

Career Information

Diploma in Management Sciences: Retail Management

Location

ML Sultan Campus (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. And 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's 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.

Entry Requirements

Applicants wishing to enrol for the Diploma in Management Sciences: Retail Management at the Durban University of Technology are required to have current matric National Senior Certificate (NSC) NQF4 equivalent qualification, with a minimum of 24 points excluding Life Orientation.

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

The following admission rating system will be used in selecting students:

DEPARTMENTAL NSC REQUIREMENTS		DEPARTMENTAL SENIOR CERTIFICATE REQUIREMENTS		
NSC Diploma Entry A minimum of 24 points excluding Life Orientation will be considered.		A Senior Certificate or equivalent qualification. Applicants with 24 or more points will be considered		
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG
English (home) OR	3	English	E	D
English (1st additional)	4	Maths	E	D
Maths OR	3			
Maths Literacy	4			
And two 20 credit subjects (not more than 1 language)	3			

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

A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with a) at least 50% in three fundamental subjects, including English; and b) at least 60% in three compulsory vocational subjects

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 (AL) & 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.

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 II 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.

Tuition Fees

To assist you with your planning, the 2019 fees have been indicated.

PLEASE NOTE: DUT cannot be held liable for the fees in this brochure as the 2020 fees are not yet final

PLEASE NOTE: For semester programmes there would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

First Year Curriculum Semester One 2019 Fees

Cornerstone	R2 950.00
Environmental Sustainability	R1 840.00
Introduction to Business Law	R3 690.00
Introduction to Business	R3 690.00
Quantitative Approaches to Management	<u>R1 850.00</u>
Total	<u>R14 020.00</u>

Semester Two

Law for Life	R1 850.00
Time & Stress Management	R1 850.00
Academic Literacy & Practice	R3 690.00
Business Communication & Info Literacy	R3 690.00
Financial literacy	<u>R2 710.00</u>
Total	<u>R13 790.00</u>

Second Year Curriculum Semester Three

Retail fundamentals	R3 690.00
Retail operations management I	R3 690.00
Introduction to technology	R2 710.00
Theory & practice of selling	<u>R3 690.00</u>
Total	<u>R13 710.00</u>

Semester Four

Retail operations management 2A	R3 690.00
Retail marketing	R3 690.00
Finance for managers	R3 690.00
Retail operations management 2B	<u>R2 950.00</u>
Total	<u>R14 020.00</u>

Third Year Curriculum Semester Five

Retail merchandise management	R3 690.00
Retail operations 3A	R3 690.00
Logistics	R3 690.00
Employee relations	<u>R3 690.00</u>
Total	<u>R14 760.00</u>

Semester Six

Work preparedness	R3 690.00
Retail buying	R3 690.00
Retail operations management 3B	R3 690.00
Applied retailing	R3 690.00
Total	<u>R14 760.00</u>

Higher Certificate in Retailing

NQF5

Location

ML Sultan Campus (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

DEPARTMENTAL NSC REQUIREMENTS		DEPARTMENTAL SENIOR CERTIFICATE REQUIREMENTS		NATIONAL CERTIFICATE VOCATIONAL	
NSC Diploma Entry minimum of 20 points excluding Life Orientation will be considered.		Senior Certificate. Applicants with 20 or more points will be considered		NCV Level 4	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	
English (home) OR	3	English	E	D	Communication /English
English (1st additional)	3				50%

Tuition Fees

PLEASE NOTE: The programme is being offered for the first time in 2020. The fees for 2020 are not yet finalised.

PLEASE NOTE: For semester programmes there would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

Curriculum

Semester One

Business Communication & Information Literacy
Introduction to Technology
Financial Literacy
Cornerstone

Semester Two

Introduction to Retail and Merchandise
Customer Orientation
Retail Operations
Sales Techniques

FOR FURTHER INFORMATION

Department of Marketing and Retail Management
Durban University of Technology
PO Box 1334
DURBAN 4000
TEL: 031 373 5425
FAX: 031 373 5480
E-mail: marketing@dut.ac.za
Or visit us on <http://www.dut.ac.za>

APPLICATION FORMS

Contact the Central Applications Office (CAO)
CAO Code: Diploma-DU-D-RB3
CAO Code: Higher Cert- DU-D-CRE
Address letters to:
Central Applications Office
Private Bag X06
Dalbridge 4014
Tel: 031 268 4444
Fax: 031 268 4422
Apply online: <http://www.cao.ac.za>

Closing date for Diploma applications: 30 September 2019

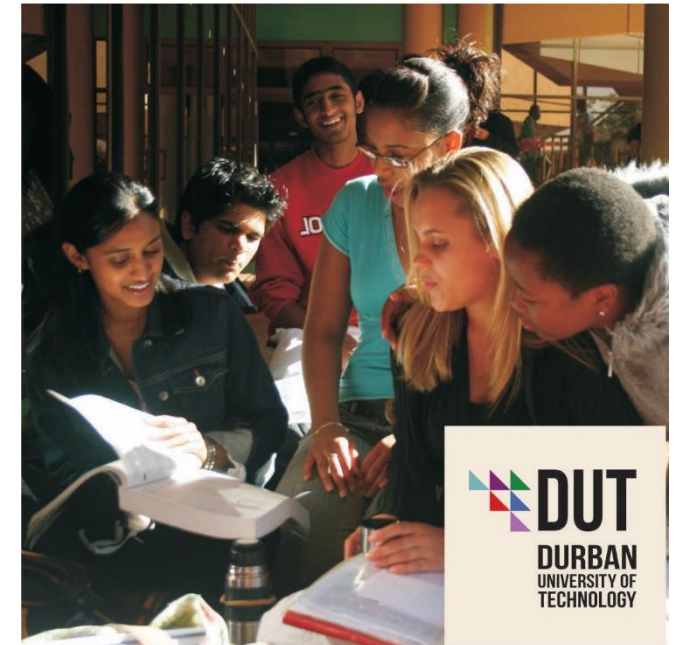
Closing date for higher certificate applications: 30 November 2019

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

For an explanation on how to fill out the application form, please go to www.nsfas.org.za or contact the call centre on the number above. 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



CAREER INFORMATION
HIGHER CERTIFICATE IN
RETAILING

DIPLOMA IN
MANAGEMENT SCIENCES
**RETAIL
MANAGEMENT**

1 JANUARY- 31 DECEMBER 2020

2020

DUT
DURBAN
UNIVERSITY OF
TECHNOLOGY

FACULTY OF
MANAGEMENT
SCIENCES

DEPARTMENT OF
MARKETING AND
RETAIL MANAGEMENT