

About TETA

TETA was established in terms of the Skills Development Act 97 of 1998 (SDA). It is a public entity that reports to the Minister of Higher Education, Science and Innovation. It operates under the oversight of National Treasury in terms of performance management and financial administration. TETA is a Sector Education Training Authority (SETA) responsible for skills development in the transport sector.

TETA Primary Functions

- To develop a Sector Skills Plan (SSP);
- To facilitate the development, registration and implementation of learnerships, skills programmes and strategic initiatives;
- To approve Workplace Skills Plans (WSPs);
- To disburse grants to stakeholders; and
- To conduct quality assurance on education and training that falls within the scope of the sector.

Eight TETA Subsectors

The transport sector is demarcated into eight subsectors, each falling under the relevant chamber responsibility, namely:

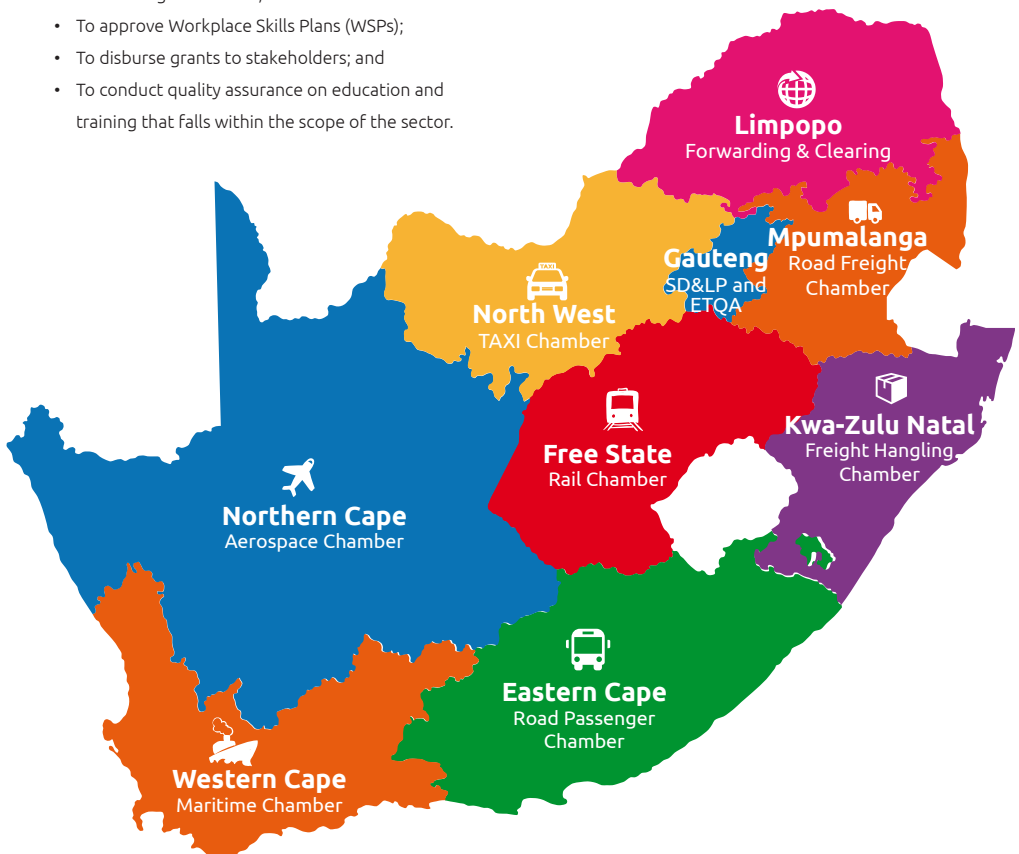




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FOREWORD

by the CEO

The Transport Education Training Authority recognises the development and upskilling of the labour force as one of the key contributors to the growth of the economy. Further, the career guidance and support given to High School learners and Teachers throughout the nine provinces of South Africa serves as a strategic drive to create awareness amongst all communities about careers available within the transport sector. The TETA Career Guide is developed with the aim of assisting learners in high school to make the right career choices, assist those within the post school system make the right career choices, assist the teachers with relevant information for them to advise learners better in relation to careers in transport.

The informal conversations we have with learners and teachers alike, give us an indication that learners and teachers do not have knowledge about the operations of SETAs as well as how to access information and funding opportunities. Our hope is that with this book, all these key strategic people will be able to make use of the book to maximise on the information available which is of benefit to stakeholders, learners and partners. TETA and its strategic partners will continue to research and identify innovative solutions to alleviate the skills deficit within the transport sector. With the guidance provided by the Sector Skills Plan (SSP), which is our research roadmap that is annually updated, we strongly believe that our contribution in addressing hard to fill vacancies and related will be a meaningful one.



With the guidance provided by the Sector Skills Plan (SSP) which is a five year plan that is annually updated, we strongly believe that our contribution in addressing hard to fill vacancies will be a meaningful one



One of the major challenges facing the transport sector is training and development of highly skilled labour force as well as retaining the high calibre of human capital which would close the skills gaps and address the hard to fill vacancies within the sector. With this booklet, TETA is paving a way for all parties to take the initiative by making sure that relevant information is provided for decision making.

To ensure that learners pursue training interventions that are meeting the required industry standards, we anticipate the career guide to play a pivotal role and achieve the following outcomes:

- Inform end users with relevant information on hard to fill vacancies;
- Disseminate information of all accredited providers from private and public sector, including Institutes of Sectoral Occupational Excellence (ISOEs)
- Identify all relevant Labour Centres for more access for job seekers and learning opportunity seekers; and

- Expose all relevant opportunities to users about the Transport Sector. As an institution that is driven by vision and an engine of skills development in the transport sector, TETA will not limit its efforts to this career guide, but, will ensure that career exhibitions are held in all the provinces to reach as many potential learners, job seekers, providers and employers in the transport sector.

I wish to thank all our Stakeholders that participated in supporting us in producing a list of hard to fill vacancies and related skills, the TETA Board for its commitment, support and leadership, as well as the staff and management of TETA for their dedication and hard work. It is only through all these efforts that we are able to present this Career Guide.

Mrs Maphefo Anno-Frempong
TETA Chief Executive Officer



The Transport Sector in South Africa

INTRODUCTION

The vision statement of the Department of Transport in South Africa reads, “Transport, the Heartbeat of Economic Growth and Social Development”.

This means that the transport industry in South Africa is the backbone of its economic growth and social upliftment. It is also a key contributor to the country’s competitiveness on a global scale. Without transport, everything grounds to a halt.

It is therefore a true saying that, by choosing a career within the transport sector in South Africa, you will play a key role in keeping this nation alive and moving forward. This has been the main reason behind the compilation of this career guide by the Transport Education Training Authority (TETA). It is just for you.

This guide will enable you to make the right choices towards a career in the transport sector.

Overview of the transport sector in South Africa

Interesting facts about South Africa

South Africa has one of the most developed transport and logistics sector in Africa. South Africa is also regarded as a nation with one of the best transport infrastructure in Africa.

There are three modes of transport in South Africa which are:

- Sea Transport
- Land Transport and
- Air transport

The transport sector is further subdivided into subsectors. The table below depicts the South African transport sector modes together with its respective subsectors. The table below also shows the target career areas that one can focus on:



Modes of Transport	Sea		Land Transport			Air Transport			
Type	Maritime Transport		Pipeline	Rail Transport		Road Transport		Civil Aviation	
	Freight	Passenger		Freight	Passenger	Freight (Trucks)	Buses Taxis	Freight	Passenger
	Maintenance and operations of harbours					Operating of roads and tolls		Airport operations	
	Business Development and Management Functions								
	Financial Management								
	Cargo Handling								
	Human Resources Management								
	Information Systems, Technologies and Management functions								
	Post and Telecommunications								
	Recovery and salvage activities								
	Risk Management								
	Storage and warehouse management								
Technical									
Travel & Transport Agency									



At the heart of the best transport infrastructure in South Africa, is the National Department of Transport. This Department in South Africa is responsible for the regulation and coordination of all the modes of transportation in South Africa. The following agencies work together with the department to coordinate activities within the sector:

Civil Aviation (air transport)

- Airports Company of South Africa
- Air Traffic and Navigation Services
- South African Civil Aviation Agency

Maritime Transport (transportation through the sea)

South African Maritime Safety Agency Ports Regulator:

- South African Maritime Safety Agency
- Ports Regulator

Rail Transportation

- Rail Safety Regulator
- PRASA (Passenger Rail Agency of South Africa)

Road Transport

- South African National Roads Agency Limited
- Cross Border Road Transport Agency
- Road Traffic Management Corporation
- Road Traffic Infringement Agency and Road Accident fund.



THE TRANSPORT EDUCATION TRAINING AUTHORITY

TETA OVERVIEW

- The Transport Education Training Authority (TETA) was formally established on the 20th of March 2000.
- This was in accordance with the Skills Development Act, Act No 97 of 1998.
- The reason of the establishment was to coordinate and monitor skills development within the transport sector in South Africa.
- It works together with the Quality Council for Trades and Occupations (QCTO) and the Department of Higher Education and Training (DHET).
- Its head office is in Randburg, Johannesburg.
- The regional offices are in Cape Town and Durban



VISION AND MISSION STATEMENTS

VISION

Inspired visionary leadership through skills development within the transport sector.

MISSION

Building a forward thinking and globally competitive workforce by facilitating skills development programmes that support the outcomes of the NSDP and respond to emerging skills needs of the transport sector.

DRIVING FORCE

Together with enthusiasm and trust we accelerate and advance skills development.

FUNCTIONS OF TETA

- Approval of the Workplace Skills Plans (WSP) for organisations in the transport sector
- The development of a Sector Skills Plan (SSP) for the transport sector
- The implementation of the Sector Skills Plan
- Allocation of the transport sector's skills development levy funding for training and development purposes (through bursaries, learnerships, skills programmes, RPL, etc)
- Accreditations of training providers
- Monitoring of transport sector's Education, Training and Development (ETD) activities
- Conducting career awareness for the transport sector
- Supporting the skills development activities of small businesses within the transport sector.

Within TETA, the transport sector has been further divided into subsectors as follows:

- | | |
|--------------------------|-------------------------------|
| 1. Aerospace | 5. Rail |
| 2. Forwarding & Clearing | 6. Road Freight |
| 3. Freight Handling | 7. Road Passenger (Buses) and |
| 4. Maritime | 8. Taxi |

We will be focussing on the careers available in these subsectors in the coming chapters of this guide.

TETA SKILLS DEVELOPMENT INTERVENTIONS

To fulfil its mandate, TETA uses the interventions listed below:

1. Occupational Qualification

This is a qualification:

- Associated with a trade, occupation or profession
- Resulting from work-based learning
- Consisting of knowledge and practical unit standards

2. Learnerships

A learnership:

- Is an occupationally directed programme
- Consist of both structured theoretical learning and practical workplace experience

A work-based education and training programme

- Is linked to a qualification registered on the national qualifications framework(NQF) with the south African qualifications authority (SAQA)

Benefits of learnerships?

For the learner

- They serve as an entrance into the sector for unemployed learners
- It increases employment opportunities
- There is a travel allowance for learners while they learn

For the employer

- Vehicle to address employment equity targets
- Provides skilled and experienced workers
- Improving productivity and quality
- Learnerships fast track the development of current employees

3. Skills Programme

A skills programme is:

- A shorter version of a learnership
- Occupationally based and constitutes credits towards a qualification registered on the NQF
- Meant to address short-term needs with a long-term benefit
- Intended to finally lead to a qualification.

4. Apprenticeships

The apprenticeship system:

- Is a technical training system
- Includes practical and theoretical components offered in listed trades to achieve artisanship status
- Includes a trade test in respect of that trade.

5. Recognition Of Prior Learning (Rpl)

RPL is a process:

- Whereby people are given a specific qualification recognition for the skills and knowledge they already have, which has not been formally recognized.
- Where assessment of such learning will be against nationally registered Unit Standards and/or Qualifications
- Which assists with the elimination of the barriers to learning and assessment affecting the previously disadvantaged individuals.



A smiling man with short dark hair, wearing a dark blue blazer over a light-colored button-down shirt, stands in an office setting. The background is blurred, showing office furniture and lights. A large teal graphic element, resembling a stylized 'V' or a downward-pointing arrow, is positioned in the upper right corner. The text 'MANAGING YOUR CAREER TO SUCCESS' is overlaid in white, bold, sans-serif font at the bottom left.

**MANAGING YOUR
CAREER TO SUCCESS**



DISCOVER YOUR CAREER PATH

We spend more time in our lives at work than with our families. It stands to reason then, that we should do something that we are passionate about, something that makes us feel good at the end of each day. It takes time to reach those goals, in the meantime you would need to consider jobs that can help you reach your ultimate profession within the transport sector.

Ideally, you should consider getting assistance from a career coach who would help you complete a career assessment to identify your natural abilities, strengths, weaknesses and interests. From that information, a career coach would be able to guide you on how to reach a decision on which career path and field to follow.

If you do not have access to a career coach, you should take some time and get to know yourself to help identify the type of career you should follow.

Identify your strengths

- What is it that you are naturally good at?
- What is it that people always compliment you on or seek your advice on?

The points you are looking for here are things that come easily to you, for example *"I am always the person someone can go to for help", "I am able to fix broken electronics", "I like to work with my hands and create new things."*

Identify things that you struggle to do

- Things that take a lot of concentration or things that you would rather avoid.

What motivates you?

- Status – Opportunity to grow into a management position or a role of authority
- Image – A position that others admire
- Service – Playing a supportive or caring role in the lives of others
- Money – Opportunities that pay well
- Interest – To work with something that has a definite interest to you

How do you prefer to work?

- Do you prefer to work on your own, work in a group?
- Do multiple tasks or focus on one thing at a time?

Do you prefer:

- Working with people
- Technical, Science, Arts or Practical
- Working with Words, Information or Data

Take some time to really think about your future, where you want to live, what you would do if money was no object, what type of people or things would you like to work with and what makes you excited. Take all of these notes and start narrowing down the information into keywords, using the keyword groups start identifying possible career options and research them to understand if they are suited to your unique personality. In the next chapters (4-12) we have included two sections for each career to help you match your attributes.

7 STEPS TO TAKE BEFORE DECIDING ON A CAREER



STEP 1

Complete a comprehensive career assessment to discover your natural skills and abilities.

STEP 2

Understand what motivates you. Is it money, status, image, interest or being of service?

STEP 3

Conduct research into each job that appeals to you.

STEP 4

Understand the daily duties of the roles you are interested in.

STEP 5

Research the educational requirements of these jobs and how you would need to upskill yourself to achieve employment in that field.

STEP 6

Shadow someone who does the work you are interested in to understand the expectations from an employer.

STEP 7

Create a plan on how to get onto the career path you want to be on.

HOW TO EDUCATE YOURSELF ACCORDING TO YOUR DESIRED CAREER PATH

Once you have decided on a career path, you need to understand what tertiary qualifications you would need to assist you in securing employment in your chosen field, you can do this by researching the job and identifying the different qualifications that are in demand for that specific role. South Africa has many options when it comes to studying further, you can consider any of the following:

- Long distance study or self-study
- Public TVET College
- Private College
- University
- University of Technology

Funding your education can come in different forms, you would need to take the time to research and see which options would be best suited to your needs. You can also discuss the options with any of the institutions that you want to study through.

Bursaries

If you have worked hard in high school and achieved minimum results required for bursaries, you can submit your applications. Bursary providers offer different amounts and may focus on specific professions. In return for this, companies may require you to sign a contract to work for them for a set period either while studying or after you have completed your studies.

TETA awards bursaries every year for qualifying students to study transport related qualifications at South African institutions. Be constantly on the lookout for advertisement on the TETA website and social media platforms.

Scholarship

A scholarship is generally awarded to students who have excellent academic achievements.

Generally, there is no requirement for working back or repaying the company for scholarships.

Student Loans

There are various financial institutions that offer loans to students. These loans accumulate interests and must be paid back in full.

Financial Aid

Most larger universities offer financial aid to students who have excelled in their academic results. Each university would have its own criteria for a student to qualify for financial aid. To understand this criteria, you would need to contact the university's financial aid office.

National Student Financial Aid Scheme (NSFAS)

NSFAS supports access to, and success in, higher education and training for students from poor and working-class families who would otherwise not be able to afford to study. The NSFAS identifies eligible students, provides loans and bursaries to qualifying students.

NSFAS student loans are income-contingent, which means that repayment commences when you start working. Repayments of your student loan are based on the salary that you earn and start once your salary exceeds a certain threshold per year. In 2018, the South African government began a roll out phase for free higher education for first year students. For more information, please contact the Department of Higher Education and Training (DHET).

Work While Studying

Earning while you study is an option for you to take control of the payment or repayment for your studies, this option generally works best for students that are self-motivated and extremely focused on their goals. You would need to learn to manage your time efficiently to be able to succeed in financing your studies on your own, most often sacrificing social interactions to dedicate the time to achieving your goals.

Create a job search plan

After reading through from chapters 4 to 12 in this guide, you will have an idea on the career path you want to follow and how to attain education for specific careers. It is important to note that finding a job requires a job search plan.



1. *You will need to choose a career that is going to take you to the position you envisage yourself in, as you would not be starting in that position but rather growing into it.*

2. *Start by identifying the skills you would need to be able to effectively fulfill the role you want to move into. Those skills can be broken up into the following categories:*

- **Soft Skills** - are personality orientated skills, these are characteristics you have or have grown, how you interact and relate to people. These skills can include communication, listening, patience, problem solving, leadership, etc;
- **Hard Skills** - are more quantifiable and normally learnt and applied in the workplace, these can include typing, machine operation, an additional language, sales skills, etc; and
- **Technical Skills** - these are generally associated with your ability to use machinery, equipment, computer programmes and IT related systems.

Once you have identified the skills you would need for the job,

- You can start identifying entry level positions that would assist you in growing your skills.
- Identify the type of job you will be applying for, what companies could offer these types of roles and how long you intend

on staying in that position before moving into the next phase of employment.

- In addition to identifying potential jobs, you can also now pinpoint additional educational needs to help you reach your goals.

How to create a CV relevant to the South African market?

It is easy to jump onto the Internet and search for a modernised CV that can help you market yourself to potential employers. However, templates provided don't always contain information specific to the South African job market. It is vital that you conduct sufficient research to understand what is required when submitting your application for a position. Your CV is a reflection of you, it is the very first impression that you will be providing a potential employer, ensure that:

- The font used is easy to read
- Everything is typed in sentence case, never use capital letters throughout the document
- Headings are highlighted
- The formatting of the CV is aligned
- Ensure you have completed a spell check and that all contact information is correct
- If you include a photo, ensure it is a professional looking photo taken in front of a blank setting where you are dressed as you would when going to work.

A good CV should contain the following information:

Personal summary

- Your personal summary is a brief overview that will give your employer a glimpse into who you are,
- What you do, relevant skills for the position you are applying for and finally what your current career goals are.
- It is important to keep the information brief and to the point as recruiters and hiring managers receive hundreds of applications and you don't want them skipping over the summary because it is too much to read.

Personal details

Include only relevant personal details to your CV, *avoid interests and hobbies unless they are specific to the career path you have chosen.*

Information within this section should generally be kept to the following:

- Nationality
- Date of birth – do not include your ID number as it is a potential risk
- Residential area – you do not need to include your full address
- Cellphone number – ensure that you include an alternative number in the event the recruiter cannot contact you on the number provided

- Email address – your email address should be professional, ideally your name and surname or variations thereof
- What languages you speak
- Availability/notice period – how soon you would be able to start working.

Educational details

- When moving into the job market you should provide the recruiter or hiring manager with as much information as possible, including subjects taken.
- This section should include the qualifications you have completed and the year they were completed
- The qualifications that are still in progress, which institution you are completing them through and the year you aim to have them completed in.



Skills

The skills that you include in this area:

- Would be those you have identified earlier,
- They must be honest and ideally rated to provide the reader with an understanding of your ability.
- If you have just started using Microsoft Office, advise that you are a beginner.
- Be realistic, don't just add anything in here to get the job.
- You can use the job advertisement to source skills that are required by the company,
- They must be skills you possess as you will be expected to perform based on the information you have supplied.

You can expand on these skills to “back up your statement” for example if you include communication skills, expand them to include where you have used your written, verbal and listening skills.

Achievements

Include significant achievements that will show traits such as:

- Leadership potential
- Event management
- Social responsibility

The information for this should provide:

- What the achievement is for,
- Who gave you the recognition and
- In what year it was achieved.

Volunteering

Volunteering is a great way to add experience to your CV, include:

- Who you volunteered for,
- What your duties were,
- For what period you were actively involved.

This could also be a great source of a reference to include in your CV.

Experience

For your experience:

- Must be listed from your most recent position to your first job
- If you do not have any experience, then this section will be excluded from your CV
- Do not make up information to “fill” the CV
- Remember employers can very quickly check to ensure that the information supplied is factual

Your experience should include:

- Company name
- Your job title
- The month and year you started
- The month and year your left
- All duties while employed in the position, listed in bullet point format
- Any significant achievements
- Reasons for leaving

References

Before adding someone as a reference to your CV:

- Request permission from them
- They should ideally be someone that you have worked for or worked with
- You would need to include up to three references
- But if you do not have any, rather do not list them.

Information listed for each reference would need to include:

- Which company they are a reference for
- Their full names
- What their job title at the time was
- Their cellphone number or office number
- Email address

Supporting documents

Scan all documents that could be required by an employer in colour so that you can save them electronically and ensure that the size of the documents is not too big for emailing.

These can include:

- Qualifications and transcripts
- Learners/driver's license
- ID
- Written references

HOW TO APPLY FOR JOBS

The most commonly used application method in South Africa is to apply via email; therefore, you as the job-seeker should ensure that you are able to submit your application to recruiters and hiring managers in this format. If you do not have an email address, there are free services such as Gmail, yahoo and webmail where you can create a free account.

The majority of jobs are advertised on the Internet,

- These jobs can be found on company websites, recruiter websites Job portals and job aggregators.
- Generally, to apply via these platforms you would need to create an account, input information required and upload your CV and then apply for jobs that are within your field of interest.

It is important when applying for a job to ensure:

- You meet a minimum of 80% of the job requirements
- The 20% that you don't meet should not be minimum considerations or part of a core function
- Read through the job specification completely, to understand the exact requirements of the role and the application process required
- Most adverts include how to apply, what documents to send and possibly a

reference that should be included – send only what is requested

- If no information is supplied, send only your CV, using the advertised job title as the subject line in your email.
- In the body of the email provide a very brief description of your suitability for the position and ensure that you attach your most current CV in either a Microsoft Word or PDF format.

Should you have not heard from the recruiter/ hiring manager after 3 - 5 working days, send a follow up email to find out if you have been shortlisted for the position or ask if they require any additional information.

The Interview Process

Once you have been shortlisted, the recruiter or hiring manager will contact you to attend an interview. You would require the following information to ensure that you are ready to attend the interview:

- Who you will be meeting with
- What their role is within the company
- Where the company is based
- The full job specs
- If they require you to take any documents with you

Preparing for the interview

- Get to know the company by reviewing their website and
- Understanding exactly what it is they do
- What their goals are and if it is in line with your job search plan

- Choose a professional, comfortable outfit for the interview
- Make sure it is clean and ready for the day, you should be presenting a polished version of yourself
- Make sure that you go through the job spec and research potential questions that could be asked by the interviewer
- Practice answering these questions with a family member to help you prepare
- Ensure that you know where you are going and
- Plan your trip to arrive at least 30 minutes earlier than the interview is scheduled
- You never want to be late for an interview
- Prepare questions for the interviewer about things that are important to you
- Research them and make sure when you ask them, you are not asking something that has already been covered in the job spec or on the company website.

The Interview

It is natural to be nervous going into an interview:

- Remain calm
- Extend a firm handshake and remember to maintain eye-contact.
- Try to keep your composure – if you need to take a few seconds to breathe and think about your answer that is ok\
- Questions to graduates will generally not be about previous experience
- But rather about your personality, achievements, how you would approach certain tasks and your future goals

- Pay close attention to the question being asked, answer it clearly and
- Don't get caught up talking about something that is not relevant to the question
- Should a question be asked that you are not prepared for, don't panic
- Take a sip of your water and give yourself a few seconds to process an answer
- Be clear and if you are not sure what you would do, say so and
- That you would seek guidance from management on functions, situations or events that you are not clear on.

At the end of the interview, you should ask questions that you have prepared. If they have already been answered during the course of the interview, then do not repeat the questions. This is also a time to seek clarity on anything that has come up during the interview that you are unsure of.

- A day or two before that, send a follow up mail to advise them of your keen interest in the position and how you are looking forward to receiving the final decision from them
- In the event that you are not successful after an interview, mail the interviewer and thank them for the feedback and
- Ask if they could provide you with details as to what you could do better, in their view, to improve your interview skills.

ADDITIONAL LINKS

<http://www.diymycv.co.za>

<http://www.teta.org.za>

<https://www.gostudy.net/nyda>

<http://www.nsfas.org.za>

<http://www.dhet.gov.za>

<http://www.transport.gov.za/web/department-of-transport>

FOLLOW UP

- After the interview, send an email to the interviewer thanking them for taking the time to meet with you
- Reiterate your interest in the role and provide them with the option to contact you for any information that they may still need
- Generally, during the interview, you will be advised about when they are planning on making a final decision for the appointment of the role





AEROSPACE SUBSECTOR

SUBSECTOR OVERVIEW

The Aerospace subsector encompasses:

- Transportation of passengers or goods in the air.
- Use of equipment such as aircraft, helicopters and space vehicles such rockets, spaceships and drones.
- Involves the provision and management of airport, heliports and air space services.
- Involves other support services such as the manufacture, maintenance and repair of air transport related equipment.
- The biggest employer companies are

state-owned enterprises such as South African Airways (SAA) with its subsidiaries (SAA Technical, SA Air link, SA Express), South African Air-force and Denel.

Major government entities in this subsector are:

- South African Civil Aviation Authority (SACAA)
- Air Traffic and Navigation Services (ATNS)
- Airports Company of South Africa (ACSA)
- South African Air Force (SAAF)
- South African Police Service Air Wing
- South African Weather Services (SAWS)



Occupations in the Aerospace Subsector

AERONAUTICAL ENGINEER

Occupational Code: 214403

Brief Job Description

- Responsible for the design, development, modification and maintenance of the components and systems of all types of flight vehicles (aircraft, helicopters, missiles and so on)
- Must be technical savvy

Entry Requirements

- Grade 12 with Mathematics, Science and English
- Degree in Aeronautical Engineering

Required Qualities for Success

- Strong mathematical, analytical and problem-solving skills
- Technical expertise
- Creativity and innovative thinking
- Attention to detail

Factors to Consider

- Requires strict adherence to safety regulations
- May face high pressure environments and tight deadlines
- Requires a commitment to keeping up to date with technical developments

AIRCRAFT TECHNICIAN

Brief Job Description

- Repair and perform scheduled maintenance on aircraft
- There are different areas of specialisation as listed below

Areas you can specialise in

- **Aircraft assembler** - develops, designs all aircraft/air vehicles
- **Aircraft electrician** - maintains, inspects, repairs, overhaul and test aircraft electrical components.
- **Aircraft electroplater** (712201) - works with electrochemical processes to plate aircraft parts for reconstruction or to prevent corrosion..
- **Aircraft instrument mechanic** (672101) - installs, repairs and tests navigation and flying equipment
- **Aircraft mechanic** (653201) - responsible for the maintenance of aircraft components like engine, fuel systems, hydraulic and pneumatic components, landing gears, brakes, pumps, and many more.
- **Aircraft painter** (643202) - responsible for the protective and decorative finishing of the aircraft body, its engine and components.
- **Aircraft radartrician** (672104) - maintains all communication equipment of the aircraft

- **Aircraft structures** (653202) - responsible for the manufacture, maintenance, repair and modification of air craft structures and components
- **Aircraft trimmer** (653202) - responsible for the manufacture, maintenance, repair and modification of interior components like survival equipment, seat covers, fabric panels, insulation, carpets and curtains.
- **Aircraft welder** (651202) - repairs aircraft components by welding processes and using advanced technologies.
- **Aviation turner and machinist** (652301) - modification, repairs and manufacture of air craft parts.
- **Composite structures** (653202) - manufacture, maintenance and repair plastic, fibreglass and honeycomb structure components.
- **Electro-mechanic** (672106) - maintains teletype equipment, landing lights, beacons, and stand-by generators.
- **Electronic maintenance** (672106) - maintains navigation aids and communication equipment like radar and radio beacons.
- **Fitter and turner** (652302) - manufactures parts and aircraft components.
- **Flight-line mechanic** - prepares an airplane for a test flight after final assembly.

Entry Requirements

- Grade 12 with Mathematics, Science and English
- TVET Technical aviation courses
- Artisan Qualification

Required Qualities for Success

- Attention to details
- Good communication skills
- Technical expertise within the area of specialisation

Factors to Consider

- The environment can be loud because of aircraft engines and equipment
- May work under high pressure environments with tight deadlines
- Requires commitment to keeping up to date with technical developments

AIRCRAFT MAINTENANCE ENGINEER

Other name variations: **Aircraft Maintenance Mechanic, Aircraft Electrician, Aircraft Instruments Machanic, Aircraft Radiotrician, Aircraft Structures and Aircraft Welder**

Brief Job Description

- Ensures the safety of the airline's fleet
- Responsible for managing the maintenance programme of an aerospace vehicle

Entry Requirements

- Grade 12 with exceptional pass in Maths and Science
- Industry certification
- Understanding of transport and logistics environment is crucial

Required Qualities for Success

- Attention to detail
- Like working with your hands

- Technical mind-set
- Passionate about Maths and Science

Factors to Consider

- Meeting maintenance deadlines can create a high-pressure environment
- Proper supply chain management of the required parts should be in place to avoid delays
- The occupation can be dirty

AIRPORT CUSTOMER RELATIONS AGENT

Other name variations: **Customer Service**

Agent

Occupational Code: 422203, 422102.

