



THE LOCAL
GOVERNMENT SETA

CAREER GUIDE



LG SETA
CREATING GREATER IMPACT



Foreword	2
Acronyms	4
About LGSETA	5
What is Local Government	7
Purpose of Career Guidance	9
Preparing for a Career	10
National Qualifications Framework	13
Subject Choices in Grade 9	14
Higher Education and Training	16
Careers in Local Government	19
Scarce and Critical Skills	21
Accessing Skills Development Opportunities within the Local Government Sector	23
LGSETA Qualifications	26
Resources:	
Preparing Your CV	32
Learner Profile	34
TVET Colleges	35
Universities and Universities of Technology	42
Sector Education & Training Authorities	45

CONTENTS



CAREER

Foreword

The Local Government Sector Education and Training Authority (LGSETA) was established in terms of the Skills Development Act No.97 of 1998, and is one of the 21 Sector Education and Training Authorities (SETAs) that have been re-established by the Minister of Higher Education and Training for the period of 2011- 2016 and further recertified until 2018.

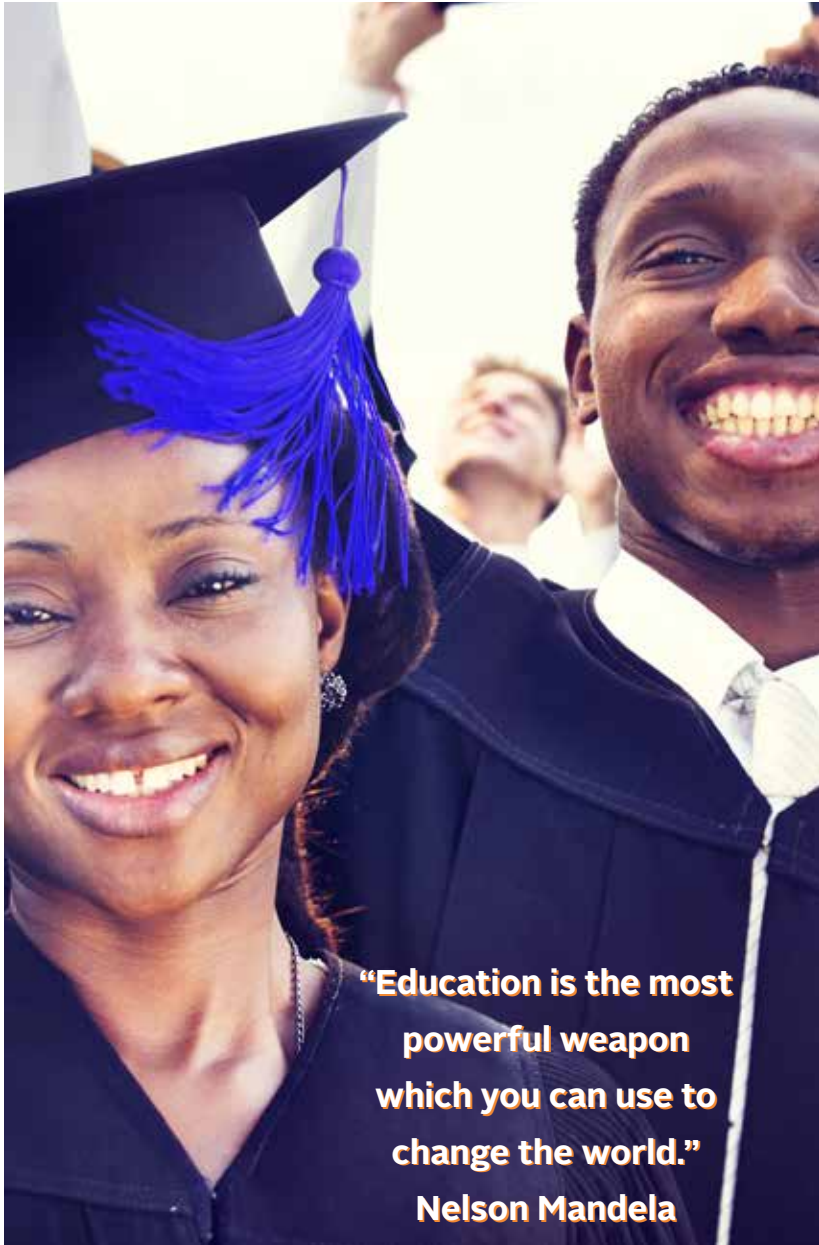
This Career Guide is released as part of the LGSETA's monumental role to enlighten unemployed youth and adults about the various career opportunities in the local government sector, as well as in higher education and training. The objective of this handbook is to provide information for career pathing, and provide details of the various education and training institutions. This guide also advises on how one can prepare for his/her career and subject choices one can make in order to successfully pursue their desired career as well as very helpful information with regards to preparing a CV.

Part of the National Skills Development Strategy's (NSDS III) goals is to build career and vocational guidance. The LGSETA Career Guide hopes to illustrate to unemployed youth and adults the LGSETA's efforts to provide sufficient resources that are meant to assist in alleviating social ills such as unemployment, lack of education, and lack of service delivery.

One of the major issues the SETAs are meant to address are scarce and critical skills and ways to tackle the skills gaps and shortages in the country. The Career Guide addresses the scarce and critical skills within the local government sector and the various career opportunities.

We urge all readers of this guide to read all the information provided, to take advantages of all the opportunities that are available to them within the local government sector and also endeavour to pursue careers in local government.

