

CAMPUS 1

25 Grobler Street
office 47/48 First Floor,
Palm Centre Polokwane
WHATSAPP: +27 67499 3195
LANDLINE: +27 15 001 0813

CAMPUS 2

53 Hans Van Rensburg
Polokwane
WHATSAPP: +27 75 3488 584
LANDLINE: +27 87 1532 731



2027
REGISTRATION
OPEN



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



DHET NO.: 0799992776 | QCTO NO.: 09-QCTO/SDP301024101216

LIMPOPO INSTITUTE OF SCIENCE & TECHNOLOGY
PROSPECTUS

INCLUDES **DISTANCE LEARNING**



PRINCIPAL'S MESSAGE

Mr. B. S. Mathumba
M.Ed, Educational Leadership



Welcome to the Limpopo Institute of Science and Technology (LISTEC), where we are dedicated to shaping the future through innovation, technology, and academic excellence. As we continue to adapt to an ever-evolving world, our commitment to integrating cutting-edge digital systems into the fabric of our institution has never been more profound. At LISTEC, we understand that the world of education is rapidly changing, driven by the transformative power of technology. To stay at the forefront of this change, we are embracing innovative digital solutions that enhance every aspect of the student experience.

From digital classrooms to AI-driven learning tools, we aim to provide an environment where learning is not only effective but also deeply engaging and adaptable to each student's needs.

One of the cornerstones of our vision is the integration of Artificial Intelligence (AI) into the academic environment. AI is not just a tool—it is an opportunity to revolutionize how we learn, teach, and grow.

By harnessing AI for personalized learning pathways, intelligent tutoring systems, and data-driven academic support, we are ensuring that every student receives the individual attention and resources they need to succeed.

.Our AI initiatives also extend to research, where students and faculty alike can use AI-powered tools to process data, simulate models, and explore new frontiers in various disciplines.

Equally important is our commitment to providing access to online libraries and digital resources that support a rich, diverse, and global learning experience. With a vast array of academic journals, e-books, and multimedia resources available at the click of a button, our students can easily access the latest research and knowledge, anywhere and anytime. These digital libraries not only expand the horizons of learning but also ensure that our students have the tools they need to excel in their studies and research projects. Furthermore, the continuous advancement of computer technology plays a vital role in the entire student life cycle, from registration to graduation.

Our systems streamline administrative processes, improve communication, and provide seamless access to academic materials, helping students stay focused on what matters most—learning and growth. Whether it's through our user-friendly learning management systems, cloud-based collaboration tools, or advanced student information platforms, technology is at the heart of every student's journey at LISTEC.

As we look to the future, we remain dedicated to fostering an innovative, technology-driven academic environment where students are empowered to explore, learn, and excel. Together, we will continue to break barriers, harness the potential of new technologies, and pave the way for a brighter, more connected future.

*“Thank you
for being a part of this
exciting journey. Let us
embrace the opportuni-
ties that technology offers
and continue to push the
boundaries of learning
and discovery.”*

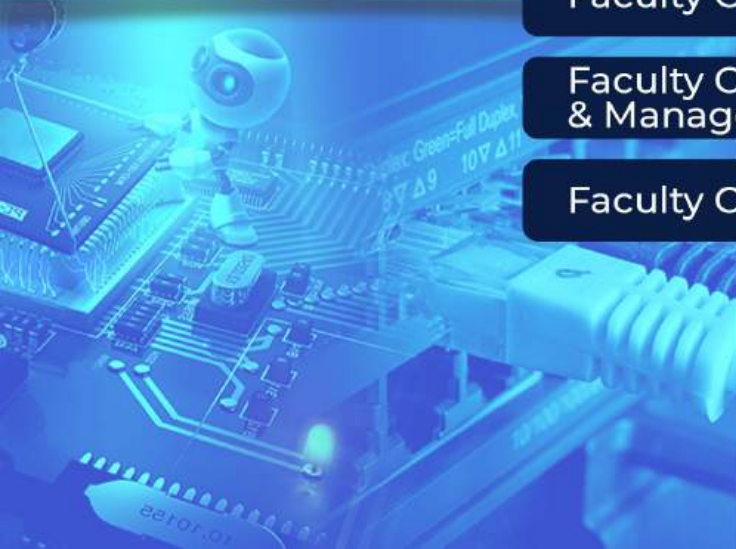
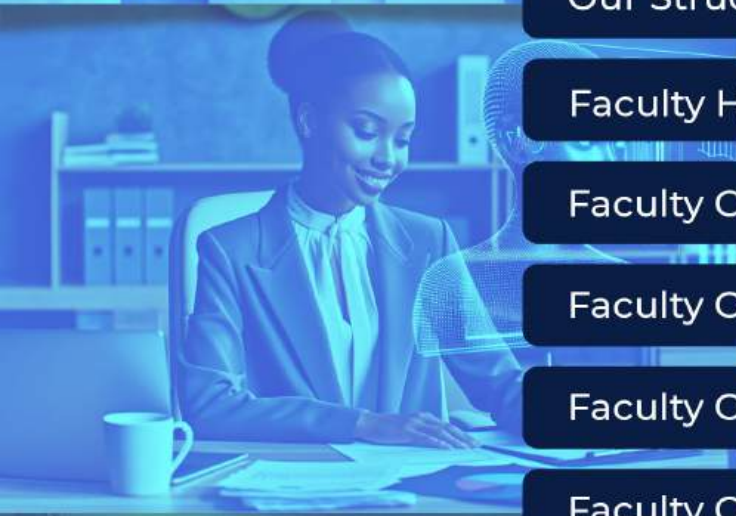


TABLE OF CONTENTS

Our Mission & Vision

04

Our Structure

05

Faculty Highlights

06

Faculty Of Information Technology

07

Faculty Of Health Sciences

10

Faculty Of Social Sciences

16

Faculty Of Somatology

20

Faculty Of Economic
& Management Sciences

22

Faculty Of Engineering Sciences

30



OUR MISSION INFORGRAPHIC



MISSION

To be a leading institution in Southern Africa, recognized for its excellence in science and technology education, research and innovation.



VISION

To provide accessible, high quality education in science and technology, fostering innovation and research to meet the evolving needs of the society.



VALUES

- Innovation
- Transparency
- Commitment to learning
- Student Oriented
- Professionalism
- Teamwork
- Philanthropy
- Reliability

OUR STRUCTURE





LIMPOPO INSTITUTE OF SCIENCE & TECHNOLOGY
'Empowering Minds, Inspiring Change'

POLOKWANE CAMPUS

ACCREDITATION NO: QCTO/SD090924084232

DHET CENTRE NO: 079992776



HOME BASED CARE
LEVEL 3

[CLICK TO APPLY NOW](#)



SOCIAL AUXILIARY
LEVEL 5

[CLICK TO APPLY NOW](#)



OCCUPATIONAL HEALTH & SAFETY
LEVEL 4

[CLICK TO APPLY NOW](#)



BEAUTY THERAPY
LEVEL 4

[CLICK TO APPLY NOW](#)



HAIRDRESSER
LEVEL 4

[CLICK TO APPLY NOW](#)



EARLY CHILDHOOD DEVELOPMENT
LEVEL 4

[CLICK TO APPLY NOW](#)



PARALEGAL
LEVEL 5

[CLICK TO APPLY NOW](#)



COMPUTER TECHNICIAN
LEVEL 5

[CLICK TO APPLY NOW](#)



BOOKKEEPER
LEVEL 5

[CLICK TO APPLY NOW](#)



PROJECT MANAGEMENT
LEVEL 5

[CLICK TO APPLY NOW](#)



HUMAN RESOURCE MANAGEMENT
LEVEL 5

[CLICK TO APPLY NOW](#)



OCCUPATIONAL CERTIFICATE: COMPUTER TECHNICIAN NQF LEVEL 5

DURATION 24 MONTHS

PROGRAMME OVERVIEW:

The Computer Technician Level 5 programme prepares students to support and maintain computer systems, software, and hardware. Learners develop practical troubleshooting, installation, and device maintenance skills used in everyday IT support environments. Graduates are well-equipped to work in technical support and service roles.

CAREER OPPORTUNITIES

- IT Support Technician
- Desktop Support Technician
- Network Support Technician.
- Hardware Technician
- Systems Support Technician

ADMISSION REQUIREMENTS:

Grade 12 (with English and Mathematics/Mathematical Literacy), or N3 Pass, or equivalent qualification.

Support can be provided in person, over the phone or online. They address issues ranging from network systems to individual desktop computers.

EXIT LEVEL OUTCOMES

- 1: Identify the potential green technologies, processes and procedures to create a sustainable computer environment to reduce e-waste in an organisation.
- 2: Set up a desktop/laptop for a new user according to software compatibility by installing operating systems and peripheral equipment according to given specifications.
- 3: Communicate effectively using appropriate methods to maintain effective customer relationships according to organisational standards.
- 4: Analyse and resolve hardware/software problems such as operational discrepancies to optimise performance of the desktop/laptop systems.
- 5: Apply knowledge of principles and practices in order to identify and solve problems arising in the course of their work.

A photograph of a male technician with glasses, wearing a white lab coat, working on a circuit board. He is using a soldering iron. In the background, there are computer monitors and other electronic equipment.

[CLICK TO APPLY NOW](#)



OCCUPATIONAL CERTIFICATE: SOFTWARE ENGINEER NQF LEVEL 6

DURATION 24 MONTHS

PROGRAMME OVERVIEW:

The Software Engineering Level 5 programme is designed for students who want to develop a career in software development and information technology. This qualification provides practical and theoretical knowledge in programming, software development, databases, web technologies, software testing, and problem-solving. Students will learn how to analyse requirements, design and develop software applications, troubleshoot technical problems, and apply software development principles. The programme equips graduates with practical skills needed to contribute to technology projects and software development teams across various industries.

CAREER OPPORTUNITIES

- Junior Software Developer in a technology company.
- Web Developer creating and maintaining websites and web applications.
- Software Development Assistant supporting development teams.
- Junior Application Developer.
- Software Tester or Quality Assurance Assistant.
- Database Support Assistant.
- IT Support Technician with software and technical responsibilities.

ADMISSION REQUIREMENTS:

Matric Certificate or an equivalent qualification (Level 4 National Certificate or an NC(V) Level 4 certificate). A good pass in Mathematics, Information Technology, or Computer-related subjects is recommended for this programme.

EXIT LEVEL OUTCOMES

1. Apply knowledge to design software to meet clients' needs.
2. Design and manipulate databases.
3. Develop software to add value to the organisation.
4. Test or debug source code.

[CLICK TO APPLY NOW](#)



OCCUPATIONAL CERTIFICATE: CYBER SECURITY NQF LEVEL 6

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

The Cyber Security programme introduces learners to the principles of protecting digital systems, networks, and sensitive information. Students explore threat analysis, secure systems design, risk management, and ethical hacking techniques. Graduates are prepared for careers in information protection and digital security.

CAREER OPPORTUNITIES

- Network Security Technician
- Cyber Security Consultant
- Information Security Officer.
- Incident Response Analyst
- Security Operations Centre (SOC) Analyst

ADMISSION REQUIREMENTS:

Grade 12 (with English and Mathematics/Mathematical Literacy), or N3 Pass, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. Apply knowledge to design software to meet clients' needs.
2. Design and manipulate databases.
3. Develop software to add value to the organisation.
4. Test or debug source code.



[**CLICK TO APPLY NOW**](#)



OCCUPATIONAL CERTIFICATE: OCCUPATIONAL HEALTH & SAFETY NQF LEVEL 4

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

The Occupational Health & Safety programme teaches students how to identify workplace risks, promote safe practices, and support healthier work environments. Learners gain knowledge in compliance, hazard prevention, inspections, and emergency preparedness. This qualification prepares graduates to contribute effectively to workplace safety and risk management.

CAREER OPPORTUNITIES

- Health and Safety Officer
- Risk Assessment Officer
- Occupational Health and Safety Practitioner.
- Environmental Health and Safety (EHS) Officer
- Health and Safety Manager

ADMISSION REQUIREMENTS:

Grade 12 (with English and Mathematics/Mathematical Literacy), or N3 Pass, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. Apply procedures and techniques to evaluate and recommend appropriate Occupational Health and Safety risk management controls.
2. Gather and interpret information to Investigate Occupational Health and Safety Incidents and Accidents.
3. Apply procedures to co-ordinate the control of overall Occupational Health and Safety administration.
4. Execute the basic administrative duties required for the management of OHS meeting.
5. Interpret basic data analysis to compile Occupational Health and Safety reports using standard reporting formats.
6. Contribute to production planning by ensuring that risks are managed appropriately and report on the Occupational Health and Safety compliance status of the production plans for a designated work area.



[CLICK TO APPLY NOW](#)



OCCUPATIONAL CERTIFICATE: HEALTH PROMOTION OFFICER NQF LEVEL 3

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

The Health Promotion Officer programme equips students with the knowledge and practical skills needed to improve community wellbeing and prevent disease. Learners explore health education, awareness campaigns, community engagement, and preventive care practices. Graduates are prepared to support public health initiatives and community wellness programmes.

CAREER OPPORTUNITIES

- Community Health Worker
- Wellness Coordinator
- Construction Supervisor.
- Health Campaign Coordinator
- Public Health Assistant

ADMISSION REQUIREMENTS:

Grade 12 (with English and Mathematics/Mathematical Literacy), or N3 Pass, or Grade 10/11, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. Conduct assessment of the social, physical and economic dynamics in communities.
2. Conduct household assessments and identify those at risk of health related issues. (Including impairments in health status).
3. Provide information, education and support for healthy behaviours and appropriate home care.
4. Provide psychosocial support.
5. Identify and manage minor health problems.



[CLICK TO APPLY NOW](#)



OCCUPATIONAL CERTIFICATE: SOCIAL AUXILIARY WORKER NQF LEVEL 5

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

The Social Auxiliary Worker Level 5 programme is designed for students who want to pursue a career supporting individuals, families, and communities through social services. This qualification provides practical and theoretical knowledge in social support, community development, communication, client assistance, record keeping, and professional ethics. Students will learn how to assist social workers and other professionals in providing support to vulnerable individuals and communities, identifying social needs, facilitating community programmes, and connecting clients with appropriate services. The programme prepares graduates for support roles in social service organisations, community projects, welfare organisations, and related public and non-profit sectors.

CAREER OPPORTUNITIES

- Health and Safety Officer
- Risk Assessment Officer
- Occupational Health and Safety Practitioner.
- Environmental Health and Safety (EHS) Officer
- Health and Safety Manager

ADMISSION REQUIREMENTS:

Matric Certificate or an equivalent qualification (Level 4 National Certificate or an NC(V) Level 4 certificate). Good communication skills, empathy, interpersonal skills, and an interest in community and social development are recommended for this programme.

EXIT LEVEL OUTCOMES

1. Conduct assessment of the social, physical and economic dynamics in communities.
2. Conduct household assessments and identify those at risk of health related issues. (Including impairments in health status).
3. Provide information, education and support for healthy behaviours and appropriate home care.
4. Provide psychosocial support.
5. Identify and manage minor health problems.



[CLICK TO APPLY NOW](#)



OCCUPATIONAL CERTIFICATE: SOCIAL AUXILIARY WORKER NQF LEVEL 5

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

The Social Auxiliary Worker Level 5 programme is designed for students who want to pursue a career supporting individuals, families, and communities through social services. This qualification provides practical and theoretical knowledge in social support, community development, communication, client assistance, record keeping, and professional ethics. Students will learn how to assist social workers and other professionals in providing support to vulnerable individuals and communities, identifying social needs, facilitating community programmes, and connecting clients with appropriate services. The programme prepares graduates for support roles in social service organisations, community projects, welfare organisations, and related public and non-profit sectors.

CAREER OPPORTUNITIES

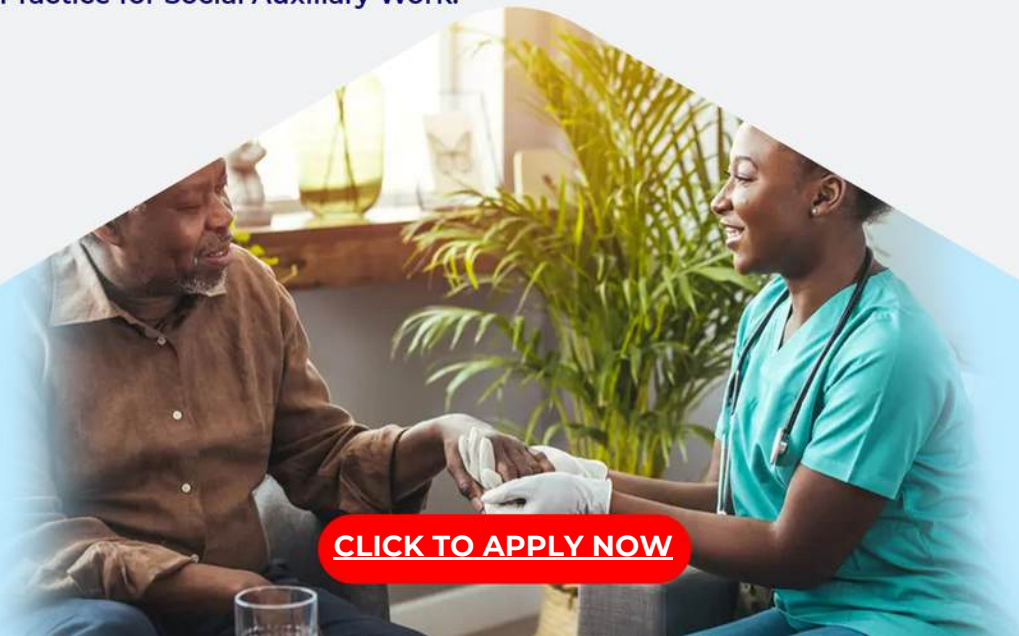
- Social Auxiliary Worker supporting registered social workers.
- Community Development Assistant.
- Social Services Support Worker.
- Community Outreach Worker.
- Family Support Assistant.
- Social Care Assistant in a welfare organisation.
- Programme Assistant in a non-profit or community organisation.

ADMISSION REQUIREMENTS:

Matric Certificate or an equivalent qualification (Level 4 National Certificate or an NC(V) Level 4 certificate). Good communication skills, empathy, interpersonal skills, and an interest in community and social development are recommended for this programme.

EXIT LEVEL OUTCOMES

1. Assist in providing basic counselling and support services using the appropriate skills and techniques within recognised social welfare case management approaches.
2. Interpret and motivate the application of the key recognised theories associated with case work in social Auxiliary work.
3. Identify groups and assist in facilitating group processes to achieve a range of outcomes (Outcomes include educational and social support groups within the Professional Scope of Social Auxiliary Work).
4. Interpret and motivate the application of the key recognised theories associated with group work in line with the Scope of Practice for Social Auxiliary Work.



[**CLICK TO APPLY NOW**](#)



OCCUPATIONAL CERTIFICATE: SOCIAL COUNSELLING WORKER - LEVEL 5

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

The Social Counselling Worker programme provides students with foundational knowledge and practical skills in counselling support, social care, communication, and community wellbeing. Learners develop an understanding of basic counselling principles, interpersonal relationships, client support, ethical practice, and referral procedures. Graduates are equipped to provide support services under appropriate professional supervision in community and social service environments.

CAREER OPPORTUNITIES

- Social Counselling Worker.
- Community Support Worker.
- Counselling Assistant.
- Social Care Worker.
- Youth Support Worker.

ADMISSION REQUIREMENTS:

Matric or Grade 12 (with English 40%+ Pass rate), or N3 Pass, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. Screen and/or assess well-being in supportive counselling services.
2. Facilitate appropriate interventions based on various clients' needs.
3. Compile client intervention plan.
4. Apply appropriate referral procedures as per organisational processes and procedures.



[CLICK TO APPLY NOW](#)



OCCUPATIONAL CERTIFICATE: HOME-BASED PERSONAL CARE WORKER NQF LEVEL 3

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

The Home-Based Personal Care Worker Level 5 programme is designed for students who want to build a career providing care and support to individuals in their homes and communities. This qualification develops knowledge and practical skills in personal care, client support, hygiene, nutrition, safety, communication, and maintaining the wellbeing and dignity of care recipients. Students will learn how to assist individuals with daily living activities while working professionally with families, caregivers, and other support professionals. The programme prepares graduates to provide compassionate and responsible home-based care in a variety of community and care settings.

CAREER OPPORTUNITIES

- Home-Based Personal Care Worker supporting clients in their homes.
- Personal Care Assistant in a community care setting.
- Caregiver assisting individuals with daily living activities.
- Community Care Support Worker.
- Residential Care Assistant in a care facility.
- Family Care Support Assistant.
- Personal Support Worker for elderly or vulnerable individuals.

ADMISSION REQUIREMENTS:

Matric Certificate or an equivalent qualification (Level 4 National Certificate or an NC(V) Level 4 certificate). Good communication skills, compassion, patience, and an interest in supporting people are recommended for this programme.

EXIT LEVEL OUTCOMES

1. Provide holistic care and support to patients and household members.
2. Communicate effectively with patients and household members to provide care and support.
3. Operate effectively within a multi-disciplinary team context.
4. Recognise when to refer and who to refer to.
5. Complete a generic report guideline/template on patient care.



[**CLICK TO APPLY NOW**](#)



OCCUPATIONAL CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT NQF LEVEL 4

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

The Early Childhood Development programme helps students understand child growth, learning needs, and positive caregiving practices. Learners are introduced to early learning principles, communication, and child support strategies. Graduates are prepared to work in early learning and family support environments.

CAREER OPPORTUNITIES

- Early Childhood Development Practitioner
- Day Care Centre Practitioner
- Early Learning Facilitator.
- Childcare Practitioner.
- Preschool Teacher.

ADMISSION REQUIREMENTS:

Matric or Grade 12 (with English 40%+ Pass rate), or N3 Pass, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. Plan and prepare broad-phase learning environment and stimulating activities that meet the holistic needs of all children in centre-based or non-centre-based settings.
2. Facilitate and mediate all aspects of the daily programme in a centre-based or non-centre based setting.
3. Observe, assess and record each child's progress.
4. Compile a report of each child's progress.
5. Maintain and promote the well-being, health, nutrition, safety and protection of children.





OCCUPATIONAL CERTIFICATE: PARALEGAL NQF LEVEL 5

DURATION 30 MONTHS

PROGRAMME OVERVIEW:

The Paralegal programme provides students with the foundations of legal support, human rights, legal procedures, and client assistance. Learners develop practical knowledge of legal documentation, case preparation, and service delivery in legal environments. Graduates are equipped to support legal professionals and justice-related services.

CAREER OPPORTUNITIES

- Legal Assistant
- Legal Secretary.
- Court Clerk.
- Legal Consultant.
- Labour Relations Officer.

ADMISSION REQUIREMENTS:

Matric or Grade 12 (with English 40%+ Pass rate), or N3 Pass, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. Execute administrative functions within the paralegal context.
2. Conduct basic research on precedents, cases, acts and related matters.
3. Facilitate understanding between or amongst clients or on behalf of the client.
4. Consult on behalf of the client with external stakeholders.
5. Analyse and write documents within the paralegal scope.



[**CLICK TO APPLY NOW**](#)



OCCUPATIONAL CERTIFICATE: CHILD & YOUTH CARE WORKER - LEVEL 5

DURATION 24 MONTHS

PROGRAMME OVERVIEW:

The Child and Youth Care Worker programme provides students with foundational knowledge and practical skills in child and youth care, development, protection, and support. Learners develop an understanding of the needs of children and young people and how to provide appropriate care, guidance, intervention, and support within community and social service environments.

CAREER OPPORTUNITIES

- Child and Youth Care Worker.
- Child Care Practitioner.
- Youth Support Worker.
- Community Care Worker.
- Residential Care Worker.

ADMISSION REQUIREMENTS:

Matric or Grade 12 (with English 40%+ Pass rate), or N3 Pass, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. Identify, assess and meet the holistic (physical, emotional, social, cognitive, spiritual) needs of children and youth at different stages of their development.
2. Understand and identify the behaviour of children and young people within a range of contexts.
3. Intervene within the life space of children and youth in order to appropriately manage and support the behaviour of children and young people.
4. Contextualise the application of the professionally accepted behaviour management models.
5. Intervene in the daily activities of children and youth to realise therapeutic and developmental objectives.
6. Establish and maintain appropriate relationships with children and youth that will facilitate the provision of holistic therapeutic care, and support the development for them.
7. Manage the total environment to create a developmental and therapeutic milieu.
8. Take action to improve self-awareness and improve personal performance as a child and youth care worker.



[CLICK TO APPLY NOW](#)



OCCUPATIONAL CERTIFICATE: FAMILY LAW PRACTITIONER - LEVEL 5

DURATION 24 MONTHS

PROGRAMME OVERVIEW:

The Family Law Practitioner programme provides students with foundational knowledge of family law, legal procedures, documentation, and client support. Learners develop practical skills related to family law matters, including legal administration, case preparation, client communication, and supporting legal professionals in family-related legal environments.

CAREER OPPORTUNITIES

- Family Law Legal Assistant.
- Legal Secretary.
- Family Court Clerk.
- Legal Support Officer.
- Family Law Administrative Practitioner.

ADMISSION REQUIREMENTS:

Matric or Grade 12 (with English 40%+ Pass rate), or N3 Pass, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. Facilitate consultative processes aimed at resolving clients' family related problems.
2. Perform basic mediation activities to resolve family related disputes between or among clients.
3. Conduct basic research to gather information related to the matter as presented by the client.
4. Perform administrative functions within the scope of a Family Law Practitioner.
5. Coordinate activities that are aimed at handling correspondences and attendance to the relevant legal documents.



[CLICK TO APPLY NOW](#)



NATIONAL OCCUPATIONAL CERTIFICATE: BEAUTY THERAPY NQF LEVEL 4

DURATION 24 MONTHS

PROGRAMME OVERVIEW:

The Beauty Therapy programme introduces students to skincare, spa treatments, facial care, and professional beauty practices. Learners build practical service skills and product knowledge used in wellness and beauty settings. Graduates are prepared for careers in salons, spas, and personal care services.

CAREER OPPORTUNITIES

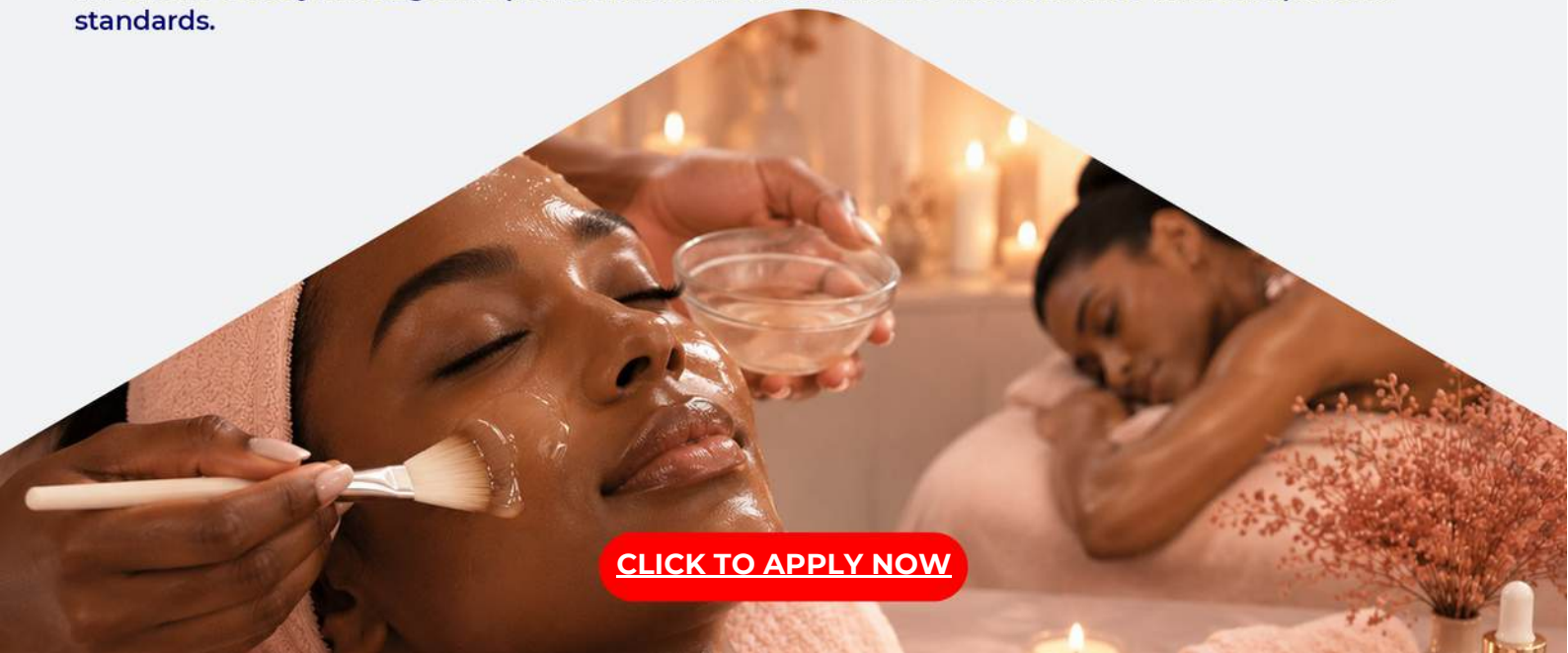
- Beauty Therapist.
- Spa Therapist.
- Skincare Specialist.
- Makeup Artist.
- Beauty Consultant.

ADMISSION REQUIREMENTS:

Matric or Grade 12 (with English 40%+ Pass rate), or N3 Pass, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. Perform a manual skincare treatment in a professional and ethical manner in accordance with occupational standards.
2. Provide an eye grooming service in a professional and ethical manner in accordance with occupational standards.
3. Provide a make-up service (day or evening or bridal) in a professional and ethical manner in accordance with occupational standards.
4. Provide a make-up service (day or evening or bridal) in a professional and ethical manner in accordance with occupational standards.
5. Provide a temporary hair removal service in a professional and ethical manner in accordance with occupational standards.
6. Perform a body care treatment in a professional and ethical manner in accordance with occupational standards.
7. Perform a body massage in a professional and ethical manner in accordance with occupational standards.



[CLICK TO APPLY NOW](#)



NATIONAL OCCUPATIONAL CERTIFICATE: HAIRDRESSING NQF LEVEL 4

DURATION 24 MONTHS

PROGRAMME OVERVIEW:

The Hairdressing programme develops practical and creative skills in cutting, styling, colouring, and salon service techniques. Students learn how to work with clients, maintain professional standards, and operate within salon environments. Graduates are prepared for roles in salons and the beauty industry.

CAREER OPPORTUNITIES

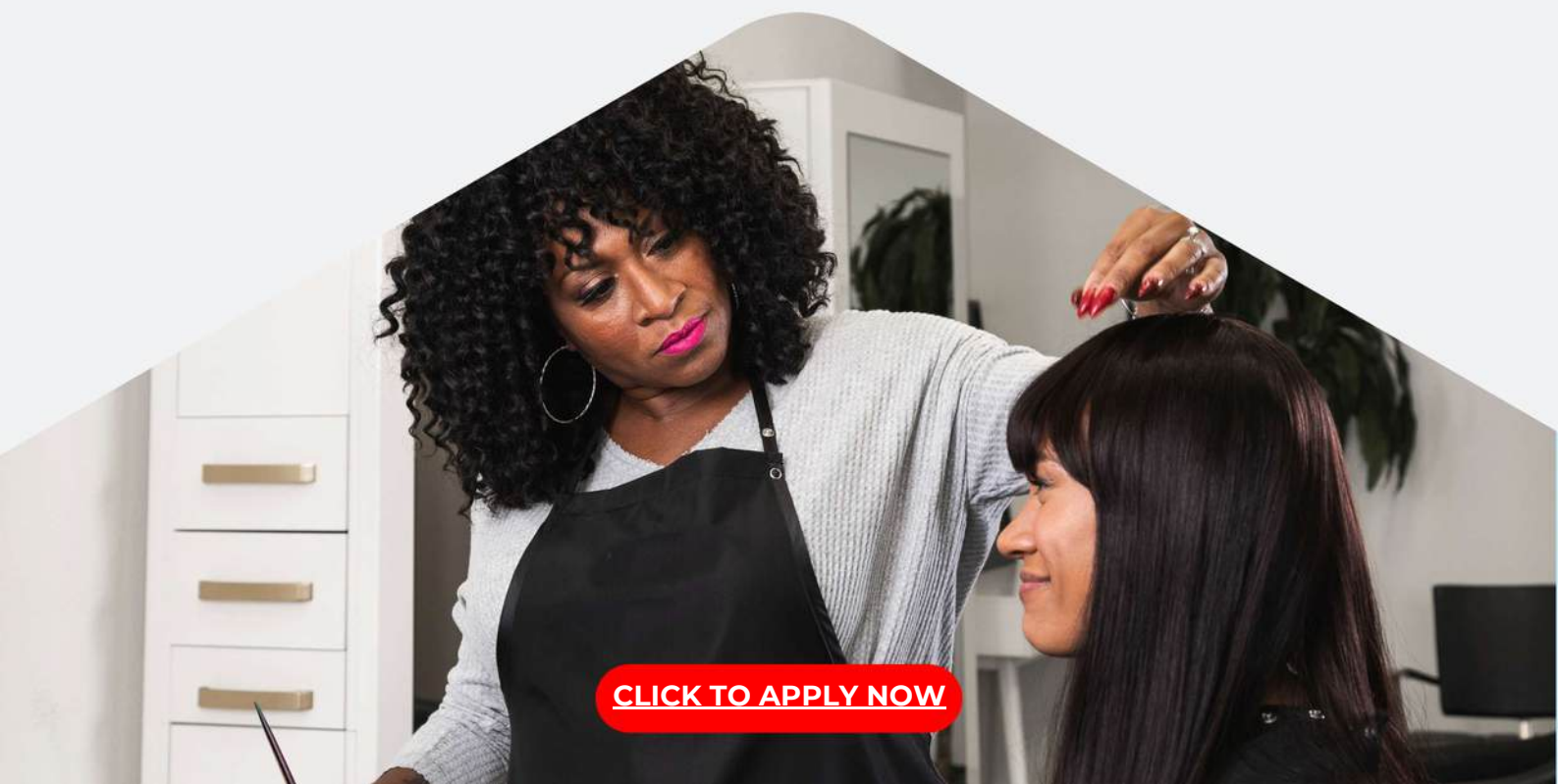
- Hairdresser.
- Hair Stylist.
- Salon Owner.
- Salon Manager.
- Hair Treatment Specialist.

ADMISSION REQUIREMENTS:

Matric or Grade 12 (with English 40%+ Pass rate), or N3 Pass, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. Shampoo, condition and treat hair and scalp.
2. Style hair.
3. Cut hair.
4. Provide chemical colouring hair services.
5. Provide chemical reformation hair services.
6. Provide professional client services.



[CLICK TO APPLY NOW](#)



OCCUPATIONAL CERTIFICATE: PROJECT MANAGEMENT NQF LEVEL 5

DURATION 24 MONTHS

PROGRAMME OVERVIEW:

