



CAREER INFORMATION 2021
HIGHER CERTIFICATE IN RETAILING
DIPLOMA IN MANAGEMENT SCIENCES: RETAIL MANAGEMENT



01 JAN - 31 DEC 2021



Diploma in Management Sciences: Retail Management
NQF 6
SAQA ID: 94830

Location: ML Sultan Campus (Durban-B Block: 7th Floor)

Description of the Programme

Retail is one of the fastest expanding sectors in the South African economy, employing one out of every five economically active people. Yet it is not always considered as a career option. Perhaps it is because retailing is such a common part of our everyday lives that it is often taken for granted. Retailing is the sale of goods and services to the ultimate consumer for personal, family or household use. The scope of retail is broad with the result that a career in the field can end up in various areas. Career options range from in-store positions to various alternatives in regional and head offices as well as distribution centres.

The Diploma in Management Sciences: Retail programme is ideally suited to anyone who wishes to make a career in retailing. Excellent career opportunities are available in large corporations. Excellent career opportunities are available in large corporations. A number of retail partners offer excellent scholarships to good candidates.

Personal Qualities Required

While there are a number of different skills required to be successful in the retail field, people skills can often make an enormous difference. Candidates for a career in retail should also be good communicators, be able to tolerate pressure, have high energy levels, enthusiasm, good organisational skills and be trustworthy, efficient and dependable. A cheerful disposition goes a long way as well and candidates should definitely not be afraid of hard work and long hours!

Duration of the Programme

Three years full-time

Career Opportunities

Most retail companies have opportunities in a number of areas such as store operations, finance and administration, buying and planning, logistics, human resources, marketing and IT.

Explanation of Points Scale

SYMBOL	SENIOR CERTIFICATE	
	HIGHER GRADE	STANDARD GRADE
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1
%	NSC LEVEL	POINTS
90-100	7	8
80-89%	7	7
70-79%	6	6
60-69%	5	5
50-59%	4	4
40-49%	3	3
30-39%	2	2
20-29%	1	1

Entry Requirement (Diploma in Management Sciences: Retail Management)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)			NATIONAL CERTIFICATE (VOCATIONAL) (NCV)	
NSC Diploma Entry. A minimum of 24 points excluding Life Orientation will be considered.		A Senior Certificate or equivalent qualification. Applicant with 24 or more points will be considered			National Certificate Vocational (NCV) (Level 4)	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English (home) OR	3				English	50%
English (1st additional)	4	English	E	D	Two fundamental subjects	50%
Mathematics OR	3					
Mathematics Literacy	4	Maths	E	D	Three compulsory vocational subjects	60%
And two 20 credit subjects (not more than 1 language)	3					

Selection Criteria for This Programme

Applicants must meet the minimum requirements mentioned above. NSC and NCV applications received via the Central Applications Office (CAO) will be scored and ranked from highest to lowest points. Based on these rankings, those learners with the highest points will be offered a firm place; the learners who have applied with their grade 11 and / or Midyear Grade 12 results may be offered a conditional place subject to them meeting the requirements mentioned above. Preference will be given to learners from designated groups.

NB: If the number of applications exceeds the number of places available, the department reserves the right to apply a ranking system to select students.

OR

Admission Requirement Based Upon Work Experience, Age and Maturity

For admission to entry level DIPLOMA and certificate studies:

A person may, subject to such requirements as the Senate may determine, be admitted to the Institution even if such a person is not in a possession of a National Senior Certificate, Senior Certificate or an equivalent certificate, provided that:

- The person shall have reached the age of 23 in the first year of registration and shall have at least:
 - three years' appropriate work experience; and/or
 - capacity for the proposed instructional programme, which shall be assessed at the discretion of the respective Head of Department by a Senate approved admission assessment comprising of a DUT Standardised Assessment Test for Access and Placement (SATAP), Academic Literacies (AI) & English for Academic Purposes (EAP) and/or an appropriate subject or programme specific written assessment designed and marked by the relevant Department; and
- The relevant Faculty Board shall be satisfied that the person's standard of communication skills, ability to study successfully and/or work experience are such that the person, in the opinion of the relevant Faculty Board, should be able to complete the proposed instructional programme successfully. If required, the communication skills and study skills should be tested; and
- The person's application for admission in terms of work experience, age and maturity is approved prior to registration.

Applicants intending to gain admission through work experience, age and maturity must submit their applications at least four months before commencement of the academic year inclusive of the date of scheduling writing a requisite eligibility assessment.

Tuition Fees

To assist you with your planning, the 2020 fees have been indicated.

Please Note: DUT cannot be held liable for the fees in this brochure, as the 2021 fees are not yet final

Please Note: There would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits	2020 Fees
Semester One				
Cornerstone	CSTN101	5	12	R2 530.00
Environmental Sustainability	IEVST101	5	8	R1 940.00
Introduction to Business Law	IBSL101	5	16	R3 890.00
Introduction to Business	IBUS101	5	16	R3 890.00
Quantitative Approaches to Management	QTAM101	5	8	R1 950.00
Total				R14 200.00
Semester Two				
Law for Life	LWLF101	5	8	R1 950.00
Time & Stress Management	TSTM101	5	8	R1 950.00
Academic Literacy & Practice	ALWR101	5	16	R3 890.00
Business Communication & Info Literacy	BCLT101	5	16	R3 890.00

Financial literacy	FNLT101	5	12	R2 850.00
Total				R14 530.00
Total Credits for Semester 1 & 2			120	

Second Year Curriculum

Semester Three				
Retail fundamentals	RTFN201	6	16	R3 890.00
Retail operations management I	RTOM101	6	16	R3 890.00
Introduction to technology	ITLG101	6	12	R2 850.00
Retail operations management 2A	ROMA201	5	16	R3 890.00
Total				R14 520.00
Semester Four				
Theory & practice of selling	TPRS201	6	16	R3 890.00
Retail marketing	RTMK201	6	16	R3 890.00
Finance for managers	FFMN201	6	16	R3 890.00
Retail operations management 2B	ROMB201	6	12	R3 110.00
Total				R14 780.00
Total Credits for Semester 3 & 4			120	

Third Year Curriculum

Semester Five				
Retail merchandise management	RTMM201	6	16	R3 890.00
Retail operations 3A	ROMA301	6	16	R3 890.00
Logistics	LGST201	6	16	R3 890.00
Employee relations	EMRL201	6	16	R3 890.00
Total				R15 560.00
Semester Six				
Work preparedness	WKPR101	6	8	R1 950.00
Retail buying	RTBY201	6	16	R3 890.00
Retail operations management 3B	ROMB301	6	16	R3 890.00
Applied retailing	APRT201	6	16	R3 890.00
Total				R13 620.00
Total Credits for Semester 5 & 6			120	

Higher Certificate in Retailing

NQF 5

SAQA ID: 110814

Location: ML Sultan Campus (Durban-B Block: 7th. Floor)

Description of the Programme

The Higher Certificate in Retailing aims at contributing towards meeting the needs of commerce and industry for employees at entry-level/junior or support positions with basic retail management knowledge and skills, thereby contributing to the socio-economic growth and development in South Africa

Upon completion of the Higher Certificate in Retailing, students will be able to articulate into DUT's CHE accredited Diploma in Management Sciences, with a specialisation in Retailing, or into other Diploma programmes offered by DUT or other higher education institutions

Career Opportunities

The programme is designed to enhance the employability of students by equipping them with basic retail management knowledge and skills, which will enable them to occupy entry-level/junior or support positions in retail organisations. Upon completion of the programme, students will be equipped with the appropriate knowledge and skills to work as sales assistants/personnel, customer service personnel, merchandisers, personal assistants/personnel, customer service personnel, merchandisers, personal assistants to store managers, and as administrative staff, e.g., responsible for capturing data and maintaining records.

Duration

One-year full time

Entry Requirements (Higher Certificate in Retailing)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)			NATIONAL CERTIFICATE VOCATIONAL (NCV)	
NSC Higher Certificate Entry. A minimum of 20 points excluding Life Orientation will be considered.		A Senior Certificate or Equivalent Qualification. A minimum of 20 points will be considered			National Certificate Vocational (NCV) (Level 4)	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English	3	English	E	D	English/Communication	50%

NB: If the number of applications exceeds the number of places available, the department reserves the right to apply a ranking system to select students.

Tuition Fees

To assist you with your planning, the 2020 fees have been indicated.

Please Note: DUT cannot be held liable for the fees in this brochure, as the 2021 fees are not yet final

Please Note: There would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits	2020 Fees
Semester One				
Business Communication & Information Literacy	BCIF101	5	16	R3 890.00
Introduction to Technology	ITLG101	5	12	R2 850.00
Financial Literacy	FNLT101	5	12	R2 850.00
Cornerstone	CSTN101	5	12	R2 530.00
Total				R12 120.00
Semester Two				
Introduction to Retail and Merchandise Management	IRMM101	5	20	R3 100.00
Customer Orientation	CUOR101	5	16	R3 100.00
Retail Operations	REOP101	5	16	R3 100.00
Sales Techniques	SATE101	5	16	R3 100.00
Total				R12 400.00
Total Credits for Semester 1 & 2			120	

Application

Applicants who wish to enrol for the programme/s must apply through the CAO system by no later than 30 November of the previous year.

Application Forms

Contact the **Central Applications Office (CAO)**

Address letters to:

Central Applications Office Private Bag X06

Dalbridge 4014

Tel: 031 268 4444

Fax: 031 268 4422

OR

Apply online: <http://www.cao.ac.za>

CAO Codes

Diploma DU-D-RB3

Higher Cert. DU-D-CRE

Closing Date for Applications: 30 November 2020

For Further Information

Department of Marketing and Retail Management
Durban University of Technology
ML Sultan Campus, B Block: 7th. Floor
PO Box 1334
DURBAN 4000
TEL: 031 373 5425
E-mail: marketing@dut.ac.za
Or visit us on <http://www.dut.ac.za>

Financial Aid

For financial Aid application for a DUT programme, please apply online at www.nsfas.org.za or call the NSFAS call centre on 0860 067 327

Please note that completing a form does not guarantee Financial Aid. For further assistance please consult the Department of financial Aid and Scholarships on 031 3732931/2557/2054.

This leaflet is for information purposes only and is not binding on the Durban University of Technology