Brief Job Description

- They are the face of the airline
- Help customers with bookings and checkins at airports

Areas you can specialise in:

- Customer Service Agents
- Corporate Reservation Agents
- Ticket Agents
- Check in Desk Agent
- Contact Centre Agents

Entry Requirements

- Grade 12 with English
- Qualification in travel and tourism
- Customer relations training is essential

Required Qualities for Success

- Good communication skills
- Passion for working with people
- Able to handle stressful conditions
- Knowledge at your fingertips of the airline's regulation regarding boarding specifications like disabled people, luggage, kids and other related issues

Factors to Consider

- You need thorough knowledge of the airport to direct customers properly
- A calm approach is required at all times
- Requires you to look presentable at all times

AIRPORT MANAGER

Other name variations: **Airline**

Station Manager

Occupational Code: 132407

Brief Job Description

- Manage all the work taking place in an airport (from control tower, safety, security, public and tenants)
- Collaborate with different airline service providers
- Ensure that all the aviation rules and regulations are implemented regarding safety and security

Areas you can specialise in

- Work closely with the management team
- Work at the airport as Station Manager

Requirements

- Grade 12 with Mathematics, Science and Commercial subjects
- Bachelor's degree in Business Administration and Marketing
- A degree in aviation is also helpful
- An MBA is an added advantage

Required Qualities for Success

- Leadership skills
- Ability to handle stress and work under pressure
- Ability to multitask
- Must be a team player

Factors to Consider

- Ability to remain calm in challenging situations
- Ability to handle difficult situations

AIRPORT PLANNER

Occupational Code: 216

Brief Job Description

- Assess passenger enquiries
- Develop layouts for airport facilities

Entry Requirements

- Grade 12
- Degree in either Environmental studies, Architecture or Civil Engineering
- Previous experience in aviation will be an added advantage

Required Qualities for Success

- Analytics and communication skills
- Project management and people management

- Good data gathering skills
- Knowledge of environmental planning and preservation concepts

Factors to consider

- Effecting change maybe difficult
- No room for error due to large investments involved

AIRPORT SAFETY OFFICER

Other name variations: **Aviation Safety Specialist; Airport Safety Manager**

Brief Job Description

- Ensure that the airport is safe to public and airline operators
- Manages all emergency services requirements and personnel at an airport
- Handles emergency landing and evacuation of public when there is a terrorist threat
- Aviation incident inspector
- A safety officer derives satisfaction in keeping the members of public and airport operations free from accidents or any emergencies

Entry Requirements

- Grade 12 with Geography, English and Life Science
- Diploma in Safety and Security
- First aid and Firefighting qualifications
- Degree with environmental studies, safety and security in aviation related management

Required Qualities for Success

- Knowledge of safety and security regulations for airports
- Attention to details
- Proactive – ensure accidents are prevented at all time
- Work independently and take quick decisions

AIR TRAFFIC NAVIGATION OFFICER

Other name variations: **Navigator, Air Traffic Controller, Air Traffic Service Operator**

Occupational Code: 315301, 3154, 315401

Brief Job Description

- Responsible for keeping the skies safe
- Communicate with the flight crew
- Plot aircraft course
- Report position and estimate arrival time
- Direct planes to prevent collision

Entry Requirements

- Grade 12 certificate with Mathematics, Geography, Science and English
- Training should have been done through the Air Traffic Navigation Services (ATNS)

Required Qualities for Success

- Good communication skills
- A team player
- Be a quick thinker

Factors to Consider

- High pressure environment and Requires quick decisions if things change quickly, and they always do

- Expect to work long hours
- Lives of passengers and flight crew are dependent on your correct instructions

AVIATION LAWYER

Other name variations: **Attorney**

Occupational Code: 261101

Brief Job Description

- Specialised legal field of civil aviation
- Previous experience Areas you can specialise in
- General aviation operations
- Aircraft purchases, leasing and finance
- Accident/incident litigation
- Civil aviation regulatory compliance
- Commercial agreement

Entry Requirements

- Grade 12 with Mathematics, Science, and English.
- Law Degree with Aviation specialisation
- Additional prior expertise in the field of practice will be an added advantage

Required Qualities for Success

- Ability to draw reasonable and logical conclusive judgment
- Good communicator and people skills
- Good research, investigative and analytical skills
- Be creative and adaptable

Factors to Consider

- Requires perseverance
- Must be technical savvy

AVIATION MEDICINE

Other name variations: **Specialist Medical Practitioners**

Occupational Code: 2212

Brief Job Description

- Attends to the health and safety of the flight crew and passengers
- Carry out medical examinations for airline personnel

Entry Requirements

- Grade 12 with Mathematics, Science and English
- Medical Training

Required Qualities for Success

- Good communication and people skills
- Attention to details
- Quick thinking and decision making

CABIN CREW

Other name variations: **(Flight Attendant, Cabin Attendant)**

Occupational Code: 511101

Brief Job Description

- Attend passengers' enquiries
- Requires lot of travel
- Ensures passengers' safety and comfort during a flight
- Gives instructions on safety rules and ensures that the same safety rules are adhered to on airplane
- Serves food during flight

Areas you can specialise in

- Commercial Airlines
- Chartered planes
- Ground Hostess
- Flight Purser
- Air Hostess
- Crew Attendant
- Airport Attendants

Entry Requirements

- Must have Grade 12
- Travel and tourism qualification
- Cabin Crew course
- Pass the English Language Proficiency Test
- Must be medically fit
- With a minimum height of 1.58m
- Be a competent swimmer
- A clear criminal, credit and qualification checks

Required Qualities for Success

- You must have good interpersonal skills (outgoing and good conflict management skills)
- Culturally sensitive
- You must have the ability to work under pressure
- Must be a team player

CARGO MANAGER

Other name variations: **Loadmaster**

Brief Job Description

- Managing the loading and offloading of air cargo

- Planning the cargo routes and movement
- Balancing aircraft loading bays for safety
- Supervising, loading crews and procedures

Areas you can specialise in

- Commercial airlines
- Military

Entry requirements

- Grade 12 with Mathematics, Physics
- Diploma or Degree in Cargo Management or Logistics

Required Qualities for Success

- Ability to multitask
- Quick thinking under pressure
- Problem solver
- Team player

EMERGENCY SERVICE CREW

Occupational Code: 541101

Brief Job Description

- Handle all airport and aircraft emergencies

Entry Requirements

- Grade 12
- Public safety training
- Firefighting training
- Paramedic training

Required Qualities for Success

- Good communication skills
- Physical fitness

- Team player
- Technical skills

FLIGHT DISPATCHER

Other name variations: **Airline Dispatcher, Flight Operations Officer**

Brief Job Description

- Ensure that a safety and efficient flight dispatch environment is present
- Authorise take-offs and cancel flights
- Assist in planning flight paths
- Advise pilots in the air on weather or route changes

Entry Requirements

- Grade 12 certificate with Geography, Mathematics and Physical Science
- Computer literacy
- Diploma Flight Dispatch

Required Qualities for Success

- Good communication skills
- Attention to detail
- Ability to work under pressure

FLIGHT ENGINEER

Brief Job Description

- Crew member of the aircraft
- Ensure that all components of the aircraft are in proper working order before takeoff
- Monitors all complex computer systems and check any threats

- Submit reports (flight logs) for problems that would have occurred while flying

Entry Requirements

- Grade 12 with Mathematics, Science and English
- B degree in Engineering
- Background of flying an aircraft and understanding of aircraft instrumentation

Required Qualities for Success

- Good communication skills
- High attention to details
- Ability to work under pressure
- Team player

FLYING INSTRUCTOR

Occupational Code: 315304

Brief Job Description

- Teaches others to fly

Areas you can specialise in

- Aeronautical Instructor
- Aviation Instructor
- Gliding Pilot Instructor
- Ground School Instructor
- Helicopter Pilot Instructor

Entry Requirements

- Grade 12 certificate with Mathematics, Physical Science or Computer Science
- Private Pilot License (PPL) with a night rating

- 100 hours of solo flying
- Commercial Pilot License (CPL)
- 200 hours of flying experience

Required Qualities for Success

- Good communication skills
- Attention to detail
- Leadership skills
- Mentoring and coaching skills

FLYING SIMULATOR INSTRUCTOR

Occupational Code: 3153

Brief Job Description

- Training of pilots

Entry Requirements

- Grade 12 certificate with Mathematics, Physical Science or Computer Science
- Valid South African Air Transport Pilot's Licence
- At least 1, 500 flying hours which includes a minimum of 200 hours on multi-engine aircraft
- Flying instructor certificate

Required Qualities for Success

- Good communication skills
- Attention to detail
- Good leadership, mentoring and coaching skills
- Technical skills

GROUND HANDLING CREW

Other name variations: **Ground Operations Crew**

Occupational Code: 833304

Brief Job Description

- Provide support service to an aircraft when it is on the ground
- Operate ground service equipment and vehicles

Areas you can specialise in

- Guide aircraft to and from parking lots
- Refuelling of air craft
- Runway debris clearing
- Luggage handling
- Clean of aircraft
- Safety for boarding and disembarking passengers

Entry Requirements

- Grade 12
- Airline experience
- Ability to use radio equipment
- Ability to operate various airport ground operations equipment

Required Qualities for Success

- Good communication skills
- Physical fitness
- Team player

HELICOPTER PILOT

Other name variations: **Rotary Wing pilot**

Occupational Code: 315305

Brief Job Description

- Flies helicopters for various purposes

Areas you can specialise in

- Emergency services
- Fire fighting
- Executive transport
- Military
- Police
- Agriculture
- Recreational

Entry Requirements

- Grade 12 with Mathematics, Science and Geography
- Pilot licence
- Previous flying experience

Required Qualities for Success

- Good communication skills
- Good motor skills
- Good precision
- Good health



METEOROLOGIST-AVIATION

Occupational Code: 211201

Brief Job Description

- Analysing weather data and
- Give report to pilots and flight dispatchers to prepare flights

Entry Requirements

- Grade 12 with Mathematics, Physical Science, Life Sciences and Geography
- BSc degree

Required Qualities for Success

- A good researcher
- Sound knowledge of data processing techniques
- Good analytical skills
- Good judgement

PILOT (FIXED WING)

Other name variations: **(Commercial pilot, Airline pilot, private jets pilot)**

Occupational Code: 315303

Brief Job Description

- This occupation involves the flying of aeroplanes for remuneration either privately or for airline companies

Areas you can specialise in

- Passenger Airline
- Cargo (Air freight)
- Private
- Military Transport Pilot
- Jet Fighter Pilot

Entry Requirements

- Minimum age of 18 years
- Grade 12 with Mathematics, Physical Science
- Bcom in Computer Science
- Valid South African Air Transport Pilot's License (frozen ATPL) with multi engine instrument rating
- Valid class 1 medical
- At least 1, 500 flying hours which includes a minimum of 200 hours on multi-engine aircraft

Institutions Offering Qualifications

- South African Air force
- Commercial Airlines training divisions
- Private



BUSINESS SUPPORT

All organisations within the aerospace subsector require support service. Within the support services you will find careers in IT, marketing, sales, finance, HR, legal services,

research and development. These careers are adapted to the aerospace subsector to support operations.

HARD TO FILL VACANCIES IN THE AEROSPACE SUBSECTOR

- Aeronautical Engineer
- Aeronautical Engineering Technician
- Aircraft Maintenance Mechanic
- Aircraft Structures Worker
- Aircraft Pilot
- Air Traffic Controller
- Avionics Mechanic
- Meteorologist
- Telecommunications Engineer
- Training and Development Professional



Summary of a Typical Aerospace Organisation

Owners: Shareholders				
Board Of Directors				
Executive Management	CEO COO CFO Company Secretary Business Development			
Senior Management	General Managers Senior Managers			
Main Departments	Cargo	Passengers	Food Division	MRO
Operations	Airport Managers Safety Managers Managers Supervisors Air Traffic Controllers Meteorologists Pilots Cabin Crew Ground Crew			
Technical/ Maintenance	Engineers Technicians Flying Simulator Instructors			
Support and Administration	HR Management & Development			
	Finance			
	Legal, Risk & Compliance			
	Information Technologies			
	Contact Centres & Sales			

AEROSPACE SUBSECTOR CONTACTS

Department of Transport (DOT)	www.DoT.gov.za
Transport Education Training Authority (TETA)	www.teta.org.za
South African Civil Aviation Authority (SACAA)	www.caa.co.za
Airports Company South Africa (ACSA)	www.airports.co.za
South African Airways (SAA)	www.flysaa.com
Air Traffic & Navigation Services (ATNS)	www.atns.co.za
South African Air Force (SAAF)	www.saairforce.co.za



FORWARDING & CLEARING SUBSECTOR

SUBSECTOR OVERVIEW

The Forwarding & Clearing subsector encompasses two areas:

1. FREIGHT FORWARDING WHICH INVOLVES:

- Movement of goods on behalf of importers and exporters
- Other subsectors like maritime, aerospace, road and rail freight operators in moving and handling cargo internationally
- The use of supply chain management solutions which are cost effective to imports/exports and goods in transit
- Warehousing solutions, which involve storage of cargo and goods in transit.



2. CLEARING WHICH INVOLVES:

- Customs clearing for exports and imports
- Implementation and adhering to import/exports regulations

The Forwarding & Clearing subsector incorporates stakeholders from the following subsectors:

- Freight Forwarding & Customs Clearing
- Ships Agents & Brokers
- International Couriers
- Importers & Exporters

Employers within the Freight Forwarding industry are represented by the following Employer Associations:

- South African Association of Freight Forwarders (SAAFF)
- South African Association of Ships' Operators and Agents (SAASOA)
- South African Express Parcels' Association (SAEPA)
- South African Transport and Allied Workers Union (SATAWU)
- United National Transport Union (UNTU)



Occupations in the Forwarding & Clearing Subsector

Forwarding

- The occupations within this sector involves the facilitation of the movement of goods both nationally and internationally.
- It includes facilitating and managing the international trade supply chains of importers and exporters by using all modes of transport cost effectively and adhering to international legislations depending on the goods being moved.

SUPPLY CHAIN MANAGEMENT

Other name variations: **Procurement specialist, Purchasing coordinator, Supply Chain Practitioner; Supply Chain Manager.**

Occupational code: 3323

Brief Job Description

- Facilitates and manages end to end supply chains on behalf of importers and exporters
- Negotiates cost effective supply chain solutions on behalf of importers and exporters
- Inventory management
- Supplier management

Entry Requirements

- Grade 12 or equivalent including Maths
- Diploma in a related field
- Industry certification

Required Qualities for Success

- Good project management skills and must be able to work in a pressurized environment. A good understanding
- Thorough understanding of international trade, and good market knowledge.

Factors to Consider

- Able to thrive in a high-stress and fastpaced environment
- Requires great attention to detail

PROCUREMENT ANALYST

Other name variations: **Supply Chain Specialist, Supply Chain Management Practitioner**

Occupational code: 333905

Brief Job Description

- 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

Areas you can specialise in

- Shipping
- Supply chain management organisations
- Include all economic sectors
- Public sector

Entry Requirements

- Grade 12
- Diploma or Degree in Supply Chain Management

Required Qualities for Success

- Be able to work under pressure to meet strict deadlines
- Written and oral communication skill
- Attention to detail
- Good analytical skills
- Knowledge of Enterprise Resource Planning (ERP) systems

Factors to Consider

- Requires the ability to reduce cost or improve efficiency of a company
- Requires presentation of technical reports

PURCHASING OFFICER

Other name variations: **Procurement Officer/Purchasing and Logistics Officer**

Occupational code: 332302

Brief Job Description

- Sourcing and vetting suppliers
- Building relationship with suppliers and business partners
- Negotiating contracts and presenting deals to decision makers
- Coordinating purchases, deliveries and maintaining an efficient supply chain
- Effective cost management

Entry Requirements

- Grade 12
- A Diploma or degree, preferably in Supply Chain Management
- In-service training and industry certification
- Level of experience in supply chain field

Required Qualities for Success

- Attention to details and good analytical skills
- Research skills and knowledge of the sector
- Good communication skills
- Knowledge of procurement risk management

Factors to Consider

- Involves a considerable amount of travel
- Requires presentation of technical reports

SUPPLY AND DISTRIBUTION MANAGER

Other name variations: **Supply Chain Manager/Logistics Operations Manager/Freight Forwarding Manager**

Occupational code: 332302

Brief Job Description

- Leads all supply chain management operations of the organisation
- Execute the procurement and supplier management strategy
- Build strong relationships with suppliers and service providers, negotiating the best deals based on quality, delivery and price,

Areas you can specialise in

- Freight Forwarding Customs Clearing Manager
- Supply and Distributions Manager
- Acquisitions Manager
- Supply Chain Lead Manager
- Supply Chain Executive
- Purchase Manager
- Freight Manager

Entry Requirements

- Grade 12 or equivalent
- Degree in Supply Chain Management or Transport & Logistics
- Post graduate degrees in related field
- Previous experience is essential for this occupation

Required Qualities for Success

- Good management and leadership skills
- Good interpersonal skills and culture sensitive

- Good analysis and critical thinking skills
- Knowledge of procurement within the logistics, supply chain and transport sector especially at an international business level
- ERP inventory/stock management software knowledge

Factors to Consider

- Must be able to handle pressure
- Requires vast years of experience levels
- Knowledge of international business and standards.

