THE DEPARTMENT OF EDUCATION FOR THE DEVELOPMENT OF A NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMME OR SUBJECT

PROVINCE/ ORGANISATION: _____

(NB: Where public FET colleges are submitting the proposal the Provincial Education Department must first approve the application before it is sent to the DoE)

CO-ORDINATING ORGANISATION/PROVINCE		
CONTACT PERSON		
CONTACT DETAILS	Tel:	Fax:
	EMAIL:	
PROPOSED QUALIFICATION	ORGANISING FIELD	(eg. Business, Commerce and Management studies)
	PROGRAMME (as per Annexure A of the National Certificate Vocational policy document)	(eg. Office Administration)
Brief summary of the need and relevance of the programme/subject <i>(NB: Clearly demonstrate the National, Provincial and/or Regional relevance of the programme/subject to economic/community/industry needs. Attach supporting evidence if available)</i>		
Will the development of the proposed sub-field replace or revise any existing DoE programme? If so provide the details of such a programme/s.		
Does the proposed programme/subject overlap with any other either in the same or another organising field? If so provide details.		
Have any of the proposed subjects already been developed in another programme? If so provide details.		

If a full vocational programme (rather than just a subject) is proposed provide the subject names at each of NQF levels 2, 3 and 4 (NB: 3 compulsory subjects and at least one optional subject)

Topics to be covered in each of the proposed subjects

Assessment criteria and requirements per subject

Target occupational group(s)

Projection of employment /self employment opportunities

Possible numbers of students projected for enrolment over 3 years (basis of projections to be explained)

Viability of delivery in FET colleges

Required infrastructure:

Required expertise:

Proposed curriculum writing team

Proposed reference team

Estimated cost of development

Source of funding for development

Primary source of funding for students who will be enrolled

Proposed timeframe for development

(For departmental use only)

APPROVED BY:

COMMENTS:

DATE:

ACTION: