



## Admission requirements

*Minimum academic requirements for Tshwane University of Technology*

In addition to the National Senior Certificate (general or vocational), with a minimum of 7 subjects, a candidate must meet the following subject requirements for this programme:

### Subject requirements

Subjects	Minimum Score
Specific requirements: • English (home language or first additional language) • Mathematics or Mathematical Literacy	3 3
Additional subjects: Any other four (20 credit) subjects *	4 x 3
Total APS Score	18

*\*A candidate may have a score of two in one of the additional subjects as long as the final score still adheres to the minimum total score stipulated for the programme.*

## Academic requirements for this qualification

- Applications will be assessed against all the admission requirements.
- Applicants with a final APS score of 22 and more, will be accepted. Acceptance is subject to available capacity according to the Student Enrolment Plan (SEP).
- Applicants with a score between 18 and 21 will be invited to do the TUT-potential assessment (PA) test.

## Duration

Three years of day classes, but Organisational Effectiveness III is offered in the form of evening classes. (Practical assignments form an integral part of the programme.)

## Career description

Management services provide a problem-solving advisory service to all levels of management. Advice is aimed at supporting management-, and effectively helping to achieve the organisation's goals, particularly cost effectiveness, quality and productivity. The management services practitioner offers the management of an organisation a wide range of products and services, including work study, organisational development programmes, organisational structuring, value stream mapping and organisational performance management.

## Career opportunities

Management services practitioner, work study practitioner, business analyst, value chain consultant.

## Subjects

### First year

Business Management I  
 Organisational Effectiveness I  
 Quantitative Techniques  
 English (A-level)

## Second year

Costing and Estimating  
 Business Management II  
 Organisational Effectiveness II  
 End-User Computing

## Third year

Labour Law  
 Business Management III  
 Management Service Practice  
 Organisational Effectiveness III  
 System Analysis and Design  
 Operational Research

## Further studies after the completion of the National Diploma

You may continue your studies up to B Tech level.

## Enquiries

*Department of Operations Management*  
 Tel. 012 382 5573 or 012 382 5582

## Website

[www.tut.ac.za](http://www.tut.ac.za) (Faculty of Management Sciences)



**Postal address**

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- diversity
- ethics
- relevance
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- partnerships
- professionalism



**Faculty of Management Sciences**  
*Department of Operations Management*  
**National Diploma: Management Services**



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**Tshwane University  
of Technology**  
*We empower people*