

PROGRAMME TITLE	SAQA ID	NQF LEVEL	CREDITS
NATIONAL CERTIFICATE: N5 PUBLIC RELATIONS	66958	5	60

DESCRIPTION

This qualification has been developed to enable learners who are particularly interested and talented in an occupational/vocational area to develop competencies in public relations, which will enable them either to study further or to be employed and be productive in the sector at entry level and/or second tier level. This qualification is aimed primarily at giving learners technical, theoretical, practical and workplace knowledge and skills required in their chosen occupational/vocational area.

CAREER FIELDS/FURTHER STUDIES

Successful students will gain the knowledge and skills to update, up skill and/or continue with education and training in related occupations. Please enquire at the nearest Damelin Correspondence College branch for the prospectus containing information with regards to further studies.

PROGRAMME OUTLINE
N5 PUBLIC RELATIONS (SAQA ID 66958)
<ul style="list-style-type: none"> • Information Processing N5 • Office Practice N5 • Public Relations N5 • Communication N5

ARTICULATION

National Certificate: N6 Public Relations

TYPE OF PROGRAMME

The National Certificate: N5 Public Relations is a National Certificate of the Department of Education.

DURATION

You should be able to complete this course within a minimum of 12 months.

ADMISSION REQUIREMENTS

A National Certificate: N4 Public Relations.

LEARNING MATERIAL AND TEXTBOOKS

Quality learning materials designed specifically for distance study are provided to you via the College's Online Study Portal which you may access at www.dcc.edu.za. Please note that all textbooks and/or kit items are for your own account.

Prescribed Textbooks <i>(All textbooks are subject to change)</i>		
Item Number	Title	ISBN Number
D10058493-E1	Communication N5 Textbook	9781920671921
D10058487-E1	Information Processing N5 Textbook	9781919746104
D10058489-E1	Office Practice N5 Textbook	9781920364748
D10057607-E1	Entrepreneurship and Business Management N5 Textbook	9781919786100

PRICING

Enquire at your nearest Damelin Correspondence College branch for a current programme pricelist.

ADDITIONAL COSTS

Registration/course fees do not include (where applicable) membership costs with professional bodies and/or exam costs (internal and/or external).

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ASSESSMENT

The Department of Higher Education and Training (DHET) is the examining body for these courses. At the conclusion of your studies, you will have to write an external examination set by DHET. You will only be able to register to write the external examination if you pass your formative assessment component by the registration cut-off date(s) that the College will communicate to you. The College will use the formative assessment component to generate a term mark for each of your subjects.

If you pass your formative assessment component by the specified cut-off date(s), you can then register to write your external examinations at a registered FET College Exam Centre. The College will assist you to fill in the examination entry form and assign you to the relevant exam centre (venue) but accepts no responsibility therefore, and the sole responsibility in respect thereof lies with the student. You may be required to pay an examination fee at the exam centre. Please note that this examination fee is *not* included in your course fee.

It is your responsibility to check with the college or relevant exam centre that you have the correct dates for your examinations, BEFORE the registration cut off dates for the examinations. Please note that all exam centres have their *own* cut-off registration dates as per their own academic calendar and it is your responsibility to make yourself aware of and comply with those deadlines/timelines.

Subject/Module Title	Formative and Summative Assessment			
	Assignment	Test	Internal Exam	External Exam
Information Processing N5	2	1	1	1
Office Practice N5	2	1	1	1
Public Relations N5	2	1	1	1
Communication N5	2	1	1	1

CERTIFICATION

Upon successful completion of your required exams for each level, you will be awarded your National Certificate N5 Business Management by the Department of Higher Education and Training. In order to qualify for a National Diploma, you have to work 18 months in the field after achieving your N6 certificate.

COLLEGE ACCREDITATION AND REGISTRATION

Damelin Correspondence College (Pty) Ltd is provisionally registered as a private college with the Department of Higher Education and Training under the Continuing Education and Training Act, No. 16 of 2006. Registration Certificate Number: 2008/FE07/037. Damelin Correspondence College (Pty) Ltd. is provisionally accredited by Umalusi, the Quality Council for General and Further Education and Training. Accreditation number: 18 FET02 00134 PA. Damelin Correspondence College (Pty) Ltd is further accredited by the Quality Council for Trades and Occupations (QCTO) Accreditation number: 13/0005.

Disclaimer

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Damelin Correspondence College's control (such as environmental, regulatory, or technical changes) may cause the contents of this fact sheet and/or of the programme to change. In the event of any such change, Damelin Correspondence College will attempt to formally notify current students. All possible measures will be taken to minimise inconvenience to students.

SCHOOL OF BUSINESS

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STUDENT ACKNOWLEDGEMENT

I,, hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above and below pertaining to this course. I understand that the programme I am enrolling for is a/an:

- National Qualification
- Agent Programme
- DCC Programme

Student's Initials:

The value and status of the course type is explained in the course brochure, which I have read.

Name of student: Signature:

Name of legal guardian: Signature:
(if applicable)

Name of student consultant: Signature:

Date:

* Please note that the original signed copy should be kept on the student's record file.