WAREHOUSE MANAGER

Occupational code: 132404

Brief Job Description

- Direct warehouse operations
- Ensure the safe receipt, storage of goods
- Manage space utilisation of warehouses
- Ensure safe dispatch of warehoused goods
- Sort out any problems or complications

Entry Requirements

- Grade 12
- Warehousing/Logistics Diploma or related degrees
- Certain years experience is essential for this occupation

Required Qualities for Success

- Strong Leadership, supervisory and decision-making skills

- Excellent oral and written communication skills
- Excellent technical and IT skills
- Good organisational and administration skills

Factors to Consider

- Attention to detail is a priority
- Working hours may be long during peak seasons like festive season

CUSTOMS CLEARING

The occupations in this category normally do not handle goods. They facilitate the handling and movement of goods and ensuring the customs and legislative compliance thereof.

BUSINESS DEVELOPMENT MANAGER

Other name variations: **Sales and Marketing Manager, Key Accounts Manager**

Occupational code: 122101

Brief Job Description

- Create new business by identifying sales opportunities
- Maintain a good working relationship with new customers
- Maintain a good relationship with current customers
- Manage the sales and marketing activities of an organisation

Entry Requirements

- Grade 12
- Degree in Marketing or related field is required
- Post graduate degree in marketing or related field is required
- Previous experience is essential for this occupation

Required Qualities for Success

- Excellent oral and written communication skills
- Good organisational and administration skills
- Market knowledge
- Good IT skills is critical

Factors to Consider

- Creativity
- The financial rewards of this career can be great
- Strategic planning is a key factor for this occupation
- Time management and planning skills

CUSTOMS CONTROLLER

Brief Job Description

- Deal with all documentation and matters concerning the clearing of goods through customs within ports of entry globally, and ensuring all customs declarations, tariffs and tax requirements are complied with.
- Liaise with local and international clients and/or agents

Entry Requirements

- Grade 12 or equivalent
- Certificate in Freight Forwarding and Customs or related field
- Sound knowledge in Freight Forwarding and customs procedures
- Logistics systems knowledge
- Previous experience is essential

Required Qualities for Success

- Knowledge of framing entries both air, sea and road
- Excellent communication and report writing ability
- Attention to details and high levels of energy
- Good communication skills

CLEARING AND FORWARDING AGENT

Other name variations: **Forwarding Agents, Clearing Agents, Shipping Agent**

Occupational code: 1333101

Brief Job Description

- Manage the movement of goods both locally and internationally
- Ensure exports and imports requirements are met
- Maintain records for goods received and goods dispatched

Entry Requirements

- Grade 12 or equivalent
- Freight Forwarding and Clearing Qualification
- Previous experience is essential for this occupation

Required Qualities for Success

- Attention to detail Basic accounting and commercial law knowledge
- Good organisational and administration skills

CUSTOMS COMPLIANCE MANAGER

Other name variations: **Freight Forwarding Customs Clearing Manager**

Occupational code: 132401

Brief Job Description

- Manage and coordinates customs clearance activities
- Ensure import/export policies and regulations are implemented and adhered to

Entry Requirements

- Grade 12 or equivalent
- A degree in business administration with finance option
- Occupational Qualification for Customs Compliance Manager AND at least 10 years working experience in the field of customs clearing.
- Previous experience is essential for this occupation

Required Qualities for Success

- Good customer relations
- Exceptional analytical and problem solving skills

Factors to Consider

- Excellent verbal, written, and interpersonal communication skills
- Financial skills/budgeting experience

- Involves a lot of traveling, locally and internationally
- Flexibility is required with this occupation

- Organisation and ability to handle multiple projects
- Attention to details
- Good IT skills

SALES ADMINISTRATOR

Occupational code: 333905

Brief Job Description

- Dealing with incoming customer enquiries
- Assisting the sales team with sales administration activities
- Handling orders and sales transactions
- Compiling and presenting monthly sales reports

Entry Requirements

- Grade 12 or equivalent
- National Certificate or Diploma in related field
- Administrative or sales background

Required Qualities for Success

- Strong communication and telephone etiquette skills

BUSINESS SUPPORT

Every organisation within the Forwarding and Clearing subsector Requires support services. Within the support services you will find careers in IT, marketing, sales, finance, HR, legal services, research and development.

Brief Job Description

- Dealing with incoming customer enquiries
- Assisting the sales team with sales administration activities
- Handling orders and sales transactions
- Compiling and presenting monthly sales reports





FREIGHT HANDLING SUBSECTOR

SUBSECTOR OVERVIEW

The Freight Handling subsector:

- Is a key function of the supply chain management system
- It provides a vital link service to industries which cover all modes of transport
- Is a subsector that handles cargo through ports, airports, and storage in warehouse

Occupations in the Freight Handling Subsector

LOGISTICS MANAGER

Other name variations: **Dispatch Logistics Manager**

Occupational code: 132402

Brief Job Description

- Manage logistics operations, systems and personnel
- Coordinate purchasing, storage and distribution of goods
- Monitor and manages inventory systems to meet supply and demand
- Negotiate contracts with suppliers

Entry Requirements

- Grade 12 or Equivalent
- Degree in Logistics Management
- Previous experience is essential for this occupation

Required Qualities for Success

- Good organisational and administration skills
- Good negotiation skills
- Excellent technical and IT skills

CRANE OR HOIST OPERATOR

Occupational code: 734301

Brief Job Description

- Operates cranes to move goods or load containers

Entry Requirements

- National Certificate: Lifting Machine Operations
- Medical physical fitness and good eyesight

Required Qualities for Success

- Attention to detail
- Good hand-eye coordination skills

Factors to Consider

- Operating licence depended on the type of equipment and weight of load authorised to lift
- Operating licence are renewed after every two years



FORKLIFT DRIVER

Other name variations: **Forklift Operator**

Occupational code: 734402

Brief Job Description

- Operate lift trucks to move, store, stack, load and offload goods onto vehicles
- Inspecting forklift before and after use

Entry Requirements

- Grade 7 Certificate
- National Certificate: Lifting Machine Operations
- Medical and physical fitness, and good eyesight

Required Knowledge for Success

- Balancing forces that act on a moving forklift
- Health and safety regulation knowledge

Factors to Consider

- Operating licence rates the type of equipment and weight of load authorised to lift

- Operating licence are renewed after every two years
- Good coordination skills

FREIGHT HANDLER

Occupational code: 833301

Brief Job Description

- Loading and offloading packed goods or containers on trucks or rail wagons (cars)
- Moving freight to and from storage by hand or lifting equipment
- Sorting freight before loading and unloading

Entry Requirements

- A General Education and Training Certificate (GETC) or a Grade 9 certificate issued by a school or equivalent

Required Knowledge for Success

- Good numeracy skills
- Good communication skills
- Knowledge of securing loaded goods



SUPPLY AND DISTRIBUTION MANAGER

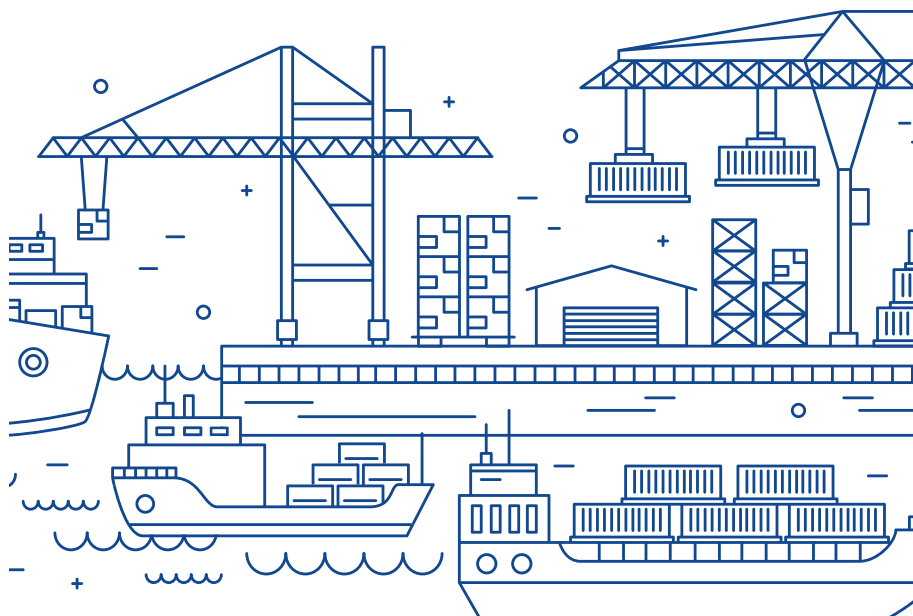
See the Forwarding and Clearing Chapter

WAREHOUSE MANAGER

See the Forwarding and Clearing Chapter on
page 42

HARD TO FILL VACANCIES IN THE FREIGHT HANDLING SUBSECTOR

- Truck Driver
- Industrial Engineer
- Transport Clerk
- Safety, Health, Environment and Quality Practitioner
- Electrical Engineer
- Chemical Engineer
- Mining Engineer
- Metal Processing Plant Operator
- Electrical Engineering Technician
- Engineering Supervisor





MARITIME SUBSECTOR

SUBSECTOR OVERVIEW

This subsector involves the transportation of people and freight by sea. Apprentice/Artisan skills are required at sea on a huge variety of platforms. This means that SAMSA regulatory training is needed to grant candidates the opportunity of legally working at sea within a Maritime environment.

It includes the:

- Freight transport over the oceans/seas (merchant shipping)
- Boating and cruising
- Fishing
- Port activities Authorities
- Associated land-based activities



Occupations in the Maritime Subsector

1. SHIPPING TRANSPORT AND MARITIME LOGISTICS AND INFRASTRUCTURE

Occupations on Board a Ship (Seafarers)

Typical ship operations can be divided into three areas:

- The deck department,
- The engineering department,
- The steward's department (cleaning and cooking)

DECK HAND

Other name variations: **Able Seaman, Able Seafarer**

Occupational code: 735101

Brief Job Description

Performs these tasks at a support level:

- Navigation and bridge watch keeping
- On-board operations and care for persons on board
- Handle and stow cargo
- Maintenance and repairing
- Mooring, towing, berthing and anchoring
- Carrying out security duties

Areas you can specialise in

- Able Seafarer Deck
- Port Operations
- Fishing

Entry Requirements

- Medical fitness and eye test certificate
- Certificate of Proficiency and any requirements prescribed by SAMSA Merchant Shipping Regulations

Required Qualities for Success

- Physical fitness and personal survival techniques
- Good listening and communication skills
- Safety and security awareness
- Team player

Factors to Consider

- Most work is outdoor, must adapt to weather changes and emergencies
- You may spend long time at sea

SHIP'S OFFICER

Other name variations: **Ship's Navigating Officer, Deck Officers**

Occupational code: 315202

Brief Job Description

- Assist the captain to navigate and control the operation of a ship
- Participate in controlling deck and bridge-watch activities
- Ensure safe loading and unloading of cargo
- Take care of the safety of the crew and supervise crew

Areas you can specialise in

- Freight
- Cruising
- Fishing

Entry Requirements

- Grade 12 with Maths and Science
- Diploma or equivalent in Maritime Studies
- Certificate of Competency and any requirements prescribed by SAMSA Merchant Shipping Regulations

Required Qualities for Success

- Navigate at operational level
- Physical fitness and personal survival techniques
- Good listening and communication skills
- Safety and security awareness
- Knowledge of marine pollution legislation

Factors to Consider

- Must adapt to weather changes and emergencies
- You may spend long time at sea

SHIPMASTER

Other name variations: **Ship Captain**

Occupational code: 315201

Brief Job Description

- Controls the operations of a freight or passenger ship at management level
- Navigating ships in and out of ports
- Manage Security Procedures and Contingency Plans on-board a ship

Areas you can specialise in

- Freight
- Fishing vessels
- Cruise liners
- Harbour Pilot/Tug Master

Entry Requirements

- Grade 12 with Maths and Science
- Diploma or equivalent in Maritime studies
- Certificate of Competency and any requirements prescribed by SAMSA Merchant Shipping Regulations
- Excellent track record of working at sea is required

Required Qualities for Success

- Love for the sea
- Need to be highly trusted by the shipowners
- Good judgement and administration skills
- A good knowledge of maritime laws in different parts of the world

Factors to Consider

- You spend most of your time out at sea and exposed to different weather conditions and time zones
- Costly cargo is entrusted to you

2. ENGINEERING/ARTISANAL TECHNICAL MARINE ENGINEER

Other name variations: Ship's Engineer

Occupational code: 315101

Brief Job Description

- Manage the operation and maintenance of the ship's engine
- Manages all engineering related needs of a ship
- Manage, lead and develop personnel

Areas you can specialise in

- Freight
- Fishing vessel
- Cruise ship
- Port operations

Entry Requirements

- Grade 12 with Maths and Science
- Diploma/degree in Maritime Engineering
- Certificate of Competency and any requirements prescribed by SAMSA Merchant Shipping Regulations

Required Qualities for Success

- Technical savvy
- Good communication skills
- Attention to detail
- Good judgement and decision making

Factors to Consider

- You may spend most of your time out at sea

SHIP'S ENGINEERING OFFICER

Brief Job Description

- Support role to the marine engineer
- Responsible for all the electrical and mechanical maintenance of the ship
- Operating all mechanical equipment from engine, pumps refrigeration and air conditioning

Areas you can specialise in

- Freight
- Fishing vessel
- Cruise ship

Entry Requirements

- Grade 12 with Maths and Science
- Diploma/degree in Maritime Engineering
- Certificate of Competence and any requirements prescribed by SAMSA Merchant Shipping Regulations

Required Qualities for Success

- Technical savvy
- Attention to detail
- Ability to identify problems and solve them

Factors to Consider

- You spend most of your time out at sea
- You should be ready to respond to any emergency any time of the day

3. PORTS, MARINE SERVICES AND COASTAL MANAGEMENT PORT SERVICES

DIVER

Other name variations: **Scuba Diver**

Occupational code: 684101

Brief Job Description

- Performs various underwater jobs using scuba gear or diving suit
- Repair harbour wall foundations
- Repair damaged ship hulls
- Check condition of marine accidents

Entry Requirements

- Grade 12
- The entry requirements are prescribed by the Department of Labour Diving Regulations and Diver Training Regulations

Required Qualities for Success

- Must be a good swimmer
- Good instrument reading skills
- Time management
- Quick thinking

HARBOUR MASTERS

Occupational code: 132407

Brief Job Description

- Overall control of a port
- Control shipping traffic at a port
- Manage lighthouses and vessel tracking systems
- Enforce harbour regulations