GUIDE



**“Education is the most powerful weapon which you can use to change the world.”
Nelson Mandela**

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Acronyms

AET	Adult Education and Training
CHE	Council of Higher Education
CoGTA	Cooperative Governance and Traditional Affairs
DHET	Department of Higher Education and Training
FETC	Further Education and Training Certificate
GET	General Education and Training
GETC	General Education and Training Certificate
HEI	Higher Education Institution
IDP	Integrated Development Plan
IMATU	Independent Municipal and Allied Trade Union
LED	Local Economic Development
LGSETA	Local Government Sector Education and Training Authority
NC(V)	National Certificate (Vocational)
NGO	Non-Governmental Organisation
NSDS	National Skills Development Strategy
NQF	National Qualifications Framework
QCTO	Quality Council for Trade and Occupations
RPL	Recognition of Prior Learning
SALGA	South African Local Government Association
SAMWU	South African Municipal Workers Union
SETA	Sector Education and Training Authority
SSP	Sector Skills Plan
TVET	Technical, Vocational Education and Training
UoT	University of Technology

About LGSETA

Vision:

To be the lead SETA by facilitating skills development at municipal level across South Africa.

Mission:

To partner with strategic stakeholders to create a pool of local government skills, relevant for effective and efficient service delivery and economic prosperity of our local communities across South Africa.

Values:

Service Excellence

Passion

Integrity

Collaboration

Engagement

Empowerment

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Strategic Outcome Oriented Goals:

1. Establish a credible institutional mechanism for skills planning
2. Increasing access to occupationally-directed programmes within the local government sector.
3. Promote the growth of a public TVET college system that is responsive to the sector, local, regional and national skills needs and priorities.
4. Address the low level of youth and adult language and numeracy skills to broaden access to further training, resulting in sustainable work opportunities.
5. Encourage better use of workplace-based skills development.
6. Encourage and support co-operatives, worker-initiated small enterprises, NGOs and community training initiatives.
7. Increase public sector capacity for improved service delivery and supporting the building of a developmental state
8. Build/capacitate career and vocational guidance.

The mandate of the Local Government Sector Education and Training Authority (LGSETA) is to facilitate access to skills development and training interventions for local government employees, traditional leaders, ward councillors within the structures of local government as well as unemployed individuals.

The Executive Authority of the LGSETA is the Department of Higher Education and Training (DHET) with the key stakeholders of the LGSETA being the Department of Cooperative Governance and Traditional Affairs (CoGTA), South African Local Government Association (SALGA), Independent Municipal and Allied Trade Union (IMATU) and the South African Municipal Workers Union (SAMWU).

What is Local Government?

Local government is the sphere of government that is closest to the community and is responsible for:

- Provision of household infrastructure and services (e.g. water, electricity, roads etc.);
- The creation of liveable, integrated cities, towns and rural areas; and
- Promotion of local economic development.

According to Section 152 of the Constitution, the “objects of local government” are to:

- Provide democratic and accountable government for local communities.
- Ensure the provision of services to communities in a sustainable manner.
- Promote social and economic development.
- Financial viability.
- Encourage the involvement of communities and community organisations in the matters of local government.
- Create a safe and healthy environment.

Local government must also adhere to “the basic values and principles governing public administration” (Section 195).

The principles listed in the Constitution include that:

- A high standard of professional ethics must be promoted and maintained.
- Efficient, economic and effective use of resources must be promoted.
- Public administration must be development-oriented.
- Services must be provided impartially, fairly, equitably and without bias.
- People’s needs must be responded to, and the public must be encouraged to participate in policy-making.
- Public administration must be accountable.

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- Transparency must be fostered by providing the public with timely, accessible and accurate information.
- Good human resource management and career development practices, to maximise human potential, must be cultivated.
- Public administration must be broadly representative of the South African people, with employment and personnel management practices based on ability, objectivity, fairness, and the need to redress the imbalances of the past to achieve broad representation.

Local government is a critical component of the country's developmental aspirations and as such, we trust you will find this guide useful in helping you understand the important role it plays in ensuring a better life for all citizens of South Africa. We also hope that you will be encouraged to consider a career in local government and play your part in making ours a better country for all who live in it.

Functions of municipalities

Municipalities are responsible for the following functions:

- Electricity delivery
- Water for household use
- Sewage and sanitation
- Storm water systems
- Refuse removal
- Firefighting services
- Municipal health services
- Decisions around land use
- Municipal roads
- Municipal public transport
- Street trading
- Abattoirs and fresh food markets
- Parks and recreational areas
- Libraries and other facilities
- Local tourism

Purpose of Career Guidance

The purpose of career guidance is to create awareness to learners about the career options available and ensure that they know about the various post-school study, financial aid and work opportunities. It is also to assist learners to understand how to access support to further their studies.

Also, in terms of Output 4.8.1.1 of the National Skills Development Strategy III (NSDS III) SETAs are required to develop Career Guide handbooks with labour market information.

The LGSETA Career Guide handbook seeks to:

- Provide a brief understanding of the roles and responsibilities of local government;
- Give an overview of the exciting careers and career advancement opportunities in local government;
- Communicate the scarce and critical skills in the local government sector; and
- Communicate the various career opportunities available in local government.

The LGSETA Career Guide handbook is targeted at the following groups:

- Grade 9-12 learners
- Parents of children in the targeted grades
- Municipal employees
- Unemployed youth

CAREER

Preparing for a Career

When it comes to making a choice about your career, it is important to learn about the job responsibilities, employment opportunities, and training or education requirements prior to pursuing a specific career.

Below are seven easy steps to follow which will enable you to narrow potential career options:

1. Assess yourself

Each individual has different goals, talents, interests, and values. In other words, there are certain careers each individual should not pursue and others where they would excel and be satisfied. Determine what you would enjoy and excel at by taking career assessments, receiving career counselling, and conducting thorough self-evaluation.

2. Make a list of potential occupations

After conducting some self-assessment, it should be apparent the types of careers you should pursue. It is not possible to pursue each one, so the list should be used to determine where to begin your career search. Select 5 or 10 careers and create a new list with these choices. When making your choices, select jobs that interest you, jobs that have been recommended following career assessments, and ones matching your skill set.

3. Explore the options

Learn about each potential career after narrowing your list. Be sure to learn about educational or training requirements, job duties, employment outlook, annual earnings, and promotion opportunities. Information can be obtained from the Internet, but try to meet with a professional in each field to obtain in-depth details about each profession. If you do not know professionals in these fields, contact willing participants and schedule informational interviews. However, you will probably find that you have relatives, colleagues, and school mates currently working in fields that interest you.

During an informational interview, collect details about annual salary, employment prospects, and entry-level employment requirements. It is not recommended to request employment during these interviews, but take advantage of networking opportunities.

4. Narrow down your list

Eliminate careers that no longer interest you after thoroughly reviewing each one. Many people become discouraged from pursuing a career after learning about education requirements, annual earnings, and declining industry growth. Once you have become acquainted with each career, narrow your list to 1-2 options.

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5. Set goals

After your list has been narrowed, establish possible goals. You should be informed enough to establish short and long term goals. Typically, short-term goals can be met between 1-3 years and long-term goals between 3-5 years. It will not be easy reaching each goal, so be prepared to work hard, make adjustments when and where necessary, and remain committed. Goals are typically achievable when they are defined, flexible, realistic, and attainable within a specified time period.

6. Create a career action plan

Once you have established career goals, begin developing a career action plan consisting of goals and specific steps to reach them. Additionally, career action plans contain possible obstacles, steps to address them, and resources that can be utilised when assistance is needed. This plan will clearly define how you will receive required training or education, obtain employment, and develop professionally once you have begun your career.

7. Obtain training

Obtaining required career training will probably consume the majority of your time and efforts as you pursue a career. Depending on the profession, you may be required to earn a higher education and training qualification, complete vocational training, learn new skills, or complete an apprentice or internship.

The National Qualifications Framework

The National Qualifications Framework (NQF) is a set of principles and guidelines designed to create a single integrated national framework for learning achievements and to contribute to the full personal development of each learner.

The aim of the NQF is to make lifelong learning possible by having a single system that facilitates access, movement and progression within the education system for greater socio-economic participation of the country's citizenry.

Table 1: Levels of the NQF

Sub-framework	Level	Qualification Types	
Higher Education and Training	10	Doctoral Degree Doctoral Degree (Professional)	PhD
	9	Master's Degree Master's Degree (Professional)	MBA
	8	Honours Degree Professional Qualification Degree Postgraduate Diploma	Occupational Certificate Level 8
	7	Bachelor's Degree Advanced Diploma	Occupational Certificate Level 7
	6	Diploma Advanced Certificate	Occupational Certificate Level 6 National Diploma
	5	Higher Certificate	Occupational Certificate Level 5 N4 – N6 Certificates

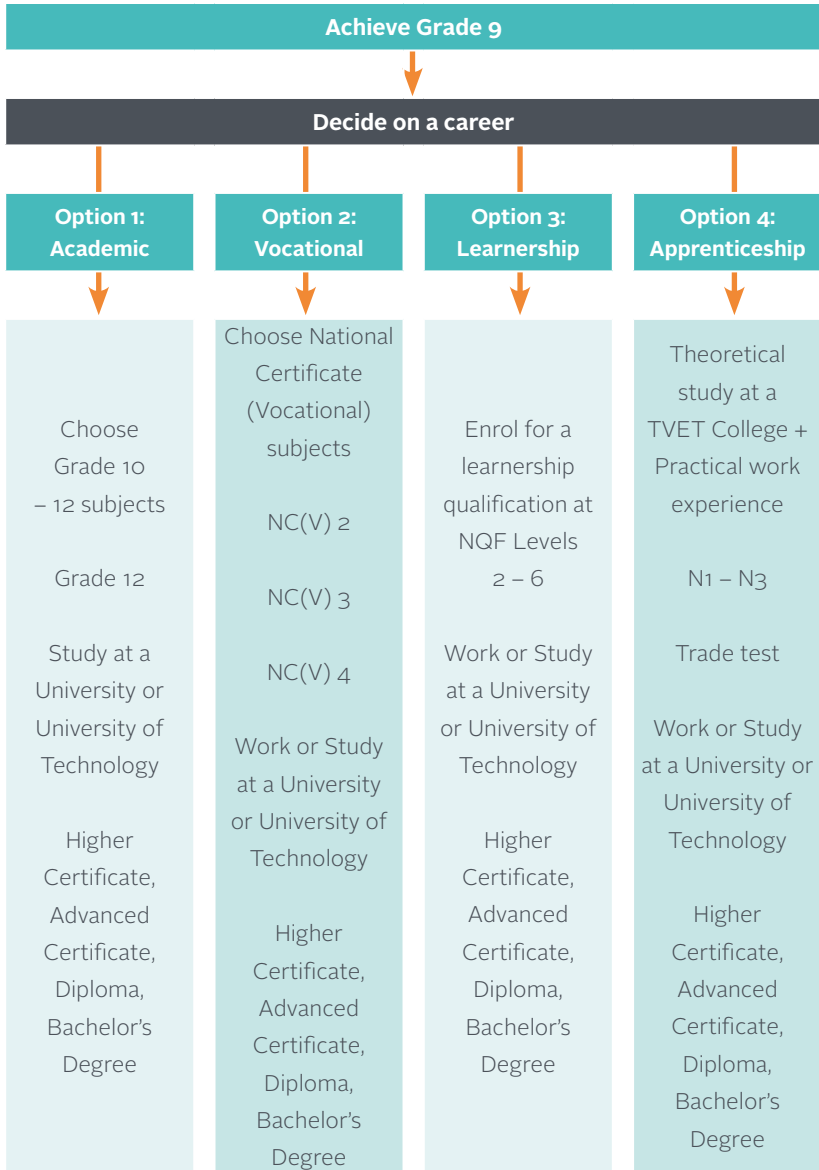
Table 1: Levels of the NQF

Sub-framework	Level	Qualification Types	
Further Education and Training	4	National Senior Certificate (Grade 12) Senior Certificate (Colleges) National Certificate (Vocational) Level 4	Occupational Certificate Level 4 FETC Level 4
	3	National Intermediate Certificate (Grade 11) National Certificate (Vocational) Level 3	Occupational Certificate Level 3 N3 Certificate
	2	National Elementary Certificate (Grade 10) National Certificate (Vocational) Level 2	Occupational Certificate Level 2 N2 Certificate
General Education and Training	1	General Certificate (Grade 9/AET Level 4)	Occupational Certificate Level 1 N1 Certificate

Subject Choices in Grade 9

Grade 9 (NQF Level 1) marks the end of the General Education and Training (GET) phase. It is at this point that you need to decide the learning options or route that you will follow. The chosen learning options should be determined by the career you want to follow.

GUIDE



Higher Education and Training

Changes in the education, training and skills development system in South Africa means that there is a wide set of further education and training pathways to follow. There are public and private higher education and training institutions in South Africa. Public higher education and training institutions are established by the Department of Higher Education and Training (DHET) by means of legislation. Private higher education and training institutions are required by law to register with the DHET. This is to ensure that the institutions operate within the law and have the required resources, capacity and expertise to offer acceptable standards of education and training. We briefly describe the various further education and training institutions in South Africa in the following sections.

Technical and Vocational Education and Training (TVET) Colleges

Colleges offer technical and vocational programmes leading to qualifications at levels 2 to 4 on the National Qualifications Framework (NQF) or such further education and training levels which are above general education but below higher education. These colleges are called Technical and Vocational Education and Training (TVET) colleges and offer Vocational Education and Training programmes that are occupationally based (see Table 2).

Table 2: Types of Courses offered at TVET Colleges

Course Type	Description	Qualification	Duration	Admission Requirements
National Certificate (Vocational)	NC (V) programmes integrate theory and practical training. These provide students with a broad range of knowledge and practical skills within specific industry fields.	Full certificate at NQF Level 2, 3 and 4 NC(V) Level 4 Certificate is equivalent to the National Senior Certificate (Grade 12)	3 years (1 year for each level)	Grade 9 plus college requirements per programme
NATED (Report 191)	NATED programmes consist of 18 months theoretical studies and 18 months relevant practical training/ application in the workplace. Engineering studies range from N1 to N6. Business studies range from N4 to N6.	N6 Diploma	1 year for N1 – N3 Engineering studies 1 year for N4 – N6 Engineering studies 3 years for N4 – N6 Business studies	Grade 9 for N1 admission. Grade 12 for N4 admission.

Table 2: Types of Courses offered at TVET Colleges

Course Type	Description	Qualification	Duration	Admission Requirements
National Higher Certificate	National Higher Certificate programmes are offered at the TVET colleges in partnership with Higher Education Institutions.	Specific to the programme	Specific to the programme	Grade 12 plus requirements from the Higher Education Institution and the TVET College

University

A university offers undergraduate and postgraduate degrees (see table 3) in different fields of study. An undergraduate degree (Bachelor's degree) is the first level of qualification. A postgraduate degree is the next level of qualification after obtaining a Bachelor's degree. Progression starts with an Honours degree and continues to a Master's degree and Doctor's (PhD) degree.

Universities of Technology

Universities of Technology were previously referred to as Technikons. A university of technology offers qualifications (see Table 3) that include a lot of practical learning. On completion of learning, the learner receives a National Diploma. Progression goes to a Bachelor of Technology (BTech) degree and, continues to a Master of Technology (MTech) degree and Doctor of Technology (DTech) degree.

For certain qualifications at both universities and universities of technology, learners have the option to study either full-time, part-time or through distance learning. The prescribed minimum duration of study depends on the selected field and which option (full-time, part-time, distance learning) the learner has selected.

Table 3: Types of Courses offered at Universities of Technology

Type of institution	Entry Level Qualification	Qualification	Duration	Progression
University of Technology	National Diploma	A qualification which includes theoretical and practical learning.	3 years	B Tech, MTech, DTech
University	Degree	A qualification which includes mainly theoretical learning	3-4 years	Honours, Masters, PhD

Careers in the Local Government sector

There are a number of career options to pursue in the local government sector and these include the possibility of:

Providing a democratic and accountable government for local communities

- Municipal Finance
- Councillors
- Ward Committees
- Traditional Leaders
- Management

Ensuring the provision of services to communities in a sustainable manner

- Artisans
- Technicians
- Engineers
- Water
- Roads
- Electricity
- Housing

CAREER

Promoting social and economic development

- Local Economic Development
- Integrated Development Planning (IDP)
- Municipal Planning (including Urban Planning)
- Co-operatives

Ensuring that municipalities are financially viable

- Municipal Finance
- Councillors
- Property Valuation
- Ward Committees
- Internal Audit
- Traditional Leaders
- Infrastructure
- Asset Management

Creating a safe and healthy environment for all South Africans

- Municipal Policing
- Emergency Services
- Environmental Management

Promoting good human resources management and career development

- Local Labour Forums
- Skills Development Facilitation
- Training Committees

Scarce and Critical Skills

There are a number of skills that are considered to be scarce in the local government sector – that is there is a skills shortage of these skills due to a number of possible reasons. The Department of Labour¹ defines scarcity of skills as “the inability to find suitably qualified and experienced people to fill occupational vacancies either at an absolute level of scarcity or at a relative level of scarcity.” The table below presents occupations that are considered to be scarce under one or more of the contexts that determine scarcity.

Below is a list of scarce skills for the sector at present:

Scarce skills	
Chief Financial Officer	Water Quality Technician
Project Manager	Urban and Regional Planner
Construction Project Manager	Accountant (General)
Internal Audit Manager	Water Plant Operator
Policy and Planning Manager	Plumber (General)
Civil Engineer	Electrician (General)
Civil Engineering Technologist	Paramedic
Compliance Officer (Risk Officer)	Finance Clerk/Administrator
Internal Auditor	Legal Advisor/Officer
Civil Engineering Technician	Community Development Worker
Town Planning Technician	GIS Specialist
Building Construction Supervisor	Fire Fighter

¹ Department of Labour, available: <http://webcache.googleusercontent.com/search?q=cache:dXCdt3SiiUJ:www.labour.gov.za/DOL/downloads/documents/useful-documents/skills-development-act/Useful%2520Document%2520-%2520NSF%2520-%2520National%2520Scarce%2520Skills%2520List.doc+%&cd=4&hl=en&ct=clnk&gl=zw>

CAREER

Critical skills

Critical skills are “top-up” skills which are required to improve performance within an occupation. There are two categories of critical skills - generic top-up skills and technical top-up skills. Generic “top-up” skills, include (in NQF terminology) critical cross field outcomes. These would include cognitive skills (problem solving, learning to learn), language and literacy skills, mathematical skills, computer literacy skills, team work etc. Technical “top-up” skills are those which are required on top of the generally accepted skills, associated with an occupation. These skills might have emerged as a result of changing technology, new forms of work organisation or even the operational context in which the occupation is being applied.

Below is a list of some examples of generic and technical ‘top-up’ skills for the sector:

Generic ‘top-up’ skills	Technical ‘top-up’ skills
Adult Education and Training	Advance Geographic Information System
Computing skills	Environmental Practice
Communication	Fire Fighter Training
Conflict Analysis and Resolution	Grader operator
Financial Life Skills	Law Enforcement
Problem Solving & Decision Making	Nature Conservation
Public Participation	Risk Management
	Project Management
	Policy Development
	Ward Committee Training

Accessing skills development opportunities within the Local Government sector

Skills development within the local government sector is targeted at both the employed (municipal employees) in order to improve their chances of progressing in their careers; and unemployed learners and youth in order to increase their chances of getting employment.

Skills development takes place through the implementation of learning programmes either by the SETA or a municipality.

Table 4: Types of Learning Programmes/Modes of Delivery

Learning Programme	Definition/Description
Apprenticeship	<p>Technical training that includes theoretical and practical learning.</p> <p>Apprenticeships are trade related where after passing a Trade Test and being awarded a National Trade Certificate the learner is recognised as a qualified artisan.</p> <p>Theoretical learning can take place at a TVET College or through a learnership. Practical training takes place at an approved workplace.</p>
Internship	<p>A temporary position within a company/organisation created to provide learners with supervised on-the-job training. This is targeted at graduates who are seeking work experience at an entry level.</p>

Table 4: Types of Learning Programmes/Modes of Delivery

Learning Programme	Definition/Description
Learnership	<p>Structured learning which includes theoretical and practical training.</p> <p>Theoretical learning takes place in a classroom and practical training takes places within a workplace.</p> <p>Learnerships lead to a qualification that is registered in the NQF.</p>
Skills Programme	<p>Skills programmes are offered as short-term focused training interventions aimed at addressing a particular skill. They are offered as a cluster of unit standards which are registered in the NQF.</p> <p>Credits gained in a skills programme can be used towards a full qualification.</p>
Recognition of Prior Learning (RPL)	<p>A process whereby a learner's prior learning can be formally recognised regardless of where and how the learning was obtained.</p> <p>On completion of the RPL process the learner will gain credits either towards registered unit standards or qualification.</p>

Table 4: Types of Learning Programmes/Modes of Delivery

Learning Programme	Definition/Description
Work Integrated Learning	<p>Work Integrated Learning (WIL) refers to the period of time when TVET, University or UoT learners are working in the relevant industry to receive specific in-service training in order to apply theory in practice. This means that it is an opportunity for the learner to apply and merge theoretical knowledge gained in their academic studies to “real world” workplace practical experiences.</p> <p>WIL prepares the learner for a career by providing an opportunity to develop the relevant professional skills as it involves all the competencies and skills that the learner must acquire.</p> <p>The duration that a learner will be in the workplace depends on the nature of their programme at the institution.</p>
Bursary	<p>A bursary is a form of financial assistance that is offered to learners who intend to pursue their studies in the area of scarce and critical skills within the sector.</p>

LGSETA Qualifications

The LGSETA has qualifications that are registered in the NQF that you can study towards or learnerships that you can complete as part of accessing skills development opportunities within the sector. These are provided in the table below:

Table 5: LGSETA Qualifications

Qualification	NQF Level	Credits	NLRD No.	Registered as a learnership
1. Further Education and Training Certificate: Municipal Finance and Administration	4	157	50372	Yes
2. National Diploma: Public Finance Management and Administration	5	260	49554	Yes
3. Certificate: Municipal Financial Management	6	166	48965	Yes
4. National Certificate: Local Economic Development	4	163	36436	Yes
5. National Certificate: Local Economic Development	5	142	36438	Yes
6. National Certificate: Local Economic Development	6	144	36437	Yes
7. National Certificate: Municipal Integrated Development Planning	5	160	50205	Yes
8. National Certificate: Ward Committee Governance	2	120	57823	Skills Programme

Table 5: LGSETA Qualifications

Qualification	NQF Level	Credits	NLRD No.	Registered as a learnership
9. Further Education and Training Certificate: Leadership Development	4	160	50081	Yes
10. Further Education and Training Certificate: Fire and Rescue Operations	4	148	57803	Submitted for registration
11. National Certificate: Emergency Services Supervision: Fire and Rescue Operations	5	130	64390	Yes
12. General Education and Training Certificate Environmental Practice	1	122	49552	No
13. National Certificate: Environmental Practice	2	128	49605	No
14. National Certificate: Environmental Practice	3	122	49752	No
15. Further Education and Training Certificate: Environmental Practice	4	140	50309	No
16. Further Education and Training Certificate: Environmental Noise Practice	4	120	58801	No
17. National Certificate: Environmental Noise Control	5	120	59325	No