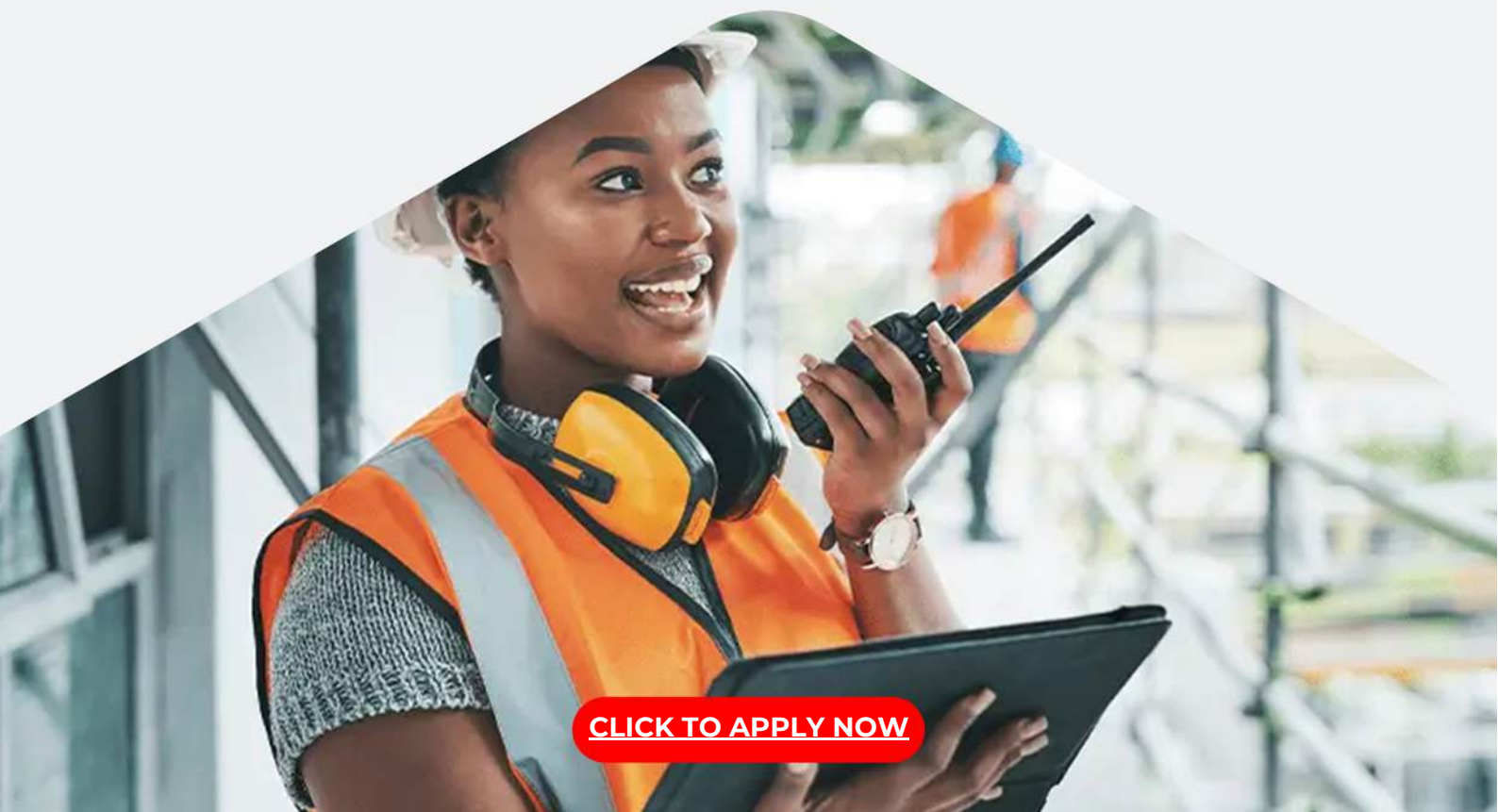
The Project Management programme introduces students to the principles and practices of planning, organising, and delivering successful projects. Learners explore scheduling, budgeting, risk control, communication, and leadership in project environments. The qualification prepares graduates for project support and coordination roles in both public and private sectors.

CAREER OPPORTUNITIES

- Project Coordinator
- Business Administrator
- Project Manager.
- Planning Officer.
- Project Support Officer
- Project Assistant

EXIT LEVEL OUTCOMES

1. Initiate a project to address specific project objectives.
2. Plan and prepare the delivery of a project.
3. Execute and control the delivery of a project management plan.
4. Manage the project close out process.



[**CLICK TO APPLY NOW**](#)



OCCUPATIONAL CERTIFICATE: SUPPLY CHAIN PRACTITIONER NQF LEVEL 05

DURATION 24 MONTHS

PURPOSE AND RATIONALE OF THE QUALIFICATION:

PURPOSE:

The purpose of this qualification is to prepare a learner to operate as a Supply Chain Practitioner who can plan, organise, execute, control and coordinate the activities and inter-relationships across the supply chain environment.

A qualified learner will be able to:

Provide environmental scanning assistance for effective supply chain operations.

Implement supply chain operational activities within an organisation.

Implement and assess supply chain workflow processes for continuous improvement.

Perform inventory and logistics operational activities within an organisation.

RATIONALE:

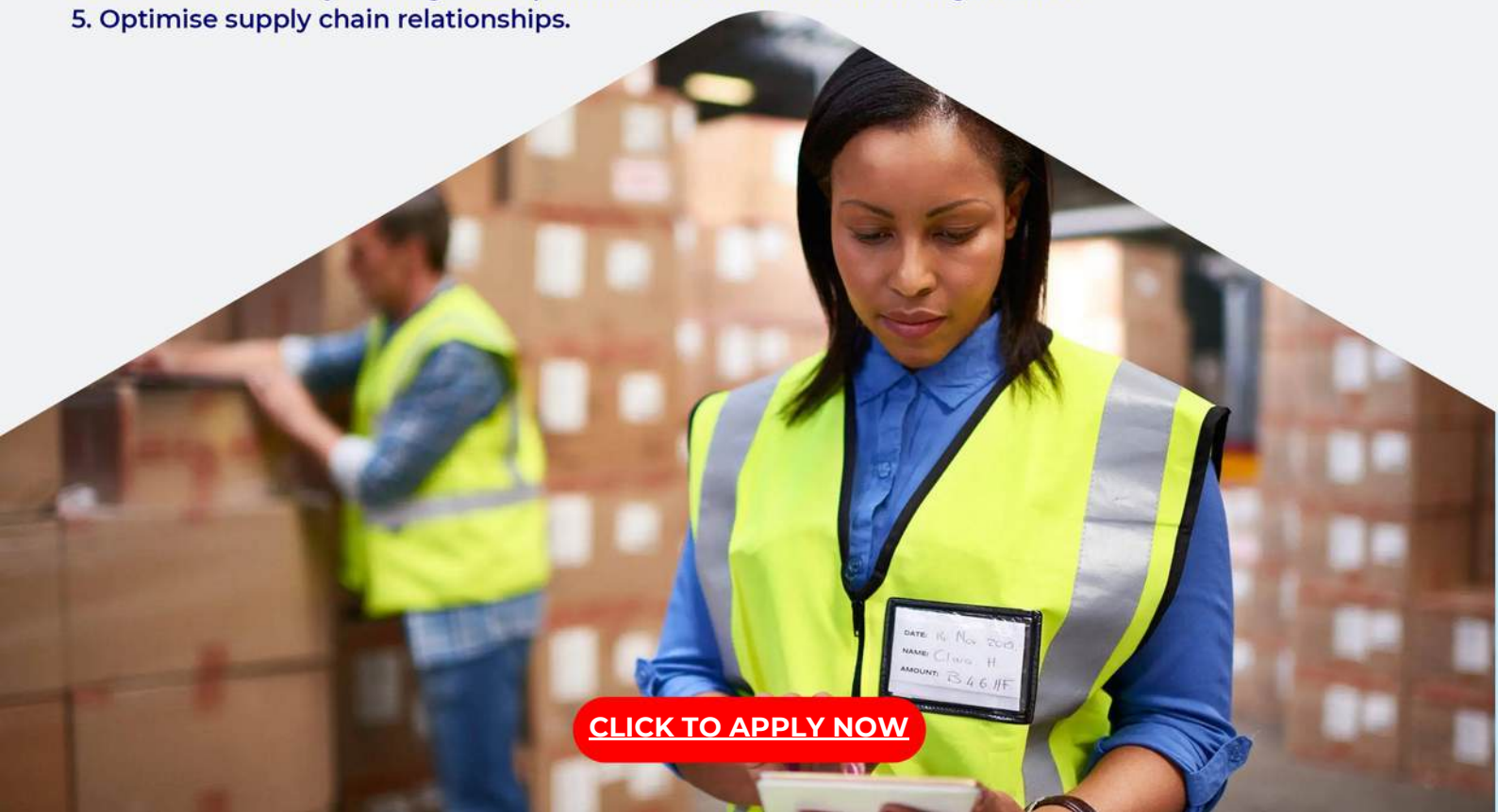
The function of supply chain is to ensure smooth and contractually sound transactions between and amongst businesses, government to business and business to individuals. The function is integral for the success of every industry in South Africa and therefore contributes to the social stability, efficiency and the growth of the South African economy as a whole.

ADMISSION REQUIREMENTS:

Matric or Grade 12 (with English 40%+ Pass rate), or N3 Pass, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. Provide environmental scanning assistance for effective supply chain operations.
2. Implement supply chain operational activities within an organisation.
3. Implement and assess supply chain workflow processes for continuous improvement.
4. Perform inventory and logistics operational activities within an organisation.
5. Optimise supply chain relationships.



[CLICK TO APPLY NOW](#)



OCCUPATIONAL CERTIFICATE: RETAIL STORE MANAGER NQF LEVEL 06

DURATION 24 MONTHS

PURPOSE AND RATIONALE OF THE QUALIFICATION: PURPOSE:

The purpose of this qualification is to prepare a learner to manage the functions of a sustainable retail establishment to achieve the objectives of the business while addressing the expectations of the stakeholders.

A qualified learner will be able to:

- Manage employees in a retail business.
- Manage services and service standards and relations with stakeholders of a retail business.
- Manage the stock, supply chain and logistics of a retail business.
- Manage the marketing activities of a retail business.
- Manage the financial activities of a retail business.
- Manage assets and control risks and losses in a retail business.