Entry Requirements

- Relevant management, logistical or maritime qualification
- Maritime expertise

Required Qualities for Success

- You need to be a natural leader
- You must be able to handle pressure and stress well
- A port manager must be able to juggle different tasks at the same time
- Must be a team player as you work with many people

Factors to Consider

- Requires physical fitness as it may require climbing, kneeling or lifting
- Good vision and good tolerance to weather conditions

MARINE SAFETY OFFICER

Occupational code: 325702

Brief Job Description

- Provide preventative measure to ensure safety at the sea or at ports
- Inspect vessels to ensure conformity to safety standards
- Review storage and operations areas to ensure they meet safety standards
- Give advice on environmental hazards

Entry Requirements

- Certificate of Competence and any requirements prescribed by SAMSA Merchant Shipping Regulations
- Considerable Maritime years of experience

Required Qualities for Success

- Knowledge of maritime safety regulation
- Good communication and organisational skills
- Critical thinker

Factors to Consider

- Plan for emergencies all the time
- People may feel inconvenienced by rules in place

MARINE BIOLOGIST

Other name variations: **Maritime environmentalist**

Occupational code: 213107

Brief Job Description

- Management of marine environment
- Prevention of sea pollution
- Risk assessment specialists
- Testing and approval of treating systems
- Assisting in establishing the ecological effects of projects like the construction of harbours

Areas you can specialise in

- Marine biologist
- Oceanographer

Entry Requirements

- Grade 12 with Maths and Science
- Degree in Oceanography or equivalent

Required Qualities for Success

- Love for marine life
- Data analysis skills
- Attention to detail and active listening

skills

Factors to Consider

- Most of the work is conducted outdoors
- Requires physical fitness to work in challenging remote locations

SHIP'S PILOTS

Other name variations: **Marine Pilot; Tug Master**

Occupational code: 315201

Brief Job Description

- Help in guiding ships when arriving or departing a port
- Advise captains of ships as they understand the local waters
- Control and participating in deck and bridge-watch activities

Entry Requirements

- Grade 12 with Maths and Science
- Diploma in Maritime studies or equivalent
- License to operate as a ship's pilot

Required Qualities for Success

- Good communication skills
- Quick thinking and good judgment
- Excellent knowledge of the area

Factors to Consider

- Ship masters rely on your port knowledge
- You will handle different sizes of ship in a day

SHIP'S SURVEYORS

Other name variations: **Marine Surveyor**

Occupational code: 315203

Brief Job Description

- Conduct inspections and tests of vessels as required by law
- Check safety standards and condition of equipment
- Carry out surveys for government, insurance companies and freight owners

Entry Requirements

- Grade 12 with Maths and Science
- Diploma or Degree in maritime studies, or equivalent maritime engineering studies

Required Qualities for Success

- Ambitious and target driven
- Technical and analytical skills
- Attention to detail and ability to process a lot of data
- Report writing skills

Factors to Consider

- May act as an investigator or expert witnesses in marine accidents
- Documentation of all activities required for future reference

SHIPWRIGHTS

Other name variations: **Ship's Carpenter**

Occupational code: 684908

Brief Job Description

- Construct and repairs shipping vessels
- Uses all type of material to build ships

Areas you can specialise in

- Commercial freight
- Fishing vessel
- Cruise ship

Entry Requirements

- A General Education and Training Certificate (GETC) or a Grade 9
- Learnership in Yacht or Boat building qualification would be an advantage

Required Qualities for Success

- Knowledge of materials and equipment to use for ship building
- Possess visualising and designing abilities
- Good communication skills
- Knowledge of reading plans and measurements

Factors to Consider

- Involves physical activity
- The working environment can be loud
- Must be a team player

4. SUPPORT SERVICES

All organisations within the maritime subsector require support services. Within the support services you will find careers in IT, marketing, sales, finance, HR, legal services, research and development. These careers are adapted to the subsector to support operations.

Management Professionals

- Bunkering and Barge Operators (Refuelling of Ships)
- Cargo Operations Personnel
- Catering Staff

- Crewing Manager
- Communication Manager
- Dredge Masters (Channel Clearing)
- Finance Marine
- Freight Forwarding Professionals
- IT Professionals
- Marine Managers
- Marine Operations Manager (Fleet)
- Maritime Lawyer
- Project Management
- Sales Managers
- Sea Watch and Communication Operators
- Ships Agent

HARD TO FILL VACANCIES IN THE MARITIME SUBSECTOR

The following skills are in high demand

- Marine Safety Officer
- Fishing Hand
- Deck Hand
- Skipper (Fishing Boat)
- Ship`s Officer
- Education or Training Advisor
- Clearing and Forwarding Agent
- Ship`s Master
- Ship`s Engineer
- Diver

Contact Details

Department of Transport (DoT)

www.transport.gov.za

Transport Education Training Authority

www.teta.org.za

National Ports Authority

www.transnet.net

South African Maritime Safety Authority

(SAMSA)

www.samsa.org.za

South African International Maritime

Institute (SAIMI)

www.saimi.co.za

TRAINING INSTITUTIONS WITH MARITIME STUDIES

Cape Peninsula University of Technology

Western Cape

Web address: www.cput.ac.za

Durban University of Technology KZN

Web address: www.dut.ac.za

Nelson Mandela University - Eastern Cape

Web address: www.mandela.ac.za

SAMSA

Web address: www.samsa.org.za

University of Cape Town - Western Cape

Web address: www.uct.ac.za

University of KwaZulu-Natal KZN

Web address: www.ukzn.ac.za

University of Stellenbosch - Western Cape





RAIL SUBSECTOR

SUBSECTOR OVERVIEW

The rail industry deals with the transportation of goods, passengers and livestock by rail; the control, management accomplishment, maintenance and exploitation of railways and rail services; the maintenance, servicing, repair, overhaul and testing locomotives; rolling stock; and support services. The SIC code is: 71112 – Railway Commuter and Freight Services.

The main companies in the subsector are:

- Transnet SOC Ltd
- The Passenger Rail Agency South Africa (PRASA); and
- Several medium-sized rail enterprises.

The other operators comprise rail entities at the ports, cross border operations, rail heritage and surface operators on mines. In addition, municipal sidings and service lines, which provide access from the national network to private sidings for numerous operators in the agricultural, manufacturing and petro-chemical sectors. Infrastructure development projects are underway to improve the quality of the railway lines in South Africa.

Occupations in the RAIL SUB SECTOR

Web address: www.sun.ac.za

University of Zululand - KZN

Web address: www.unizulu.ac.za

1. TRANSPORTATION OF COMMUTERS OR FREIGHT

TRAIN DRIVER

Occupational code: 731101

Brief Job Description

- Drive trains in accordance with rules and laws
- Ensure safety of passengers
- Ensure goods arrive to their destination
- Inspect train systems before departure

Areas you can specialise in

- Freight
- Passenger

Entry Requirements

- Grade 12 with Maths and Science
- Occupational Certificate: Train Driver
- In-service training

Required Qualities for Success

- Good hand-eye coordination
- Good time management skills
- Interpret and observe signals
- Listening skills

Factors to Consider

- Ability to deal with members of the public
- Flexibility and ability to work unsociable hours

TRAIN CONTROLLER

Other name variations: Railways Yard

Foreman

Occupational code: 731202

Brief Job Description

- Use computerised systems to control safe movement of trains
- Use computers to activate track switches and traffic signals
- Supervise yard workers who switches tracks when routing of traffic



- Supervise yard workers who couples and uncouples cars (wagons)

Entry Requirements

- Grade 12 with Maths and science
- Learnership or equivalent
- In-service training

Required Qualities for Success

- IT skills
- Good communication skills
- Attention to detail and alertness

RAILWAY SIGNAL OPERATOR

Other name variations: **Functional**

Yard Operator

Occupational code: 731201

Brief Job Description

- Control the flow of railway traffic over sections of railway lines
- Operate signals and switches from control panels or signal boxes.
- Couple and uncouple coaches/motor powered rail cars (wagons)
- Control shunt movement of motor powered rail cars (wagons)
- Communicate with Train Control Officer,
- Fault-finding and repairing railway equipment

Entry Requirements

- Grade 12 or equivalent
- Learnership
- Occupational Certificate: Railway Signal Operator

Required Qualities for Success

- Technical know-how of railway signal equipment procedures
- Effectively communicate skills
- Adhere to safety requirements
- Attention to detail

Factors to Consider

- Always be up to the task and be alert
- A slip in executing your task can have disastrous consequences

RAILWAY STEWARD

Other name variations: **Travel Attendant**
Train

Occupational code: 511104

Brief Job Description

- Provides services for the safety and comfort of passengers travelling by train
- Check passenger tickets and directing them to their seats and cabins
- Make public announcements

Entry Requirements

- Grade 12
- Travel and tourism qualification

Required Qualities for Success

- You must have good interpersonal skills
- (outgoing and good conflict management skills)
- Culturally sensitive
- Ability to work under pressure
- Must be a team player

Factors to Consider

- You may encounter difficult customers, patience is required
- You may spend many days away from home
- Occupation has height restrictions

2. TECHNICAL

DIESEL ELECTRIC FITTER

Other name variations: Diesel Electric Fitter

Occupational code: 653304

Brief Job Description

- Perform scheduled maintenance, tests and repairs diesel motors used for generating power in ships, locomotives, and other equipment
- Diagnosis and repair of electrical systems
- Diagnosis and repair of electronic engine management systems
- Diagnosis and repair of fuel systems

Entry Requirements

- Grade 12
- Apprentice programme

Required Qualities for Success

- A good level of fitness
- Excellent mechanical and electrical skills

- Good problem-solving skills
- Good communication skills

Factors to Consider

- A willingness to work flexible hours and overtime

ELECTRICAL ENGINEER

Other name variations: Railway Signal Engineer

Occupational code: 215101

Brief Job Description

- Design, manufactures, installs and maintain equipment that generates or uses electricity
- Establishing control standards and procedures to monitor performance and safety of electrical generating and distribution systems equipment

Entry Requirements

- Grade 12 with maths and science
- Diploma in Electrical Engineering or equivalent

Required Qualities for Success

- Mathematical inclination
- Make decisions and able to delegate tasks



- Excellent mechanical and analytical skills
- Good interpersonal and leadership skills

Factors to Consider

- Physical fitness
- Willingness to work flexible and overtime hours

ELECTRIC FITTER

Occupational code: 671101

Brief Job Description

- Electrical Fitters repair and test locomotive, generators, compressors, roof equipment, brake systems, batteries and many more
- Also performs panel wiring and machine electrical fitting

Entry Requirements

- Grade 12
- Apprentice programme

Required Qualities for Success

- A good level of fitness
- Excellent mechanical and electrical skills
- Good problem-solving skills
- Good communication skills

Additional Areas to Consider

- Physical fitness
- Willingness to work flexible hours and overtime

Other technical occupations in this field

- Armature Winder
- Blacksmith

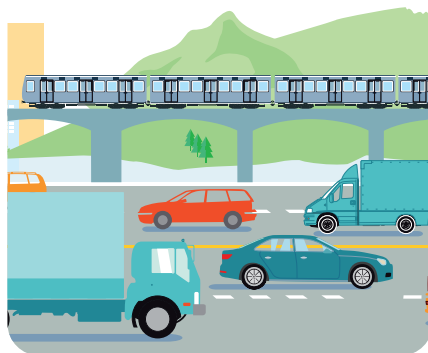
- Civil Engineering
- Electromechanician
- Mechanical Engineering
- Sheet metal worker/Plater
- Turner and Machinist
- Vehicle Builder
- Wagon Fitter
- Welder

PIPELINE SUBSECTOR

SUBSECTOR OVERVIEW

The pipeline subsector involves:

- The supply chain management service of the hydrocarbon pipeline from source to destination
- The transportation of crude oil, refined petroleum products and gas through a network of over 3 000 kilometres of pipelines from the ports and refineries to various distribution depots throughout the country
- An integrated freight and logistics service between the pipelines, ports and rail subsectors to ensure a unified supply chain.



The Transnet Group owns, operates and maintains the pipeline network within South Africa. Transnet Pipelines has its own training facility, the “School of Pipelines” that ensures that the right skills are created for this subsector.

OCCUPATIONS IN THE PIPELINE SUBSECTOR

Operations Occupation fields

Transnet Pipelines’ operations offers

Occupations the following areas:

- Pipeline operations (technical and nontechnical)
- Depot management
- Pipeline transmission optimisation (Control room)
- Fractionator operations
- Product Quality Management
- Road and rail loading operations
- Pipeline Risk management
- Pipeline Security Management

SUPPORT OCCUPATIONS

Some of the support occupational fields in the pipeline subsector are:

- Business strategy and continuity management
- Business development
- Environmental management
- Human resources and payroll management
- Financial management
- Risk management
- ICT systems management
- Stores management
- Supply chain management

For more information please contact:

Transnet Pipelines

Phone Number: +27 31 361 1456

www.transnetpipelines.net

2. SUPPORT SERVICES

All organisations within the rail subsector require support services. Within the support services you will find careers in IT, marketing, sales, finance, HR, legal services, research and development:

- Communications and Marketing
- Financial Management and Accounting
- Facilities Management
- Human Resources Management
- ICT and Systems
- Internal Auditing
- Legal Services
- Market Research
- Project Managers
- Ticket Sellers
- Ticket Checkers
- Risk and Insurance
- Security Personnel
- Supply Chain Management

HARD TO FILL VACANCIES IN THE RAIL SUBSECTOR

- Diesel Fitter
- Electrician
- Electrical Engineering Technician
- Programme or Project Manager
- Railways Assistant
- Railway Signal Operator
- Sheet Metal Worker

- Train Driver
- Train Controller
- Welder

Jobs or careers that will diminish with the 4IR/Jobs under pressure

- Train drivers Information points and ticketing offices
- Station staff at ticket barriers
- Train guards
- Big data analysts
- Cyber security experts
- Climate change experts
- AI, IIOT & digitalization specialists

Jobs /careers that will be in demand or Jobs on the rise

- Big data analysts
- Cyber security experts
- Climate change experts

- AI, IIOT & digitalization specialists

CONTACT DETAILS

Department of Transport (DoT)

Web address: www.transport.gov.za

PRASA

Web address: www.prasa.com

Transport Education Training Authority

Web address: www.teta.org.za

Transnet

Web address: www.transnet.net

Railway Safety Regulator

Web address: www.rsr.org.za

Bombela Operating Company (PTY) LTD

Web address: www.bombela.com





ROAD FREIGHT SUBSECTOR

SUBSECTOR OVERVIEW

The road freight industry involves the movement of freight:

- Into and out of airports
- Into and out of rail yards
- Into and out of ports
- Into and out of warehouses and distribution centres and
- From pipeline depots to petrol stations.

Road freight links all modes of transport and completes the integration of the freight logistics supply chain. Road freight subsector handles on average, 80% of the total freight moved around South Africa each year.