Table 5: LGSETA Qualifications

Qualification	NQF Level	Credits	NLRD No.	Registered as a learnership
18. National Certificate: Environmental Management	5	134	66789	No
19. Certificate: Local Government	5	120	23616	No
20. Higher Certificate: Local Government	5	240	23617	No
21. Diploma: Local Government	6	360	35956	No
22. National Certificate: Local Government Support Services	3	127	58644	No
23. National Certificate: Local Government Councillor Practices	3	122	58578	No
24. National Certificate: Municipal Governance (Learning programme recorded 67467)	5	140	60529	No
25. Further Education and Training Certificate: Generic Management: Disaster Risk Management (Learning programme recorded 57712)	4	150	64870	No

Table 5: LGSETA Qualifications

Qualification	NQF Level	Credits	NLRD No.	Registered as a learnership
26. National Certificate: Generic Management: Disaster Risk Management (Learning programme recorded 59201)	5	162	60274	No
27. Further Education and Training Certificate: Community Development: Local Economic Development (Learning programme 76989)	4	125	67509	No
28. National Certificate: Community Development (Learning Programmes recorded 83389, 83392, 83393)	5	147	80946	No
29. Occupational Certificate: Electrician	4	360	91761	No

RESOURCES



GUIDE



CAREER

Preparing a Curriculum Vitae

A good CV should provide a summary of your expertise and evidence of your achievements. The reader wants to understand what you have to offer a future employer and this should leap off the page. Your CV, therefore, helps you to promote yourself to prospective employers. It is your marketing tool which should showcase the breadth and depth of your experience.

Before drafting your CV, ask yourself “If I was filtering through applications for these roles what would my screening criteria be?” and “What does the employer need to know about me?”

A CV should include the following information:

- Personal details
 - Full name and surname
 - ID No
 - Physical address
 - Contact number(s)
 - E-mail address
- Education and qualifications (starting with last qualification)
 - Name of institution
 - Name of qualification
 - Date of qualification
- Work Experience (starting with the latest job)
 - Name of employer
 - Period of employment
 - Brief description of your duties
- Skills
- References

GUIDE

DO'S

- Do put a summary on your CV. This should highlight your achievements and specialised skills which addresses the needs of the job you are applying for.
- Do ensure that you have various contact alternatives, with at least one personal e-mail address.
- Do work in reverse chronological order (starting with the most recent qualification or work experience).
- Do ensure that there are NO spelling mistakes and the CV makes grammatical sense.

DONT'S

- Don't include a covering page with your name and photo on the CV.
- Don't use borders.
- Don't use photos (unless specifically requested)
- Don't write your CV in CAPS, italics or fancy fonts.



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Learner Profile

The Learner Profile is to assist you, the learner in making career choices.

Learner Name:	
Career Choice 1:	
Reason(s) for choosing this career:	
What qualification is required to follow this career?	
Where the qualification is offered (TVET/ University)?	
What are the entry requirements (school subjects) for the qualification?	
Career Choice 2:	
Reason(s) for choosing this career:	
What qualification is required to follow this career?	
Where the qualification is offered (TVET/ University)?	
What are the entry requirements (school subjects) for the qualification?	
Career Choice 3:	
Reason(s) for choosing this career:	
What qualification is required to follow this career?	
Where the qualification is offered (TVET/ University)?	
What are the entry requirements (school subjects) for the qualification?	

The Learner Profile is to assist you, the learner, in making career choices.

TVET Colleges

EASTERN CAPE

Buffalo City Public FET College	Tel: 043 722 5453 Fax: 043 743 0116 information@bccollege.co.za	www.bccollege.co.za
East Cape Midlands TVET College	Tel: 041 995 2000 Fax: 041 995 2008 info@emcol.co.za	www.emcol.co.za
Ikhala TVET College	Tel: 047 873 8800 Fax: 047 873 8844	www.ikhalatvet.com
Ingwe TVET College	Tel: 039 255 0346 Fax: 039 255 0347 info@ingwecollege.org.za	www.ingwecollege.edu.za
King Hintsa TVET College	Tel: 047 401 6400 Fax: 047 401 6430 info@kinghintsacollege.edu.za	www.kinghintsafetcollege.edu.za
King Sabata Dalindyebo TVET College	Tel: 047 505 1000 Fax: 047 536 0932 info@ksdfetcollege.edu.za	www.ksdfetcollege.edu.za
Lovedale Public TVET College	Tel: 043 604 0700 Fax: 043 642 1388	www.lovedalecollege.co.za
Port Elizabeth TVET College	Tel: 041 509 6000 Fax: 041 582 2281	www.pecollege.edu.za

TVET Colleges

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Flavius Mareka TVET College	Tel: 016 976 0815/0829 Fax: 016 973 1618 adelicem@fmfet.net	www.flaviusmareka.net
Goldfields TVET College	Tel: 057 395 1301 Fax: 057 395 1304 admin@goldfields.edu.za	www.goldfieldstvet.co.za
Maluti TVET College	Tel: 058 713 6100 or 087 941 3500	www.malutitvet.co.za
Motheo TVET College	Tel: 051 406 9300 Fax: 051 406 9434 marketing@motheotvet.co.za	www.motheotvet.co.za

GAUTENG

Central Johannesburg TVET College	Tel: 011 351 6000/1 Fax: 011 484 2738 info@cjce.edu.za	www.cjc.edu.za
Ekurhuleni East TVET College	Tel: 011 730 6600 Fax: 011 736 1489 info@eec.edu.za	www.eec.edu.za
Ekurhuleni West TVET College	Tel: 011 323 1600 Fax: 011 323 1601 info@ewc.edu.za	www.ewc.edu.za
Sedibeng TVET College	Tel: 016 422 6645 Fax: 016 422 6646 info@sedcol.co.za	www.sedcol.co.za
South West Gauteng TVET College	Tel: 011 527 8300 or 010 140 7942 or 086 176 8849 Fax: 011 984 1262 headoffice@swgc.co.za	www.swgc.co.za