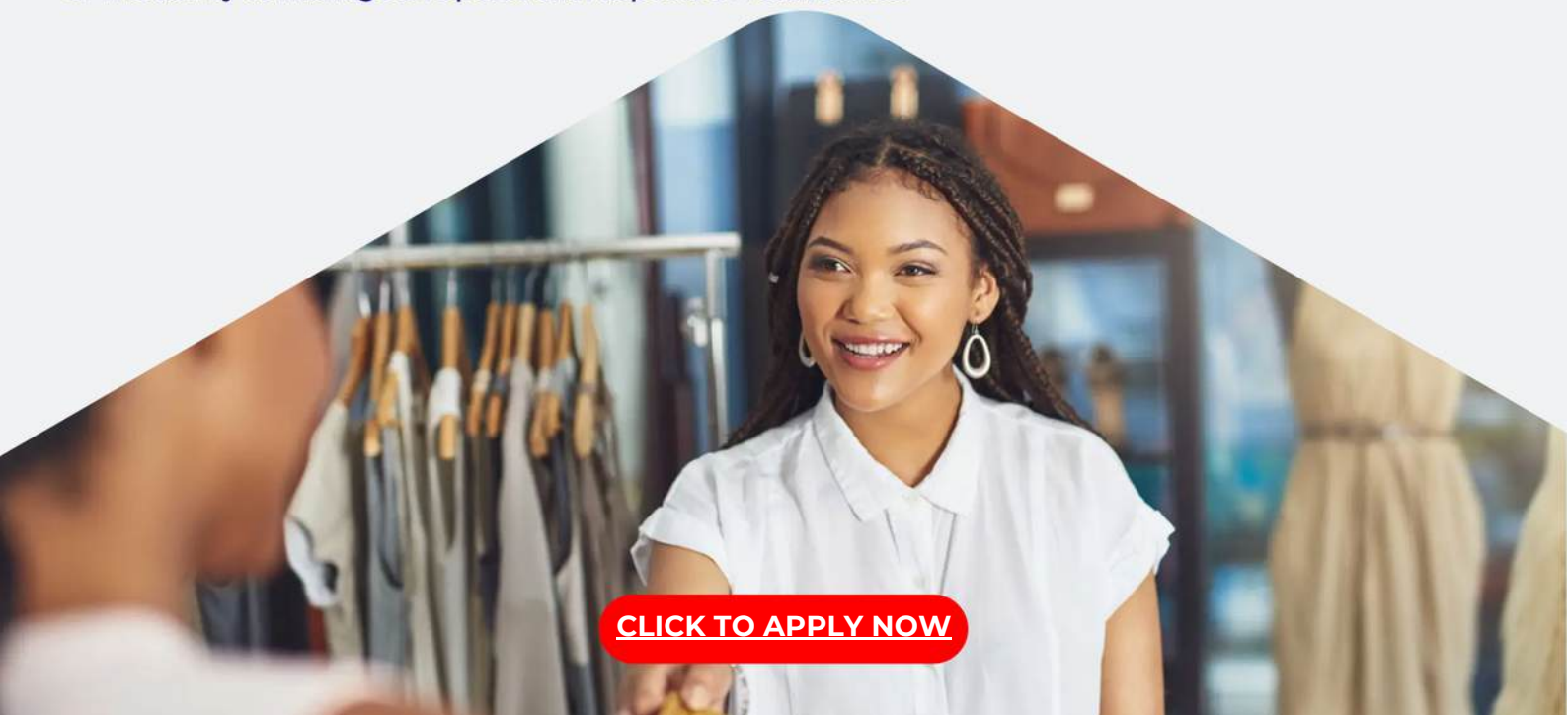
Retail Managers (Retail Store Managers) are facing an increasingly complex operating environment and have to manage a very diverse set of factors. These include increased legislative and regulatory requirements, higher standards, increasingly assertive customers, threats such as fraud, shrinkage and theft, health and safety issues, management of more complex supply chains and the usual complexities of managing people, processes and financial sustainability.

ADMISSION REQUIREMENTS:

Matric or Grade 12 (with English 40%+ Pass rate), or N3 Pass, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. The ability to communicate effectively with a range of stakeholders using a variety of communication tools.
2. The ability to analyse and interpret financial information and develop an action plan to address possible shortcomings.
3. The ability to manage employee performance to achieve specific objectives in a retail environment.
4. The ability to manage all aspects of the retail supply chain to achieve specific objectives in a retail environment.
5. The ability to manage all operational aspects of retail stores.



[CLICK TO APPLY NOW](#)



OCCUPATIONAL CERTIFICATE: MANAGEMENT ASSISTANT NQF LEVEL 05

DURATION 24 MONTHS

PURPOSE OF THE QUALIFICATION: PURPOSE:

The purpose of this qualification is to prepare a learner to operate as a Management Assistant.

The qualification provides an opportunity for the learner to acquire a range of skills to be able to coordinate the activities of the organisation and provide professional administrative and secretarial support to managers, either as part of a team or individually. They also coordinate activities of assigned personnel and provide current and updated relevant information to the manager as support for upcoming meetings.

A qualified learner will be able to:

Plan, organise and support department meetings and workshops.

Apply appropriate personal and interpersonal skills to a range of situations to facilitate the smooth relations between internal and external stakeholders according to organisational standards.

Apply basic knowledge of relevant administration governance, policies and procedures to manage resources effectively in the organisation.

Plan, administer and provide support services to a special project within an organisation.

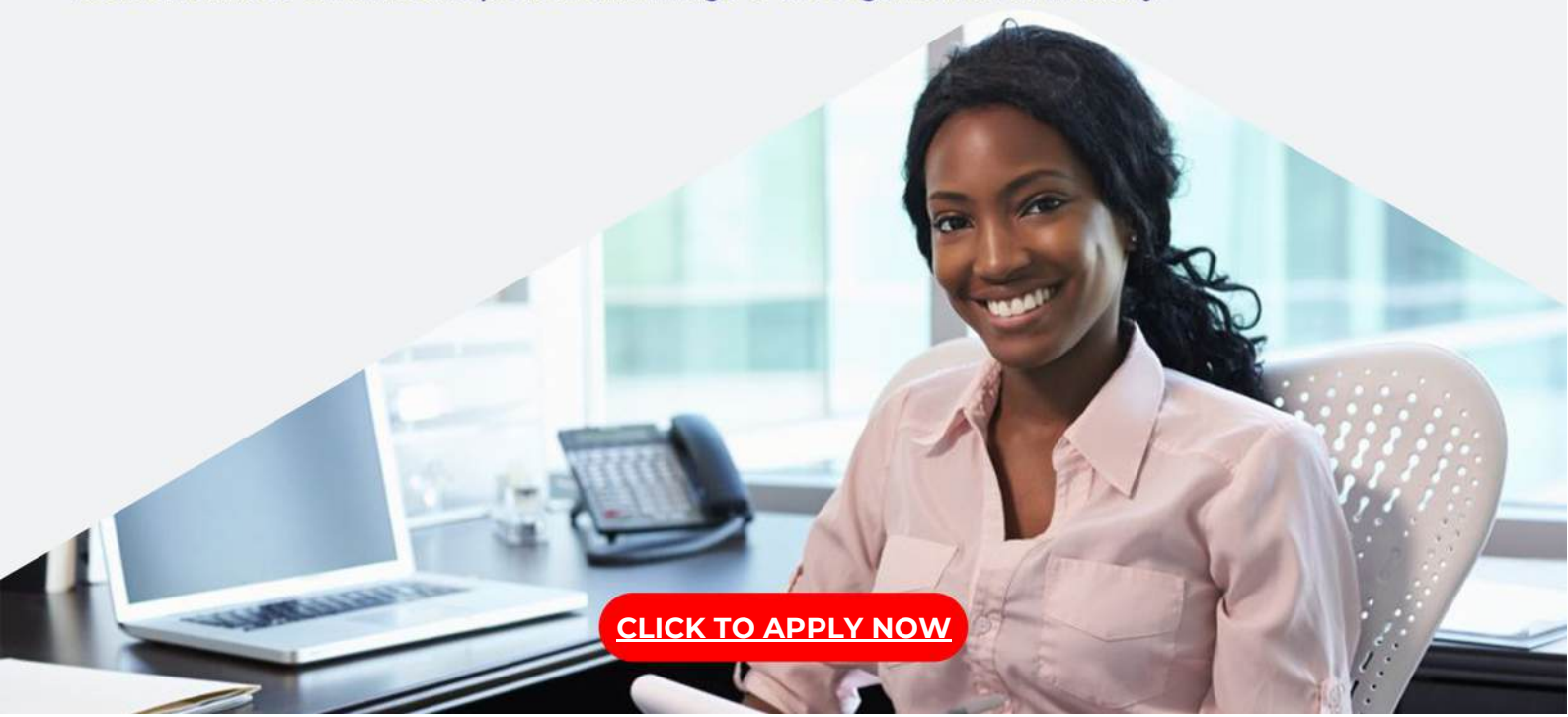
Promote professional documentation by utilising effective and accurate information processing and research skills to enhance the professional image of the organisation or industry.

ADMISSION REQUIREMENTS:

Matric or Grade 12 (with English 40%+ Pass rate), or N3 Pass, or equivalent qualification.

EXIT LEVEL OUTCOMES

1. Plan, organise and support department meetings and workshops.
2. Apply appropriate personal and interpersonal skills to a range of situations to facilitate the smooth relations between internal and external stakeholders according to organisational standards.
3. Apply basic knowledge of relevant administration governance, policies and procedures to manage resources effectively in the organisation.
4. Plan, administer and provide support services to a special project within an organisation.
5. Promote professional documentation by utilising effective and accurate information processing and research skills to enhance the professional image of the organisation or industry.