Occupations in the ROAD FREIGHT SUBSECTOR

The key players in the sector are:

- Dry bulk transport carriers,
- Hazardous chemicals carriers
- Retail fleets [Fast Moving Consumer Goods (FMCG)]
- Furniture removal companies
- Courier companies
- Waste management companies

- Train the Trainer Qualification and Assessor training
- Mentor and coaching training
- At least 5 years of experience

Required Qualities for Success

- Good assessment skills – for driving and non-driving habits
- Arithmetic ability
- Good mentoring and coaching skills

1. OPERATIONS

DRIVER TRAINER

Other name variations: **Training Officers;**
Training and Development Professional

Occupational code: 242401

Brief Job Description

- Conduct required in-house driver training requirements to improve driver performance
- Assessment of new drivers
- Liaise with external training providers to arrange delivery of specific training and development programme

Entry Requirements

- Minimum of 3 years driving experience
- Grade 12 or Driving/Road Transport related qualification

TRUCK DISPATCHER

Other name variations: **Transport Clerk,**
Transport Coordinator

Occupational code: 432301

Brief Job Description

- Schedule drivers to pick up and deliver loads to customers or vendors
- Keeping records, monitoring driver daily logs for errors or violations and monitoring drivers' working hours and equipment availability
- Knowing the weather of all your drivers' locations to flag potential issues

Entry Requirements

- Grade 12
- A Degree or Diploma in Transportation or Logistics

Required Qualities for Success

- Good communication skills
- Good planning skills to effectively manage the cost of delivery
- Computer literate
- Knowledge of driver habits and company fleet

Factors to Consider

- Require a lot of time and high concentration
- Need to adapt to pressure of work as a lot of energy is used when analysing incoming information

Required Qualities for Success

- Computer literacy in fleet management software
- Excellent interpersonal and communication skills
- Excellent analytical skills
- Excellent planning skills to utilise fleet efficiently
- Knowledge of the fleet condition of the organisation

Factors to Consider

- Must be able to handle pressure as it peaks during high demand periods.

FLEET CONTROLLER/MANAGER

Occupational code: 132405

Brief Job Description

- Responsible for selecting vehicles to keep deliveries and distributions on schedule
- Manage operating costs and ensures the efficient use of resources
- Set up maintenance schedules to ensure each vehicle is kept in good condition
- Monitor drivers' habits and vehicle location using fleet management software
- Overseeing the selection, training and performance of staff

Entry Requirements

- Grade 12
- A Degree or Diploma in Transport and Logistics
- Several years of experience in the transportation industry

PROFESSIONAL DRIVER

Occupational code: 733201

Brief Job Description

- Transports goods from one destination to another
- Can transport to other countries as well.
- It Requires a specially endorsed class of driving licence

Areas you can specialise in

- General goods
- Perishables and frozen goods
- Hazardous chemicals
- Abnormal freight
- Recovery (tow trucks)
- Waste collection

Types of Vehicle to Drive

- Light delivery vans
- Heavy duty rigid trucks under 16 tonnes with or without a trailer

- Extra heavy rigid trucks over 16 tonnes
- Extra heavy combination truck with single or multi-trailers

Qualifications Required

- NQF Level 2 or Grade 10
- Driving licences with codes B, C1 (for rigid trucks under 16 tonnes) or EC (for trucks with trailers)
- Professional Driving Permit Category or GD. Issued by a local Driving Licence Testing Station
- National Certificate in Professional Driving
- Dangerous goods training for hazardous chemicals transportation
- A minimum number of years of working experience required

Required Qualities for Success

- Basic literacy skills
- Good people and communication skills
- Medically fit
- Commitment to service excellence

Factors to Consider

- Spend long hours on the road
- May e away from home for many days
- Clear criminal record is a prerequisite
- Must be at least 25 years old to drive a hazardous chemical vehicle

ROAD TRANSPORT MANAGER

Other name variations: **Transport Company**

Manager; Depot/Branch Manager

Occupational code: 132403

Brief Job Description

- Coordinate and implements transport operations for the movement of passengers or fleet to their respective destinations
- Plan, prepare and maintain vehicle management systems and transport infrastructure
- Vehicle costing and budgeting

Areas you can specialise in

- Fast Moving Consumer Goods sector
- Hazardous chemicals sector
- Mining sector
- Building and construction sector
- Abnormal loads sector
- Passenger industry

Qualifications Required

- Grade 12
- A Diploma or Degree in Transport and Logistics

Required Qualities for Success

- Knowledge of the road traffic regulations
- Good interpersonal and leadership

Factors to Consider

- High pressure environment depending on the size of the company
- Knowledge of the cross-border operations

The following careers have been covered in the Freight Forwarding and Clearing OR Freight Handling subsector chapters:

- Crane Operators
- Forklift Drivers
- Freight Handlers
- Logistics Manager

- Operations Manager
- Purchasing Officer
- Supply and Distribution Manager
- Warehouse Manager

2. TECHNICAL

DIESEL MECHANIC

Other name variations: **Heavy vehicle Mechanic**

Occupational code: 653306

Brief Job Description

- Perform preventative and scheduled maintenance on diesel vehicles
- Including engines, mechanical parts, transmissions, suspension, steering and brakes.
- Locating problems by using diagnostic equipment

Entry Requirements

- General Education and Training Certificate (GETC) or a Grade 9 certificate
- Apprenticeship
- Diesel Mechanic Trade Certificate

Required Qualities for Success

- A good level of fitness
- Excellent mechanical and electrical skills
- Good problem-solving skills
- Good communication skills

Factors to Consider

- The occupation may be dirty
- You need to be willing to work longer hours than scheduled

TRANSPORTATION ELECTRICIAN

Other name variations: **Automotive Electrician; Auto Electrician**

Occupational code: 671208

Brief Job Description

- Inspecting and testing manufactured electrical parts of vehicles
- Inspecting and testing electrical systems and equipment to locate and diagnose malfunctions in vehicles
- Repairing or rebuilding equipment such as starters, generators, distributors, or door controls, using electrician's tools

Entry Requirements

- General Education and Training Certificate (GETC) or a Grade 9 certificate
- Apprenticeship or learnership
- Further Education and Training Certificate in Motor Vehicle Systems
- Electrician Trade Certificate

Required Qualities for Success

- Good communication skills
- A good level of fitness
- Excellent mechanical and electrical skills
- Problem-solving capabilities

Factors to Consider

- Knowledge of the use of diagnostic testing equipment
- Developing solutions Requires patience
- Need to keep up-to-date with the latest developments and advance skills accordingly

3. SUPPORT SERVICES

Every organisation within the road freight subsector has also support service found in any organisation in South Africa.

Within the support services you will find careers in

- IT
- Contact centre management
- Sales and marketing
- Finance
- HR management
- Legal services
- Research and development

These careers are adapted to the subsector to support operations.

HARD TO FILL VACANCIES THE ROAD FREIGHT SUBSECTOR

- Truck Driver (General)
- Delivery Driver
- Diesel Mechanic
- Dispatching and Receiving Clerk / Officer
- Logistics Manager
- Mechanical Engineering Technician
- Supply and Distribution Manager
- Sales Representative (Business Services)

CONTACTS

Department of Transport

Web address: www.DoT.gov.za

TETA

Web address: www.teta.org.za

Road Transport Management Corporation (RTMC)

Web address: www.rtmc.co.za

South African Transport and Allied Workers' Union (SATAWU)

Web address: www.satawu.org.za

South African Express Parcel's Association (SAEPA)

Web address: www.saeпа.org.za

Road Freight Association (RFA)

Web address: www.rfa.co.za





ROAD PASSENGER SUBSECTOR

SUBSECTOR OVERVIEW

Road Passenger subsector is associated with

- The conveying of passengers by buses and mini-buses for a fee
- The management and maintenance of these vehicles
- Long distance bus services
- Tour and charter bus services
- Cross border bus services
- Intercity bus services
- School/learner bus services
- Commercial contract bus services
- Special hire or private hire bus services
- Subsidised and non-subsidised bus services



Occupations in the ROAD PASSENGER SUBSECTOR

1. OPERATIONS

BUS DRIVER

Other name variations: **Charter and Tour Bus Driver, Tour Coach Operator**

Occupational codes: 733101, 733102

Brief Job Description

- Driving a bus safely on specified routes or to specified destinations following set time schedules
- Loading and unloading baggage into and out of baggage compartments
- Issuing tickets and collecting fares

Areas you can specialise in

- Passenger coach driver
- Intercity
- Charter and tour bus driver
- School bus

Entry Requirements

- Grade 12
- Code EC1 or EC driving licence with PrDp
- National Certificate in Professional Driving
- At least 21 years of age

Required Qualities for Success

- Time management skills
- Alertness
- Ability to interact well with your passengers

- Good physical health or excellent health condition

Factors to Consider

- Absence from home for many days if you drive long distance buses
- Being able to make rational decisions under pressure

ROAD TRANSPORT MANAGER/ DEPOT MANAGERS

Other name variations: **Road Transport Manager**

Occupational code: 132403

Brief Job Description

- Direct activities related all operations at a bus depot
- Collaborate with other managers to formulate and implement policies and procedures
- Monitor operations to ensure that staff members comply with administrative policies and procedures, and government regulations.

Entry Requirements

- Grade 12
- NQF Level 4 qualification with Mathematics or an Occupational Certificate

- Qualification in transport and logistics
- Knowledge of business and management principles

Required Qualities for Success

- Critical thinking
- Technical skills
- Good interpersonal and communication skills
- Good leadership skills

Factors to Consider

- Knowledge of the road traffic regulations
- It is a high-pressure environment

RESERVATIONS CONSULTANTS

Other name variations: **Boarding**

Supervisors

Occupational code: 523103

Brief Job Description

- Handling customers' requests regarding ticket availability
- Checking ticket availability as per required dates and times
- Making reservations for customers
- Accepting payment from customers and issuing tickets

Entry Requirements

- Grade 12 or equivalent
- In-service training (on-the-job-training)

Required Qualities for Success

- Strong customer service background
- Be computer literate
- Strong people person skills
- Able to work efficiently without supervision
- Good telephone etiquette
- Good physical health or excellent health condition

OPERATIONS SUPERINTENDENTS

Other name variations:

Occupational code:5112

Brief Job Description

- Supervising the scheduling of bus operations
- Planning of bus schedules
- Recommending and reviewing bus routes to insure economical service to the public.

Entry Requirements

- Grade 12
- Appropriate tertiary qualification
- Bus operations experience

Required Qualities for Success

- Knowledge of the area and routes serviced by the organisation
- Ability to plan, delegate and supervise staff
- Leadership skills
- Good communication skills

- Ability to make quick decisions in emergency situations
- Good physical health or excellent health condition

Factors to Consider

- Knowledge of the company fleet is very critical
- Knowledge of the community serviced by the company is essential
- A good relationship with the drivers will ensure commitment to schedules

TRANSPORT OPERATIONS INSPECTOR

Other name variations: **Bus Inspector**

Occupational code: 335915

Brief Job Description

- Monitoring and investigating bus schedules, delays, accidents, and complaints
- Check validity of tickets of passengers on board
- Driving along route

Entry Requirements

- Grade 12 or equivalent
- Learnership
- Qualification in Traffic Safety Management

Required Qualities for Success

- Attention to detail
- Analytical skills and problem identifying skills
- Honest and making correct decisions

Factors to Consider

- You will have to have a technical ability on bus operations to identify and correct problems early

2. TECHNICAL SERVICES

DIESEL MECHANIC

- This occupation has been covered under the Road Freight Occupations

WORKSHOP FOREMAN

Other name variations: **Engineering**

Supervisor

Occupational code: 312103

Brief Job Description

- Coordinate and implement vehicle fleet maintenance activities
- Control vehicle fleet activities
- Manage subordinates and ensure proper allocation of human resources
- Compile reports for management information and
- Ensure vehicle availability and roadworthiness of vehicles

Entry Requirements

- A minimum of Grade 12 or equivalent academic qualification
- Needs to be a qualified Diesel Mechanic
- Operations management qualification
- Must have a valid code EC or EC1 0.4 or C drivers licence and PrDP.

Required Qualities for Success

- Good interpersonal and communication skills
- Good planning skills
- Good physical health or excellent health condition

WORKSHOP MANAGER

Occupational code: 132102

Brief Job Description

- Oversee fleet maintenance
- Manage maintenance of facilities, tools and equipment
- Supervise workshop personnel and identify developmental needs
- Ensure that the Occupational Health and Safety Act Regulations are adhered to in the workshop
- Liaise with suppliers

Entry Requirements

- Grade 12 or equivalent
- Qualified Diesel Mechanic
- Working experience in heavy duty vehicle maintenance
- Experience in a management position

Required Qualities for Success

- Technical ability
- Leadership skills
- Good communication skills
- Good physical health or excellent health condition

Factors to Consider

- Working environment may be loud
- Good physical fitness

MOTOR/DIESEL MECHANIC AND AUTO ELECTRICIAN

Occupational code: 132102

Brief Job Description

- Routine servicing, breakdown maintenance and recommending of pre-emptive maintenance of taxis and troubleshooting electronic circuits and repairing general electrical components.

Learning pathways:

- Apprenticeship, Learnership and Skills Programmes including Artisan Recognition of Prior Learning (ARPL)

Entry Requirements

- Grade 10 with Maths and Science/NQF 2

Institutions offering this programme:

- QCTO accredited provider
- National Artisan Moderation Body (NAMB)

Job opportunities:

- Artisan in the respective trade

TRANSPORTATION ELECTRICIAN

- This occupation has been covered under the Road Freight Occupations

3. SUPPORT SERVICES

All organisations within the road passenger subsector have need for support service. Within the support services you will find careers in IT, marketing, sales, finance, HR, legal services, research and development. These careers are adapted to the subsector to support operations. The list below states some of the key management and support occupations within the road passenger subsector:

- Accountants
- Cashiers
- Contact centre agents
- Business Development Managers
- Corporate Services Manager
- Financial Managers
- Human Resources Managers
- IT Professionals
- Operations Managers
- SHEQ Managers
- Skills Development Facilitators
- Upholsters

- Security Personnel
- Supply Chain Management

HARD TO FILL VACANCIES ROAD PASSENGER SUBSECTOR

- Bus Driver
- Bus Inspectors
- Diesel Mechanic
- Mechanic's Assistant
- Transportation Electrician

CONTACT DETAILS

Department of Transport (DoT)

Web address: www.transport.gov.za

Transport Education Training Authority

Web address: www.teta.org.za

South African Bus Operators Association(SABOA)

Web address: www.saboa.co.za



TAXI

SUBSECTOR

SUBSECTOR OVERVIEW

The subsector transports passengers and or express parcels in vehicles other than buses for a fare.

The vehicles include:

- Minibus taxis
- Metered taxis
- Scholar transport
- Shuttle services
- Chauffeur services
- E-hailing, such as "Uber, Bolt or Taxify"



Occupations in the TAXI SUBSECTOR

1. OPERATIONS

CHAUFFER

Specialisations: **Shuttle Driver,**
Car Hire Driver

Occupational code: 732201

Brief Job Description

- Drives a limousine, van or private car to transport passengers to destinations on a fee-for-service basis, usually on a long-term hiring arrangement.