TVET Colleges

Tshwane North TVET College	Tel: 012 401 1727/1961 Fax: 012 323 8683 info@tnc.edu.za	www.tnc.edu.za
Tshwane South TVET College	Tel: 012 401 5021 or 086 144 1111 info@tsc.edu.za	www.tsc.edu.za
Westcol TVET College	Tel: 011 692 4004/82 or 086 193 7826 Fax: 011 692 3404 info@westcol.co.za	www.westcol.co.za

KWAZULU-NATAL

Coastal KZN TVET College	Tel: 031 905 7000/1 Fax: 031 905 1399 cao.ckzcao@feta.gov.za	www.coastalkzn.co.za
Elangeni TVET College	Tel: 031 716 6700 Fax: 031 716 6777 info@elangeni.edu.za	www.elangeni.edu.za
Esayidi TVET College	Tel: 039 684 0110 Fax: 039 684 0280 info@esayidifet.co.za	www.esayidifet.co.za
Mthashana TVET College	Tel: 034 980 1010 Fax: 034 980 1012 info@mthashanafet.co.za	www.mthashanafet.co.za
Thekwini TVET College	Tel: 031 250 8400/8248/8256 Fax: 031 250 8414 info.thekwini@feta.gov.za	www.thekwinicollege.co.za
Umfolozu TVET College	Tel: 035 902 9501 Fax: 035 789 2585 info.umfcao@feta.gov.za	www.umfolozicollege.co.za
Umgungundlovu TVET College	Tel: 033 341 2100 Fax: 033 345 9827 info@ufetc.edu.za	www.ufetc.edu.za

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TVET Colleges

LIMPOPO

Capricorn TVET College	Tel: 015 230 1800 Fax: 015 291 2767 enquiries@capricorncollege.co.za	www.capricorncollege.co.za
Lephalale TVET College	Tel: 014 763 2252 Fax: 014 763 2253	www.lephalalefetcollege.co.za
Letaba FET College	Tel: 015 307 5440 Fax: 015 307 2204 centraloffice@letabafet.co.za	www.letabafet.co.za
Mopani South East TVET College	Tel: 015 781 5721/ 5 Fax: 015 781 5346 info@mopanicollege.edu.za	www.mopanicollege.edu.za
Sekhukhune TVET College	Tel: 013 269 0278 Fax: 013 269 0450 sekfetcol@sekfetcol.co.za	www.sekfetcol.org
Vhembe TVET College	Tel: 015 516 4773 Fax: 015 516 4773	www.vhembefet.co.za
Waterberg TVET College	Tel: 015 492 9000/7 Fax: 015 492 9042 hq@waterbergcollege.co.za	www.waterbergcollege.co.za

TVET Colleges

MPUMALANGA

Ehlanzeni TVET College	Tel: 013 752 7105 Fax: 013 752 4902 info@ehlanzenicollege.co.za	www.ehlanzenicollege.co.za
Gert Sibande TVET College	Tel: 017 712 9040 /58 Fax: 017 712 9059 info@gscollege.co.za	www.gscollege.co.za
Nkangala TVET College	Tel: 013 658 4700 Fax: 013 690 1450 info@nkangalacollege.edu.za	www.nkangalafet.edu.za

NORTHERN CAPE

Northern Cape Rural TVET College	Tel: 054 332 1366 Fax: 054 331 3966 or 086 572 5793	www.ncrtvet.com
Northern Cape Urban TVET College	Tel: 053 839 2063 Fax: 053 839 2068 info@ncutvet.edu.za	www.ncutvet.edu.za

NORTH WEST

Orbit TVET College	Tel: 014 592 4147/7014 or 014 597 5500 Fax: 014 592 7013/4538 info@orbitcollege.co.za	www.orbitcollege.co.za
Taletso FET College	Tel: 018 384 2346 /7/9 Fax: 018 384 7511 info@taletsocollege.co.za	www.taletsotfetcollege.co.za
Vuselela TVET College	Tel: 018 406 7800 Fax: 018 406 7810 aherbst@vuselelacollege.co.za	www.vuselelacollege.co.za

TVET Colleges

WESTERN CAPE

Boland College	Tel: 021 886 7111/2 Fax: 021 886 8260	www.bolandcollege.com
College of Cape Town TVET College	Tel: 021 404 6700 Fax: 021 404 6701 info@cct.edu.za	www.cct.edu.za
False Bay TVET College	Tel: 021 003 0600 Fax: 021 788 2533	www.falsebaycollege.co.za
Northlink College	Tel: 086 006 5465 Fax: 086 027 8839	www.northlink.co.za
South Cape TVET College	Tel: 044 884 0359 Fax: 044 884 0361 central@sccollege.co.za	www.sccollege.co.za
West Coast FET College	Tel: 022 482 1143/79/95 Fax: 022 487 3983 enquiries@westcoastcollege.co.za info@westcoastcollege.co.za	www.westcoastcollege.co.za

Universities & Universities of Technology

EASTERN CAPE

Nelson Mandela Metropolitan University	Tel: 041 504 1111 Fax: 041 504 2574/2731 info@nmmu.ac.za	www.nmmu.ac.za
Rhodes University	Tel: 046 603 8111 Fax: 046 603 7350 registrar@ru.ac.za	www.ru.ac.za
University of Fort Hare	Tel: 040 602 2016 Fax: 040 653 1338	www.ufh.ac.za
Walter Sisulu University for Technology	Tel: 047 502 2200 Fax: 047 502 2970 vc@wsu.ac.za	www.wsu.ac.za

FREE STATE

Central University of Technology	Tel: 051 507 3911 Fax: 051 507 3310	www.cut.ac.za
University of the Free State	Tel: 051 401 9111 Fax: 051 401 3669 info@ufs.ac.za	www.ufs.ac.za