[**CLICK TO APPLY NOW**](#)



OCCUPATIONAL CERTIFICATE: BOOKKEEPER NQF LEVEL 5

DURATION 30 MONTHS

PROGRAMME OVERVIEW:

The Bookkeeper Level 5 programme is designed for students who want to build a successful career in accounting and finance. This qualification provides practical and theoretical knowledge in bookkeeping, financial record keeping, payroll administration, and accounting principles. Students will learn how businesses record financial transactions, prepare financial reports, manage cash flow, and ensure accurate financial information for decision-making. The programme equips graduates with the skills needed to work confidently in finance departments across various industries.

CAREER OPPORTUNITIES

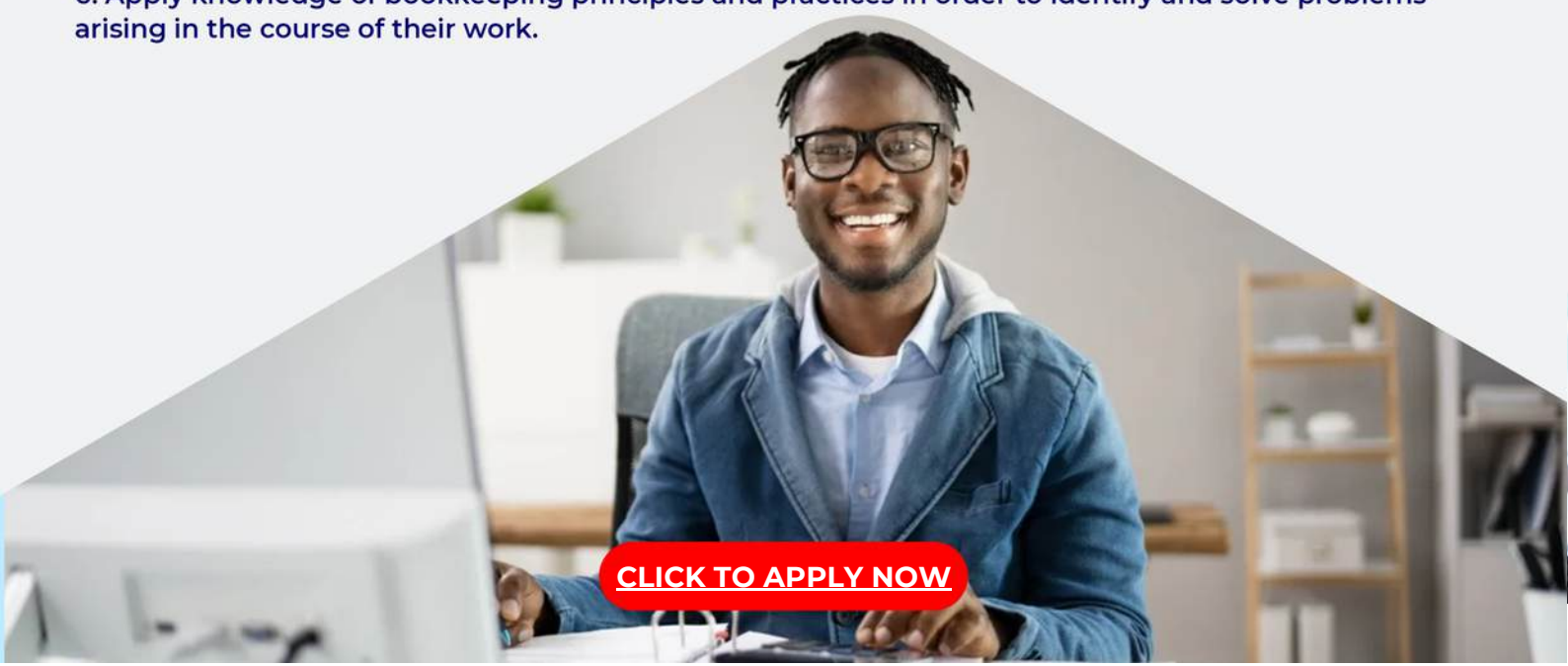
- Bookkeeper in a small or medium-sized business.
- Accounts Clerk in a finance department.
- Payroll Administrator in an HR or finance department.
- Financial Assistant in a corporate environment.
- Junior Accountant in an accounting firm.
- Self-employed Bookkeeper for small businesses.

ADMISSION REQUIREMENTS:

Matric Certificate or an equivalent qualification (Level 4 National Certificate or an NC(V) Level 4 certificate) A good matric pass in Mathematics or Accounting is recommended for this programme.

EXIT LEVEL OUTCOMES

1. Use a recognised accounting system to record accounting and related calculations in order to validate the legitimacy and accuracy of documents and records relating to payments, receipts and other financial transactions.
2. Maintain and update filing of financial records either manually or using electronic devices.
3. Communicate effectively using appropriate methods to maintain effective customer relationships according to organisational standards.
4. Calculate, compile and complete relevant Value Added Tax (VAT) and South African Revenue Service (SARS) Returns in relation to statutory regulations.
5. Apply fundamental financial techniques to perform bookkeeping duties.
6. Apply knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of their work.



[CLICK TO APPLY NOW](#)



OCCUPATIONAL CERTIFICATE: HUMAN RESOURCE MANAGEMENT NQF LEVEL 5

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

The Human Resource Management programme helps students develop practical skills in recruitment, labour relations, employee support, and organisational development. Learners gain insight into workplace practices, staff management, and the role of HR in building productive organisations. This programme prepares graduates for meaningful work in people management and organisational support.

CAREER OPPORTUNITIES

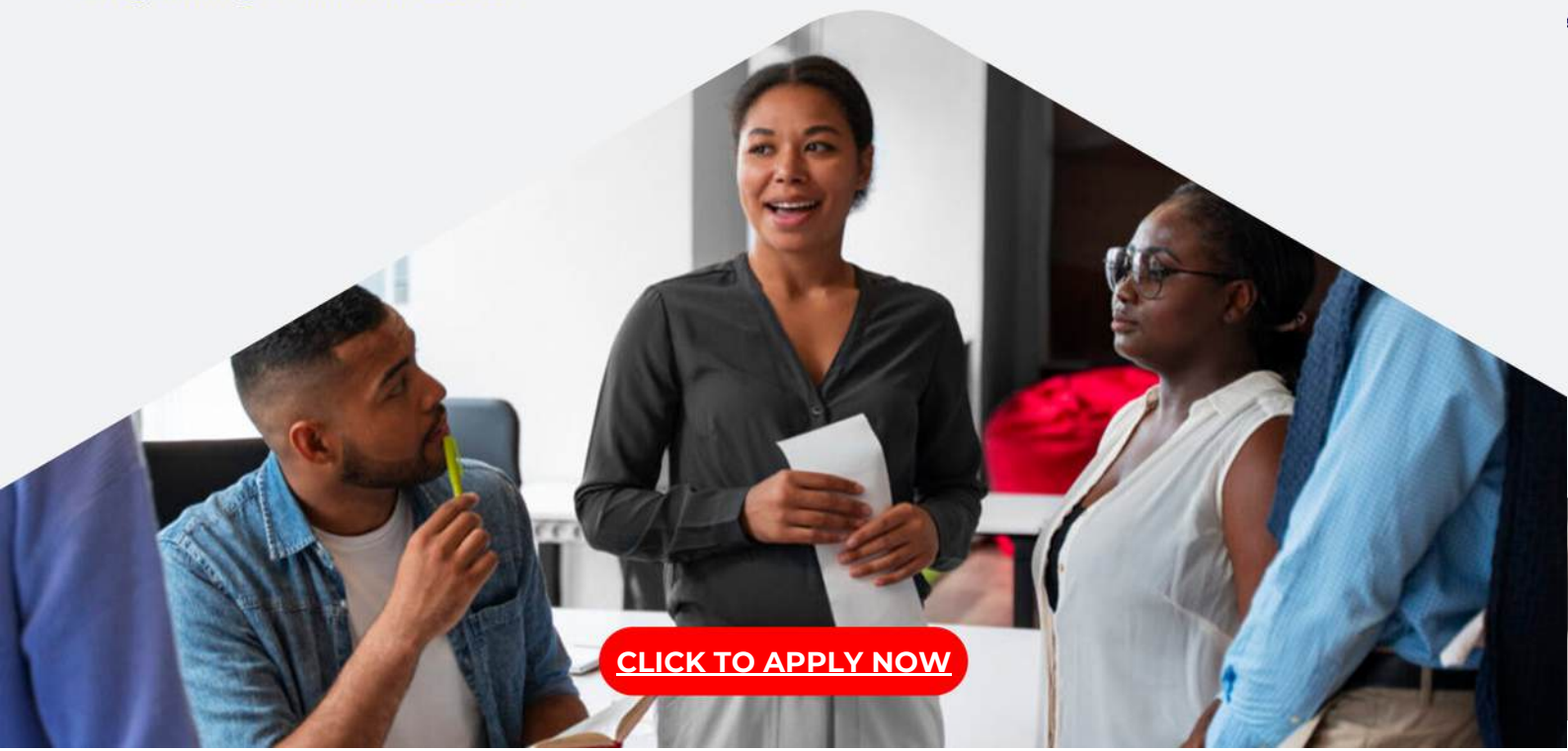
- Human Resources Administrator
- Training and Development Coordinator
- Talent Acquisition Assistant.
- Labour Relations Officer
- Employee Relations Officer

ADMISSION REQUIREMENTS:

Matric Certificate or an equivalent qualification (Level 4 National Certificate or an NC(V) Level 4 certificate)

EXIT LEVEL OUTCOMES

1. Collect Human Resources data and process the data into appropriate information that is available for decision-making.
2. Select and use appropriate methods, techniques, and procedures to provide professional administrative services for the full range of HRM processes and activities.
3. Monitor, support and maintain the various communication and administrative processes with relevant stakeholders to optimise the employment relations in the organisation.
4. Access and use appropriate HRM systems and processes for the compilation, maintenance and safeguarding of all HRM records.



