



**CAREER INFORMATION 2022**  
**HIGHER CERTIFICATE IN RETAILING**  
**DIPLOMA IN MANAGEMENT SCIENCES: RETAIL MANAGEMENT**



01 JAN - 31 DEC 2022



**Diploma in Management Sciences: Retail Management**

**NQF Level: 6**

**SAQA ID: 94830**

**Qualification Code: DIMRMI**

**Location: ML Sultan Campus (Durban-B Block: 7<sup>th</sup> 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**  
**SENIOR CERTIFICATE (SC)**

SYMBOL	HIGHER GRADE	STANDARD GRADE
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

**NATIONAL SENIOR CERTIFICATE**

%	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			(NCV) (Level 4)	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English (home) <b>OR</b>	3	English	E	D	English	50%
English (1st additional)	4				Two fundamental subjects	50%
Mathematics <b>OR</b>	3	Mathematics	E	D		
Mathematics Literacy	4					
And <b>TWO</b> 20 credit subjects (not more than <b>ONE</b> language)	3				Three compulsory vocational subjects	60%

#### Selection criteria for this programme

Applicants must meet the minimum requirements mentioned above. NSC, SC 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 12 June/Trial 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 (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.**

### Tuition Fees

To assist you with your planning, the 2021 fees have been indicated.

**Please Note:** DUT cannot be held liable for the fees in this brochure, as the 2022 fees are not yet final

### First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits	2021 Fees
<b>Semester One</b>				
Cornerstone	CSTN101	5	12	R3 260.00
Environmental Sustainability	IEVST101	5	8	R2 030.00
Introduction to Business Law	IBSL101	5	16	R4 070.00
Introduction to Business	IBUS101	5	16	R4 070.00
Quantitative Approaches to Management	QTAM101	5	8	R2 040.00
<b>Total</b>				<b>R15 470.00</b>
<b>Semester Two</b>				
Law for Life	LWLF101	5	8	R2 040.00
Time & Stress Management	TSTM101	5	8	R2 040.00
Academic Literacy & Practice	ALWR101	5	16	R4 070.00
Business Communication & Info Literacy	BCLT101	5	16	R4 070.00
Financial literacy	FNLT101	5	12	R2 990.00
<b>Total</b>				<b>R15 210.00</b>
<b>Total Credits for Semester 1 &amp; 2</b>			<b>120</b>	

Second Year Curriculum				
<b>Semester Three</b>				
Retail fundamentals	RTFN201	6	16	R4 070.00
Retail operations management I	RTOM101	6	16	R4 070.00
Introduction to technology	ITLG101	6	12	R2 990.00
Retail operations management 2A	ROMA201	5	16	R4 070.00
<b>Total</b>				<b>R15 200.00</b>
<b>Semester Four</b>				
Theory & practice of selling	TPRS201	6	16	R4 070.00
Retail marketing	RTMK201	6	16	R4 070.00
Finance for managers	FFMN201	6	16	R4 070.00
Retail operations management 2B	ROMB201	6	12	R3 260.00
<b>Total</b>				<b>R15 470.00</b>
<b>Total Credits for Semester 3 &amp; 4</b>			<b>120</b>	
Third Year Curriculum				
<b>Semester Five</b>				
Retail merchandise management	RTMM201	6	16	R4 070.00
Retail operations 3A	ROMA301	6	16	R4 070.00
Logistics	LGST201	6	16	R4 070.00
Employee relations	EMRL201	6	16	R4 070.00
<b>Total</b>				<b>R16 280.00</b>
<b>Semester Six</b>				
Work preparedness	WKPR101	6	8	R2 050.00
Retail buying	RTBY201	6	16	R4 070.00
Retail operations management 3B	ROMB301	6	16	R4 070.00
Applied retailing	APRT201	6	16	R4 070.00
<b>Total</b>				<b>R14 260.00</b>
<b>Total Credits for Semester 5 &amp; 6</b>			<b>120</b>	

## Higher Certificate in Retailing

**NQF Level: 5**

**SAQA ID: 110814**

**Qualification Code: HCRTL**

**Location: ML Sultan Campus (Durban-B Block: 7<sup>th</sup> 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

### 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 Requirement (Higher Certificate in Retail Management)

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			(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 2021 fees have been indicated.

**Please Note:** DUT cannot be held liable for the fees in this brochure, as the 2022 fees are not yet final

### First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits	2021 Fees
<b>Semester One</b>				
Business Communication & Information Literacy	BCIF101	5	16	R4 070.00
Introduction to Technology	ITLG101	5	12	R2 990.00
Financial Literacy	FNL101	5	12	R2 990.00
Cornerstone	CSTN101	5	12	R3 260.00
<b>Total</b>				<b>R13 310.00</b>
<b>Semester Two</b>				
Introduction to Retail and Merchandise Management	IRMM101	5	20	R3 250.00
Customer Orientation	CUOR101	5	16	R3 250.00
Retail Operations	REOP101	5	16	R3 250.00
Sales Techniques	SATE101	5	16	R3 250.00
<b>Total</b>				<b>R13 000.00</b>
<b>Total Credits for Semester 1 &amp; 2</b>			<b>120</b>	

## Application

Applicants who wish to enrol for the programme/s must apply through the CAO system by no later than 30 September 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 September 2021

## For Further Information

Department of Marketing and Retail Management

Durban University of Technology

ML Sultan Campus

B Block: 7<sup>th</sup> Floor

PO Box 1334

DURBAN

4000

TEL: 031 373 5425

E-mail: [marketing@dut.ac.za](mailto: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](http://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***