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Universities & Universities of Technology

GAUTENG

University of Pretoria	Tel: 012 420 4111/3111 Fax: 012 420 4530 csc@up.ac.za	www.up.ac.za
University of South Africa	Tel: 012 429 3111 Fax: 012 429 4150 infoservices@unisa.ac.za	www.unisa.ac.za
Tshwane University of Technology	Tel: 012 382 5911 or 086 110 2422 Fax: 012 382 5114 general@tut.ac.za	www.tut.ac.za
University of the Witwatersrand	Tel: 011 717 1000 Fax: 011 339 4387 info@wits.ac.za	www.wits.ac.za
Vaal University of Technology	Tel: 016 950 9000 Fax: 016 950 9999	www.vut.ac.za
University of Johannesburg	Tel: 011 559 4555 Fax: 011 489 2260 myfuture@uj.ac.za	www.uj.ac.za

KWAZULU-NATAL

Durban University of Technology	Tel: 031 373 2000 Fax: 031 373 2090 info@dut.ac.za	www.dut.ac.za
University of KwaZulu Natal	Tel: 031 260 1111 / 5111 / 8596 Fax: 031 262 2192 enquiries@ukzn.ac.za	www.ukzn.ac.za

Universities & Universities of Technology

Mangosuthu University of Technology	Tel: 031 907 7111 Fax: 031 906 5470 enquirieswebmaster@mut.ac.za	www.mut.ac.za
University of Zululand	Tel: 035 902 6000 or 035 902 6006 Fax: 034 326 4889/4855 admissions@unizulu.ac.za	www.unizulu.ac.za
LIMPOPO		
University of Limpopo	Tel: 015 268 9111 Fax: 015 268 3572	www.ul.ac.za
University of Venda	Tel: 015 962 8000 Fax: 015 962 4749 communications@univen.ac.za	www.univen.ac.za
University of Mpumalanga	Tel: 013 002 0001 Fax: 013 753 2486 info@ump.ac.za	www.ump.ac.za
NORTHERN CAPE		
Sol Plaatjie University	Tel: 053 491 0000 information@spu.ac.za	www.spu.ac.za
NORTH WEST		
North-West University	Tel: 018 299 4897 Fax: 018 299 4910	www.nwu.ac.za

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Universities & Universities of Technology

WESTERN CAPE

University of Stellenbosch	Tel: 021 808 9111 Fax: 021 808 3822 info@sun.ac.za	www.sun.ac.za
University of Cape Town	Tel: 021 650 9111 Fax: 021 650 1768	www.uct.ac.za
University of the Western Cape	Tel: 021 959 2911/3900/3901 info@uwc.ac.za	www.uwc.ac.za

Sector Education and Training Authorities

AGRISETA	Agricultural Sector Education and Training Authority	Tel:012 301 5600 info@agriseta.co.za www.agriseta.co.za
BANKSETA	Bank Sector Education and Training Authority	Tel:011 805 9661 info@bankseta.org.za www.bankseta.org.za
CATHSSETA	Culture, Arts, Tourism, Hospitality and Sports Sector Education and Training Authority	Tel: 011 217 0600 info@cathsseta.org.za www.cathsseta.org.za
CETA	Construction Education and Training Authority	Tel:011 265 5900 www.ceta.org.za
CHIETA	Chemical Industries Education and Training Authority	Tel:011 628 7000 info@chieta.org.za www.chieta.org.za
ETDP SETA	Education, Training and Development Practices Sector Education and Training Authority	Tel:011 372 3300 info@etdpseta.org.za www.etdpseta.org.za
EWSETA	Energy and Water Sector Education and Training Authority	Tel:011 274 4700 info@eseta.org.za www.eseta.org.za
FASSET	Finance and Accounting Services Sector Education and Training Authority	Tel:011 476 8570 fassetcallcentre@fasset.org.za www.fasset.org.za
FP&MSETA	Fibre Processing and Manufacturing Sector Education and Training Authority	Tel:011 403 1700 info@fpmseta.org.za www.fpmseta.org.za

Sector Education and Training Authorities

FOODBEV	Food and Beverage Manufacturing Industry Sector Education and Training Authority	Tel:011 253 7300 info@foodbev.co.za www.foodbev.co.za
HWSETA	Health and Welfare Sector Education and Training Authority	Tel:011 607 6900 hwseta@hwseta.org.za www.hwseta.org.za
INSETA	Insurance Sector Education and Training Authority	Tel:011 381 8900 insetacallcentre@inseta.org.za www.inseta.org.za
LGSETA	Local Government Sector Education and Training Authority	Tel:011 456 8579 info@lgseta.org.za www.lgseta.org.za
MERSETA	Manufacturing, Engineering and Related Services Sector Education and Training Authority	Tel:010 219 3000 www.merseta.org.za
MICT SETA	Media, Advertising, Information and Communication Technologies Sector Education and Training Authority	Tel:011 207 2600/03 www.mict.org.za
MQA	Mining Qualifications Sector Education and Training Authority	Tel:011 547 2600 www.mqa.org.za
SASSETA	Safety and Security Sector Education and Training Authority	Tel:087 820 1753 callcentre@sassetta.org.za www.sassetta.org.za

Sector Education and Training Authorities

PSETA	Public Sector Education and Training Authority	Tel:012 423 5700 communications@pseta.org.za www.pseta.org.za
SERVICES SETA	Service Sector Education and Training Authority	Tel:011 276 9600 customercare@serviceseta.org.za www.serviceseta.org.za
TETA	Transport Education and Training Authority	Tel:011 577 4000/7040 www.teta.org.za
W&RSETA	Wholesale and Retail Sector Education and Training Authority	Tel:012 622 9500 wrseta@wrseta.org.za www.wrseta.org.za

Provincial Offices Contact Details

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Bedfordview, 2007	2008
LGSETA Western Cape	
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Rondebosch, 7700	

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4001

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