Entry Requirements

- Grade 12
- Driver's licence
- Profession Driver's Permit (PrDP)
- National Certificate in Professional Driving
- In-service training

Required Qualities for Success

- Patience
- Courtesy
- Good communication
- Knowledge of route in the area
- Punctuality

Factors to Consider

- Regardless of the situation, you should remain calm and collected
- The spirit of uBuntu is essential

GENERAL CLERK

Specialisation: **Office/Licensing Clerk,**
Office Assistant

Occupational code: 411101

Brief Job Description

- Clerical support workers record, organise, store, compute and retrieve information related, and perform a number of clerical duties in connection with money-handling operations, travel arrangements, requests for information, and appointments

Entry Requirements

- Grade 10 or equivalent
- National Certificate in Office Administration or equivalent
- In-service training

Required Qualities for Success

- Good communication and writing skills
- Good time management and organisation skills
- Numerical ability

Factors to Consider

- You are the face of the organisation
- A professional approach in all circumstances is always required

ROUTE PATROLLERS

Other name variations: **Squad Car Driver**

Brief Job Description

- Regulate minibus taxis operations on the road
- Ensure that only the licensed minibus taxis operate on that route
- Handle disputes on route
- Regulate illegal lift clubs

Entry Requirements

- Grade 9 or equivalent
- In-service training

Required Qualities for Success

- Attention to detail
- Good reading and writing skills
- Good communication skills
- Knowledge of the route and minibus taxis operations

Factors to Consider

- You will have to command respect from taxi drivers operating on the route
- Good conflict resolution skills

- Performing routine vehicle maintenance such as regulating tyre pressure and adding petrol, oil and water

Areas of Specialisation

- Metered taxis (cabs), E-Hailing
- Minibus Taxis
- Shuttle Services

Requirements

- Grade 10 or Equivalent
- Appropriate driving licence with PrDP
- National Certificate in Professional Driving

Required Qualities for success

- Good time management skills
- Good communication skills
- Good customer relationship
- Good numeracy skills and familiarity with handling money

Factors to consider

- Good knowledge of smartphone apps is necessary as more apps are being introduced to manage taxi operations.
- Spend most of the time on the road and often in heavy traffic
- May work long hours and sometimes during odd periods

TAXI DRIVER

Other name variations: **Cab Driver**

Occupational code: 732202

Brief Job Description

- Drives a taxi to transport passengers to destinations on a fee-for-service basis
- Usually on a short-term, metered fare hiring arrangement

RANK MANAGER

Brief Job Description

- Responsible for the smooth running of taxi ranks and they make sure that there are no illegal operators
- Control space usage by minibus taxis for specific routes
- Resolves disputes

Entry Requirements

- Grade 10 or equivalent
- In service training

Required Qualities for Success

- Good communication skills
- Excellent conflict resolution skills
- Good administration and leaderships qualities

QUEUE MARSHALL

Brief Job Description

- Works together with the rank manager
- Responsible for specific routes at the taxi ranks
- Makes sure that taxi drivers get passengers using a roster allocated to vehicles operating on a specific route
- Advise passengers which taxi to use to reach a destination
- Control queues for passengers

Entry Requirements

- Grade 9 or equivalent
- In-service training

Required Qualities for Success

- Good communication skills
- Good planning and organisation skills
- Be able to handle different groups of people

AUTOMOTIVE MOTOR MECHANIC

Occupational Code : 653101

Qualification

- Trade Test Certificate

Brief Job Description

Maintains, tests and repairs diesel and petrol road vehicles and the mechanical parts thereof including transmissions, suspension, steering and brakes

Entry Requirements

- Grade10/ NQF Level 2 or equivalent

Institutions

- QCTO Accredited Training Provider
- TVET College

2. SUPPORT SERVICES

Within the support services you will find careers in:

- Contact centre agent
- Customer service management
- Finance
- Human resources
- IT
- Legal services
- Marketing and sales
- Operations management
- Research and development
- Technical (mechanics, auto electricians, panel beaters and spray painters)

These careers are adapted to the subsector to support operations.

HARD TO FILL VACANCIES IN THE TAXI SUBSECTOR

- Taxi Driver
- Data Scientist
- Driving Instructors
- Office Administrators
- Communication Coordinators
- Road Transport Manager
- Automotive Motor Mechanic

CONTACT DETAILS

Department of Higher Education Science and Innovation

Web address: www.dhet.gov.za

Department of Transport (DoT)

Web address: www.transport.gov.za

Transport Education Training Authority (Taxi Chamber)

Web address: www.teta.org.za

National Taxi Alliance (NTA)

Web address: www.nationaltaxialliance.com

South African National Taxi Council (SANTACO)

Web address: www.santaco.co.za/

South African Meter Taxi Association
(SAMTA)

Alternatively, you can consider entrepreneurship. Yes, entrepreneurship is possible. You can start your own business in the transport sector and create employment for others.

The benefits of entrepreneurship are unlimited. Some of them are:

- higher rewards derived through creating employment for others
- reaping the benefits through increase in income and
- living your dream of running a successful and growing business.





ENTREPRENEURSHIP

OVERVIEW

There are many career paths that we covered in this guide. Regardless of the available information, looking for a job can sometimes be a daunting task. You can send many applications but get no response or attend several promising interviews without success. This is because there is often tough competition in the job market.

Remember the very companies you are currently looking for employment from, were also started by individuals. They were small at one point, faced uncertainties, but overcame and grew to what they are today. They owe everything to their founders who had an entrepreneurial mind.

QUALITIES OF AN ENTREPRENEUR

An entrepreneur is someone who:

- Is highly innovative and creative
- Is able to identify opportunities
- Takes positive risks to attain rewards attached to the opportunity identified
- Has self determination to overcome obstacles no matter the circumstances present.
- Can hang on to a task until desired results are achieved
- Can draw lessons from failure than give up.

TYPES OF BUSINESSES YOU CAN ESTABLISH

Sole proprietor

- One-man-show business
- Trade under your own name
- You are responsible for everything the business does
- It does not have many requirements
- You are personally liable for any debts that the business accumulates

Partnership

- Typically established by accountants, lawyers, doctors, etc.
- They share expertise to service the market

- Comprise two or more people and
- Any profits, losses and debts incurred by business are shared amongst partners.

Private Company

- Owned by at least one shareholder who contribute capital to start the business
- Shareholders appoint directors to manage the affairs of the company
- Is treated as a legal person and is entirely separate from the shareholders.
- Less risky than sole proprietor

Franchise

- You can start your business by using another company's business model and name
- There are royalties to be paid for using the franchising company branding
- It is easy to establish but Requires a large sum of money to obtain the licence
- You cannot divert from the policies set by the franchising company

Steps Required to Start Your Own Business

- Assess your passions in life and establish if there can be a business opportunity around them. Starting a business in the field that you like is a sure foundation to perseverance and success.
- Identify the area you would like to operate in (Do your own thorough market research).
- Decide on what business skills you would require in managing the new venture.
- Decide the type or legal structure you would prefer.

- Choose the possible names to your business.
- Submit the names to the Companies and Intellectual Property Commission (CIPC) for approval and registration.
- Once registered open a bank account for the business.
- Register your business venture with SARS for tax purposes.
- Obtain also a BBBEE certificate from accredited agencies.
- Appoint an accountant and legal advisor for your business. Alternatively, you can brush up your knowledge in the above areas and know what is expected from your business.
- Obtain other required licences to operate your business.
- Draw up a business plan that you can use to acquire finance and manage your operations.

A Business Plan is an Outline of:

- How you want to start and run the business
- Why you think the business idea will work
- The location of your business
- The type of people you will employ
- How you will manage your operations
- Your target market and clients
- How you will reach your target clients
- How you are going to make money
- How you are going to manage the money
- How you will manage quality to maintain competitive advantage
- How you will keep your records to review your progress towards your business goals

The areas covered in a business plan

- Business Overview
- Marketing plan
- Operations plan
- Financial plan
- SWOT Analysis

There are companies that assist in developing a business plan.

For more information on these, please refer to the organisation list at the end of the chapter. Remember a business plan must be your brainchild even if assisted. The contents must fit your view for it to be a living plan.

As you are now loaded with determination to succeed and the right tools for a successful venture, you can launch your business to success. Remember it will not always be a smooth journey; there will be storms to navigate. But their presence should create more determination to reach your desired destination.

TETA wishes you all the best as you build your career.

CONTACT DETAILS

Business Partners

Web address: www.businesspartners.co.za

National Youth Development Agency (NYDA)

Web address: www.nyda.gov.za

The Small Enterprise Development Agency (SEDA)

Web address: www.seda.org.za/





TRAINING INSTITUTIONS

TVET COLLEGES AND UNIVERSITIES IN SOUTH AFRICA

EASTERN CAPE-TVET COLLEGES

Institution	Satellite Campuses
Buffalo City TVET College Tel: 043 704 9262 / 043 704 9201 Email: admincentre@bccollege.co.za information@bccollege.co.za Web: www.bccollege.co.za/	East London John Knox Bokwe St Marks
Institution	Satellite Campuses
East Cape Midlands TVET College Tel: 041 995 2000 Email: info@emcol.co.za Web: www.emcol.co.za/	Chalrles Goodyear
	Graaff Reinet
	Grahamstown
	High Street
	Park Avenue
	Thanduxolo
	Heath Park
Institution	Satellite Campuses
Ikhala TVET College Tel: 047 873 8800	Aliwal North
	Ezibeleni Engineering
	Queenstown
	Stekspruit
Institution	Satellite Campuses
Ingwe TVET College Tel: 039 940 2142 E-mail: info@ingwecollege.edu.za Web: ingwecollege.edu.za/	Maluti
	Mount Fletcher
	Mount Frere
	Nqungqushu
	Siteto
Institution	Satellite Campuses
King Hintsu TVET College Tel: 047 401 6400 Email: info@kinghintsacollege.edu.za Web: www.kinghintsacollege.edu.za/	Centane
	HB Tsengwa
	Teko

Institution	Satellite Campuses
King Sabata Dalindyebo TVET College Tel: 047 505 1000 Email: info@ksdcollege.edu.za Web: ksdcollege.edu.za/	Engcobo
	Mapuzi
	Mthatha
Institution	Satellite Campuses
Lovedale TVET College Tel: 043 604 0700 Email: headquarters@lovedale.org.za Web: www.lovedalecollege.co.za/	Alice
	King Williams Town
	Zwelitsha
Institution	Satellite Campuses
Port Elizabeth TVET College Tel: 041 509 6000 Web: www.pecollege.edu.za/	Dower
	Struandale
	Russell Road

EASTERN CAPE UNIVERSITIES

University Name	Main Campus Location	Contact Information
Nelson Mandela University	Port Elizabeth	Tel: 041 504 1111 Email: info@mandela.ac.za Web: www.mandela.ac.za/
Rhodes University	Struandale	Tel: 046 603 8276 Email: registrar@ru.ac.za Web: www.ru.ac.za/
Walter Sisulu University	Umtata	Tel: 047 502 2443/8 Web: www.wsu.ac.za/
University of Fort Hare	Alice	Tel: 040 602 2011 Web: www.ufh.ac.za/

FREE STATE TVET COLLEGES

Institution	Satellite Campuses
Flavius Mareka TVET College Tel: 016 976 0829/ 056 212 5157/8 Web: flaviusmareka.net/	Kroonstad
	Mphadi
	Sasolburg

Institution	Satellite Campuses
Goldfields TVET College Tel: 057 910 6000 Email: admin@goldfieldstvet.edu Web: Goldfields TVET College	Tosa
	Welkom

Institution	Satellite Campuses
Maluti TVET College Tel. 058 713 6100 Web: www.malutitvet.co.za/	Hillside View Centre
	Bloemfontein
	Itemoheleng
	Kwethisong
	Sefikeng
	Lere La Tshepe
	Harrismith

Institution	Satellite Campuses
Motheo TVET College Tel: 051 406 9300 Email: marketing@motheotvet.co.za Web: motheotvet.co.za/	Hillside View Centre
	Bloemfontein
	Thaba Nchu Centre

FREE STATE UNIVERSITIES

University Name	Main Campus Location	Contact Information
Central University of Technology, Free State	Bloemfontein	Tel: 051 507 3911 Web: www.cut.ac.za/
University of the Free State	Bloemfontein	Tel: 051 401 9111 e-mail: info@ufs.ac.za Web: www.ufs.ac.za/

GAUTENG TVET COLLEGES

Institution	Satellite Campuses
Central JHB TVET College Telephone: (011) 351 6000 E-mail: info@cjc.edu.za Web: www.cjc.edu.za/	Alexandra
	Ellispark
	Highveld
	Parktown
	Troyeville

Institution	Satellite Campuses
Ekurhuleni East TVET College Tel: 011 730 6600 Web: www.eec.edu.za/	Benoni
	Brakapan
	Daveyton
	KwaThema
	Springs
Institution	Satellite Campuses
Ekurhuleni West College Tel: 086 139 2111 Web: www.ewc.edu.za/	Alberton
	Boksburg
	Germiston
	Kathorus
	Kempton
	Tembisa
Institution	Satellite Campuses
Sedibeng TVET College Tel: 016 422 6645 / 016 420 2520 Web: www.sedcol.co.za/	Sebokeng
	Vanderbijlpark
	Vereeniging
	Dobsonville
	George Tabor
South West Gauteng TVET College Tel: 086 176 8849 Web: www.swgc.co.za/	Molapo
	Roodepoort
	Roodeport West
	Technisa
Institution	Satellite Campuses
Tshwane North TVET College Tel: 012 945 4000 Web: www.tnc.edu.za/	Mamelodi
	Pretoria
	Rosslyn
	Soshanguve
	Temba

Institution	Satellite Campuses
Tshwane South TVET College Tel: 012 401 5000 info@tsc.edu.za Web: www.tsc.edu.za/	Atteridgeville
	Centurion
	Pretoria West
	Odi

University Name	Main Campus Location	Contact Information
University of Johannesburg	Johannesburg	Tel: 011 559 4804/2911 Email: mylife@uj.ac.za Web: www.uj.ac.za/
University of Pretoria	Pretoria	Tel: 012 420 3111/4111 Email: ssc@up.ac.za Web: www.up.ac.za/
University of South Africa	Pretoria	Tel: 012 441 5888 Email: study-info@unisa.ac.za Web: www.unisa.ac.za
Tshwane University of Technology	Pretoria	Tel: 086 110 2421 Email: general@tut.ac.za Web: www.tut.ac.za/
Vaal University of Technology	Vanderbijlpark	Tel: 016 950 9356 Web: www.vut.ac.za/contact/
University of the Witwatersrand	Johannesburg	Tel: 011 717 1888 Web: www.wits.ac.za/



KWA-ZULU NATAL TVET COLLEGES

Institution	Satellite Campuses
Coastal TVET College Tel: 031 905 7000/1 Email: info.coastal@kzntvet.edu.za Web: coastalkzn.co.za/	Durban
	Swinton Road
	Umlazi
	Umlazi BB
	AS- Salaam
	Ubuhle Bogu
	Umbumbulu

Institution	Satellite Campuses
Elangeni TVET College Tel: 031 716 6700 Email: info@elangeni.edu.za Web: www.elangeni.edu.za/	KwaMashu
	Mpumalanga
	Ndwedwe
	Inada
	Kwadabeka
	Ntuzuma
	Pinetown
	Qadi

Institution	Satellite Campuses
Esayidi TVET College Tel: 039 685 5482/3 Web: www.esayidifet.co.za/	Enyenyazi
	Gamalakhe
	Gcinangempi
	Kokstad
	Port Shepstone
	Umzimkhulu

Institution	Satellite Campuses
Majuba TVET College Tel : 034 326 4888 Web: www.majuba.edu.za/	Centre for People Development
	IT & Business
	Majuba Technology centre
	Newcastle Technology
	Newcastle Training Centre
	Dundee

Institution	Satellite Campuses
Mnambithi TVET College Tel: 036 638 3800 Email: info.mnambithi@feta.gov.za Web: www.mnambithicollege.co.za/	Ezakheni E-Section
	Ladysmith
	Estcourt
	Ezakheni A-Section

Institution	Satellite Campuses
Mthashana TVET College Tel: 034 980 1010 E-mail: info.mthashana@feta.gov.za Web: www.mthashanacollege.co.za/	Babanango
	Emadleni
	Kwa Ogikazi
	Maputa
	Nongoma
	Vryheid
	Nqutu

Institution	Satellite Campuses
Thekwini TVET College Tel: 031 250 8400 Web: www.thekwinicollege.co.za/	Asherville
	Cato Manor
	Centec
	Melbourne
	Springfield
	Umbilo