[CLICK TO APPLY NOW](#)



NATIONAL DIPLOMA: PUBLIC MANAGEMENT N4-N6

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

The Public Management Level 5 programme is designed for students who want to build a career in public administration and government services. This qualification provides practical and theoretical knowledge in public sector management, administration, policy implementation, leadership, communication, and service delivery. Students will learn how public institutions operate, how government programmes are managed, and how administrative processes support effective service delivery. The programme equips graduates with the skills needed to work in government departments, municipalities, public entities, and other organisations involved in public services.

CAREER OPPORTUNITIES

- Public Administration Officer in a government department.
- Administrative Officer in a municipality.
- Public Sector Clerk supporting government operations.
- Programme or Project Administration Assistant.
- Community Development Administration Assistant.
- Office Administrator in a public sector organisation.
- Public Management Assistant in a government or public entity.

ADMISSION REQUIREMENTS:

Matric Certificate or an equivalent qualification (Level 4 National Certificate or an NC(V) Level 4 certificate). A good command of English and strong communication and organisational skills are recommended for this programme.



[**CLICK TO APPLY NOW**](#)



NATIONAL DIPLOMA: BUSINESS MANAGEMENT N4-N6

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

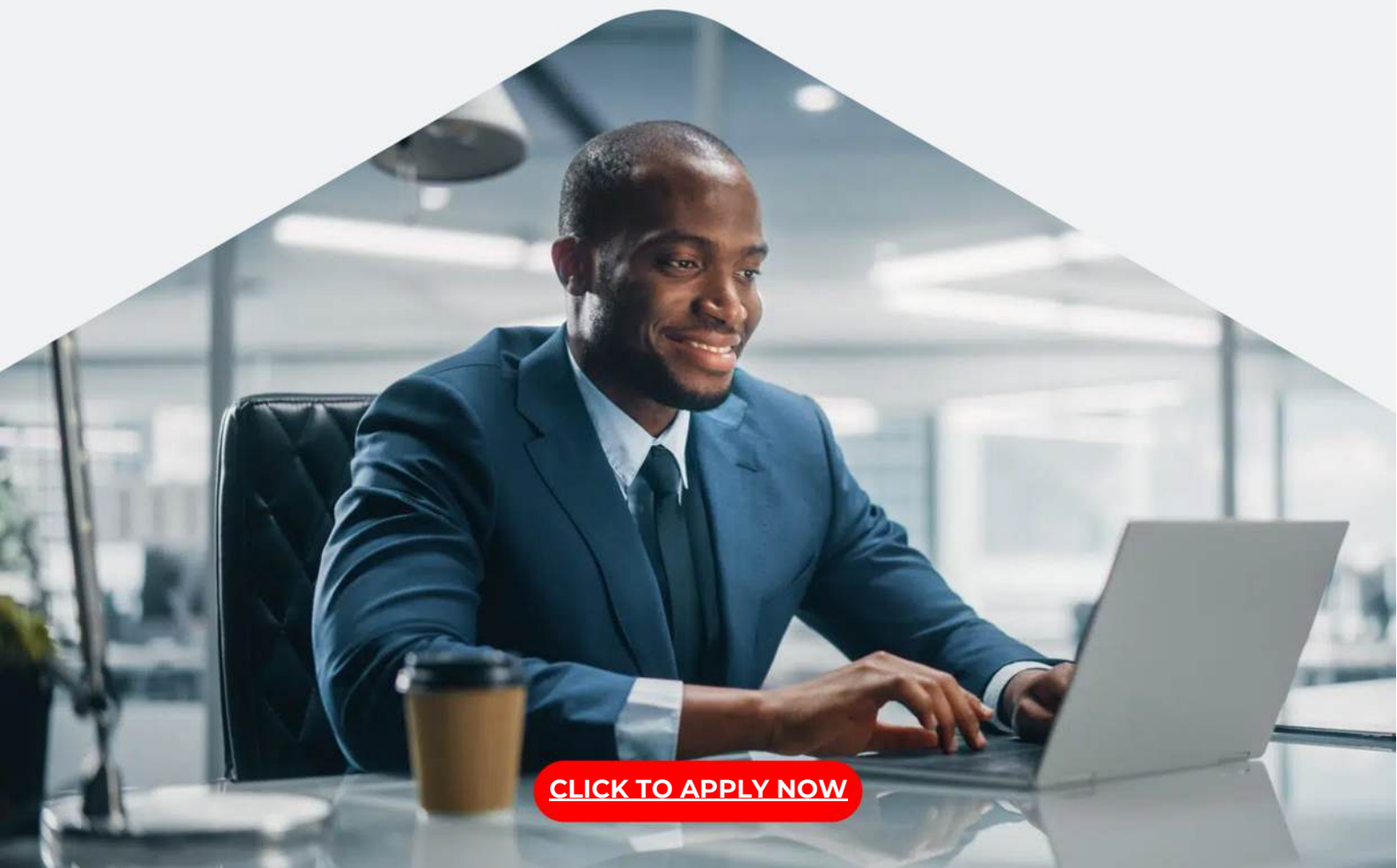
The Business Management programme is designed to help students understand how organisations operate and how effective leadership drives business success. Learners develop skills in planning, decision-making, entrepreneurship, operations, and team management. This programme prepares graduates to contribute confidently in business roles across a wide range of industries.

CAREER OPPORTUNITIES

- Use business skills and knowledge to pursue entrepreneurship or run your own business.
- Work in retail, wholesale, or generic management environments.
- HR Officer in an HR Department.
- Labour Relations Officer in a medium-sized company.
- Middle Level Manager in a medium-sized company.
- Public Relations Officer.
- Sales Representative.

ADMISSION REQUIREMENTS:

Matric Certificate or an equivalent qualification (Level 4 National Certificate or an NC(V) Level 4 certificate)



[**CLICK TO APPLY NOW**](#)



NATIONAL DIPLOMA: MECHANICAL ENGINEERING N4-N6

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

The Mechanical Engineering programme develops students' understanding of machines, systems, materials, and manufacturing processes. Learners engage with thermodynamics, mechanics, design principles, and practical workshop methods. This qualification prepares graduates for careers in industrial production, maintenance, and engineering support.

CAREER OPPORTUNITIES

- Mechanical Engineer
- Design Engineer
- Draughtsman.
- Fabricator
- Process Controller

ADMISSION REQUIREMENTS:

Matric or Grade 12 (with full mathematics and science 40%+ Pass rate), or N3 Pass (with mathematics and science).



[CLICK TO APPLY NOW](#)



NATIONAL DIPLOMA: ELECTRICAL ENGINEERING N4-N6

DURATION 18 MONTHS

PROGRAMME OVERVIEW:

The Electrical Engineering programme equips students with the knowledge and technical skills needed to work with electrical systems, circuits, power distribution, and industrial equipment. Learners develop practical understanding of design, testing, maintenance, and problem-solving in electrical environments. Graduates are prepared for work in power, manufacturing, and infrastructure sectors.

CAREER OPPORTUNITIES

- Electrician
- Electronic technician
- Master electrician.
- Electrical Designer
- Radio Engineering

ADMISSION REQUIREMENTS:

Matric or Grade 12 (with full mathematics and science 40%+ Pass rate), or N3 Pass (with mathematics and science).



[**CLICK TO APPLY NOW**](#)



2027
REGISTRATION
OPEN



LIMPOPO INSTITUTE OF SCIENCE & TECHNOLOGY

DHET NO: 0799992776 | QCTO NO: 09-QCTO/SDP301024101216



- ✓ We are registered and accredited by **QCTO & DHET**
- ✓ LISTEC offers a **50% DISCOUNT** on its accommodation, paying only **R500 PER MONTH** on our accommodation (Ts & Cs apply).
- ✓ We provide all Learning Material to our Students.
(All textbooks and Studying material).
- ✓ We offer **ON-CAMPUS** and **DISTANCE LEARNING**
- ✓ We offer **WORK PLACEMENTS FOR PRACTICALS**

Don't Wait

YOUR FUTURE STARTS HERE

CAMPUS 1

25 Grobler Street
office 47/48 First Floor,
Palm Centre Polokwane
WHATSAPP: +27 64 839 4677
LANDLINE: +27 15 001 0813

CAMPUS 2

53 Hans Van Rensburg
Polokwane
WHATSAPP: +27 75 348 8584
LANDLINE: +27 87 153 2731

'Empowering Minds, Inspiring Change'



✉ info@listec.co.za