Institution	Satellite Campuses
Umfolozi TVET College Tel: 035 902 9501 Email: info.umfcao@feta.gov.za Web: www.umfolozicollege.co.za/	Chief Albert Luthuli
	Esikhawini
	Eshowe
	Isithebe
	Jinindomnyama
	Mandeni
	Nseleni
	Richteck
	Sundumbili
	Thubelihle
	ZCBF

Institution	Satellite Campuses
Umgungundlovu TVET College Tel: 033 341 2100 Email: info@utvet.co.za Web: www.utvet.co.za	Edendale
	Midlands
	Msunduzi
	Nortdale
	Plessislaer

KWA-ZULU NATAL UNIVERSITIES

University Name	Main Campus Location	Contact Information
Durban University of Technology	Durban	Tel: 031 373 2000 / 0860 10 31 94 E-mail: Info@Dut.ac.za Web: www.dut.ac.za/
Mangosuthu University of Technology	Durban	Tel: 031 907 7111 E-mail: Info@Mut.ac.za Web: www.mut.ac.za/
University of Kwa-Zulu Natal	Durban	Tel: 031 260 1553 E-mail: Bmc@Ukzn.ac.za Web: bmc.ukzn.ac.za/
University of Zululand	Kwadlangezwa	Tel: 035 902 6000 E-mail: Info@unizulu.ac.za Web www.unizulu.ac.za/

LIMPOPO TVET COLLEGES

Institution	Satellite Campuses
Capricorn TVET College Tel: 015 230 1800 Email: enquiries@capricorncollege.edu.za	Polokwane
	Senwabarwana
	Seshego
	Ramokgopa

Institution	Satellite Campuses
Mopani South East TVET College Tel: 015 781 5721 Email: administration@mopanicollege.edu.za Web: mopanicollege.edu.za/	Phalaborwa
	Sir Val Duncan

Institution	Satellite Campuses
Sekhu-khune TVET College Tel: 013 269 0278 Email: sekfet@sekfetcol.co.za Web: www.sekhukhunevet.edu.za/	CN Phatudi
	CS Barlow

Institution	Satellite Campuses
Waterberg TVET College Tel: 015 492 9000/9007 E-mail: hq@waterbergcollege.co.za Web: www.waterbergcollege.co.za	Lebowakgomo
	Mahwelereng
	Mokopane
	Thabazimbi

LIMPOPO UNIVERSITIES

University Name	Main Campus Location	Contact Information
University Of Limpopo	Polokwane	Tel: 015 268 9111 E-mail: enrolment@ul.ac.za Web: www.ul.ac.za/
University of Venda	Thohoyandou	Tel: 015 962 8000 Email: info@univen.ac.za Web: www.univen.ac.za/

MPUMALANGA TVET COLLEGES

Institution	Satellite Campuses
Ehlanzeni TVET College Tel: 013 752 7105 Web: ehlanzenicollege.co.za/	Barberton
	KaNyamazane
	Mapulaneng
	Mlumati
	Mthimba
	Nelspruit
	Matsulu skills centre

Institution	Satellite Campuses
Gert Sibande TVET College Tel: 017 712 9040/58 Email: info@gscollege.co.za Web: www.gscollege.co.za/	Ermelo
	Evander
	Standerton
	Sibanestfu
	Balfour

Institution	Satellite Campuses
Nkangala TVET College Tel: 013 658 4700 Email: info@ntc.edu.za http://www.ntc.edu.za/	CN Mahlangu
	Middelburg
	Mpondozankomo
	Waterval Boven
	Emalahleni

MPUMALANGA UNIVERSITY

University Name	Main Campus Location	Contact Information
University of Mpumalanga	Mbombela	Tel 013 000 2001 Email: info@ump.ac.za Web: http://www.ump.ac.za/

NORTHERN CAPE TVET COLLEGES

Institution	Satellite Campuses
Northern Cape Rural TVET College Tel: 054 331 3836 info@ncrtvet.com Web: ncrtvet.com/	De Aar
	Kathu
	Kuruman
	Namaqualand
	Upington

Institution	Satellite Campuses
Northern Cape Urban TVET College Tel: 053 839-2063 info@ncutvet.com	City
	House Elliot Hostel
	Moremogolo
	Phatsimang Hostel

NORTH WEST TVET COLLEGES

Institution	Satellite Campuses
Orbit TVET College Email: info@orbitcollege.co.za Tel: 014 592 7014 Web: http://www.orbitcollege.co.za/	Brits
	Mankwe
	Rustenburg
Taletso TVET College Tel: 018 384 2346/ 50 Email: info@taletsofetcollege.co.za Web: http://taletso.edu.za/	Lehurutshe
	Lichtenburg
	Mahikeng

Institution	Satellite Campuses
Vuselela TVET College Tel: 018 406 7800 Web: http://www.vuselelacollege.co.za/	Matlosana
	Jouberton
	Klerksdorp
	Potchefstroom
	Taung

NORTH WEST UNIVERSITY

University Name	Main Campus Location	Contact Information
North West University	Potchefstroom	Tel: 018 285 4320 Email: applicationsug@nwu.ac.za Web: www.nwu.ac.za/

WESTERN CAPE TVET COLLEGES

Institution	Satellite Campuses
Boland TVET College Tel: 021 886 7111/2 Web: www.bolandcollege.com/	Caledon
	Paarl
	Stellenbosch
	Strand
	Worcester

Institution	Satellite Campuses
False Bay TVET College Tel: 021 787 0800 Email: Info@falsebay.org.za Web: www.falsebaycollege.co.za/	Fish Hoek
	Khayelitsha
	Mitchell's Plain
	Muizenberg
	Westlake

Institution	Satellite Campuses
Northlink TVET College Tel: 086 006 5465 Email: info@northlink.co.za Web: www.northlink.co.za/	Belhar
	Bellville
	Goodwood
	Parow
	Protea
	Tygerberg
	Wingfeild

Institution	Satellite Campuses
South Cape TVET College Tel: 044 884 0359 Email: central@sccccollege.co.za Web: sccccollege.co.za/	Beaufort West
	Bitou
	George
	Hassequa
	Mossle Bay
	Outshoorn

Institution	Satellite Campuses
West Coast TVET College Tel: 022 482 1143 Email: enquiries@westcoastcollege.co.za Web: www.westcoastcollege.co.za/	Atlantis
	Citrusdal
	Malmesbury
	Vredenburg
	Vredendal

WESTERN CAPE UNIVERSITIES

University Name	Main Campus Location	Contact Information
Cape Peninsula University of Technology	Bellville	Tel: 021 959 6767 E-mail: info@cput.ac.za Web: www.cput.ac.za
University of Cape Town	Rondebosch	Tel: 021 650 2128 E-mail: admissions@uct.ac.za Web: www.uct.ac.za
University of Stellenbosch	Matieland	Tel: 021 808 9111 E-mail: info@sun.ac.za Web: www.sun.ac.za
University of the Western Cape	Bellville	Tel: 021 959 3900/01 E-mail: admissions@uwc.ac.za Web: www.uwc.ac.za

Institution	Main Campus Location	Contact Information
Regent Business School	Durban	Tel: +27 31 304 4626 E-mail: study@regent.ac.za Web: www.regent.ac.za
	Johannesburg	Tel: +27 11 482 1404 E-mail: mbajhb@regent.ac.za Web: www.regent.ac.za
	Pretoria	Tel: +27 12 764 1300 E-mail: preoria@regent.ac.za Web: www.regent.ac.za
	Cape Town	Tel: +27 21 422 2567 E-mail: capetown@regent.ac.za Web: www.regent.ac.za
	East London	Tel: +27 43 721 1271 E-mail: eastlondon@regent.ac.za Web: www.regent.ac.za
	Eswatini - Manzini	Tel: +268 25055890 E-mail: swazi@regent.ac.za Web: www.regent.ac.za
	Eswatini - Mbabane	Tel: +268 24049440 E-mail: mbabane@regent.ac.za Web: www.regent.ac.za
	Namibia - Ongwediva	Tel: +264 6523 8567 E-mail: ongwediva@regent.ac.za Web: www.regent.ac.za
	Namibia - Windhoek	Tel: +264 6122 1480 E-mail: windhoek@regent.ac.za Web: www.regent.ac.za

Institution	Satellite Campuses
Boston City Campus	Alberton
	Bedfordview
	Benoni
	Braamfontein
	Centurion
	Germiston
	Johannesburg
	Kempton Park
	Krugersdorp
	Maponya Mall - Soweto
	Orange Grove
	Pretoria Arcadia
	Pretoria Lynnwood Glen
	Pretoria North
	Randburg
	Rooderpoort
	Rosebank
	Sandton
	Springs
	Vereeniging
	Bloemfontein
	Welkom
	Belville
	Cape Town
	George
	Paarl
	Somerset West
	East London
	Port Elizabeth
	Queenstown
	Mthatha
	Kimberly

Institution	Satellite Campuses
	Durban City
	Umlhanga
	Newcastle
	Pietermaritzburg
	Port Shepstone
	Richards Bay
	Stanger
	Ladysmith
	Klerksdorp
	Porchefstroom
	Rustenburg
	Tzaneen
	Polokwane
	Witbank
	Nelspruit

Institution	Main Campus Location	Contact Information
Damelin	Braamfontein	Tel: + 27 86 181 9251 E-mail: braamfontein@damelin.co.za Web: www.damelin.co.za
	Damelin	Tel: + 27 86 181 9212 E-mail: randburg@damelin.co.za Web: www.damelin.co.za
	Menlyn	Tel: +27 86 181 9274 E-mail: menlyn@damelin.co.za Web: www.damelin.co.za
	Centurion	Tel: +27 86 181 9228 E-mail: centurion@damelin.co.za Web: www.damelin.co.za
	Pretoria	Tel: +27 86 181 9228 E-mail: pretoriacity@damelin.co.za Web: www.damelin.co.za
	Boksburg	Tel: +27 86 181 9221 E-mail: boksburg@damelin.co.za Web: www.damelin.co.za

Institution	Main Campus Location	Contact Information
	Durban	Tel: + 27 86 142 2720 E-mail: durban@damelin.co.za Web: www.damelin.co.za
	Overport	Tel: + 27 86 181 9218 E-mail: overport@damelin.co.za Web: www.damelin.co.za
	Pietermaritzburg	Tel: +27 86 146 2747 E-mail: pietermaritzburg@damelin.co.za Web: www.damelin.co.za
	Mowbray	Tel: +27 86 181 9223 E-mail: mowbray@damelin.co.za Web: www.damelin.co.za
	Bloemfontein	Tel: +27 86 181 9208 E-mail: bloemfontein@damelin.co.za Web: www.damelin.co.za
	Port Elizabeth	Tel: +27 41 506 7700 E-mail: portelizabeth@damelin.co.za Web: www.damelin.co.za
	East London	Tel: +27 86 181 9253 E-mail: eastlondon@damelin.co.za Web: www.damelin.co.za

Institution	Main Campus Location	Contact Information
MANCOSA	Johannesburg	Tel: + 27 11 853 3000 Web: www.mancosa.co.za
	Pretoria	Tel: + 27 12 742 8450 Web: www.mancosa.co.za

Institution	Main Campus Location	Contact Information
Richfield	Brynston	Tel: + 27 11 029 8371 E-mail: brynston@richfield.ac.za Web: www.richfield.ac.za
	Centurion	Tel: + 27 12 745 8113 E-mail: centurion@richfield.ac.za Web: www.richfield.ac.za
	Newtown	Tel: + 27 11 595 4300 E-mail: newtown@richfield.ac.za Web: www.richfield.ac.za

Institution	Main Campus Location	Contact Information
	Pretoria	Tel: + 27 86 132 1321 E-mail: pretoria@richfield.ac.za Web: www.richfield.ac.za
	Braamfontein	Tel: + 27 86 132 13211 E-mail: info@richfield.ac.za Web: www.richfield.ac.za
	Umhlanga	Tel: + 27 31 384 7500 E-mail: umhlanga@richfield.ac.za Web: www.richfield.ac.za
	Durban	Tel: + 27 31 831 2200 E-mail: Musgrave@richfield.ac.za Web: www.richfield.ac.za
	Polokwane	Tel: + 27 15 817 2600 E-mail: richfieldpolokwane@richfield.ac.za Web: www.richfield.ac.za
	Cape Town	Tel: + 27 21 831 0701 E-mail: capetown@richfield.ac.za Web: www.richfield.ac.za

Institution	Main Campus Location	Contact Information
Varsity College	Cape Town	Tel: + 27 21 685 5021 E-mail: ct@varsitycollege.co.za Web: www.varsitycollege.co.za
	Durban North	Tel: + 27 31 573 2038 E-mail: dbn@varsitycollege.co.za Web: www.varsitycollege.co.za
	Durban Westville	Tel: + 27 31 266 8400 E-mail: dbw@varsitycollege.co.za Web: www.varsitycollege.co.za
	Cape Town National	Tel: + 27 21 685 7554 E-mail: nationalct@varsitycollege.co.za Web: www.varsitycollege.co.za
	Durban National	Tel: + 27 31 573 7460 E-mail: nationaldbn@varsitycollege.co.za Web: www.varsitycollege.co.za
	Waterfall National	Tel: + 27 10 224 4300 E-mail: nationalwfl@varsitycollege.co.za Web: www.varsitycollege.co.za

Institution	Main Campus Location	Contact Information
	Nelson Mandela Bay	Tel: + 27 41 363 4223 E-mail: pe@varsitycollege.co.za Web: www.varsitycollege.co.za
	Pietermaritzburg	Tel: + 27 33 386 2376 E-mail: pmb@varsitycollege.co.za Web: www.varsitycollege.co.za
	Pretoria	Tel: + 27 12 348 2551 E-mail: pta@varsitycollege.co.za Web: www.varsitycollege.co.za
	Sandton	Tel: + 27 11 784 6939 E-mail: sdt@varsitycollege.co.za Web: www.varsitycollege.co.za
	Durban National	Tel: + 27 31 573 7460 E-mail: nationaldbn@varsitycollege.co.za Web: www.varsitycollege.co.za
	Waterfall	Tel: + 27 10 224 4300 E-mail: wfl@varsitycollege.co.za Web: www.varsitycollege.co.za

Institution	Main Campus Location	Contact Information
IIE Rosebank College	Bloemfontein	Tel: +27 51 101 0414 E-mail: info@rosebankcollege.co.za Web: www.rosebankcollege.co.za
	Braamfontein	Tel: +27 v11 403 2437 E-mail: info@rosebankcollege.co.za Web: www.rosebankcollege.co.za
	Cape Town	Tel: +27 21 425 2084 E-mail: info@rosebankcollege.co.za Web: www.rosebankcollege.co.za
	Durban	Tel: +27 31 301 5212 E-mail: info@rosebankcollege.co.za Web: www.rosebankcollege.co.za
	Nelson Mandela Bay	Tel: +27 41 101 1985 E-mail: info@rosebankcollege.co.za Web: www.rosebankcollege.co.za
	Pietermaritzburg	Tel: +27 33 101 011 E-mail: info@rosebankcollege.co.za Web: www.rosebankcollege.co.za
	Polokwane	Tel: +27 15 295 4311 E-mail: info@rosebankcollege.co.za Web: www.rosebankcollege.co.za

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	Pretoria CBD	Tel: +27 12 320 7270 E-mail: info@rosebankcollege.co.za Web: www.rosebankcollege.co.za
	Pretoria - Sunnyside	Tel: +27 31 301 5212 E-mail: info@rosebankcollege.co.za Web: www.rosebankcollege.co.za

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