



Masters Of Career Opportunities



**INSERVICE
TRAINING
GUARANTEED!**

Registered and Accredited Courses

**DIPLOMA
CERTIFICATE
MATRIC**

FREE WIFI & T-SHIRT
STUDY MATERIAL
COMPUTER COURSE
INTERVIEW TECHNIQUE



📍 1st Floor Kenilworth House ☎ 031 301 1019 / 031 301 1657
35 Mark Lane Durban Central 📞 078 396 2026 ✉ 072 449 4118





About Must

At MUST Graduate Academy, we take learning seriously. But we also know that education doesn't end inside the walls of the classroom. We are formed by the people that surround us and by the experience we live each day. At MUST, you'll discover fellow students who will inspire and encourage you. Experiences that are designed to challenge you. And a campus life that hopes to provide a place for you to find a sense of belonging.

Vision

To be the premier choice of men and women to pursue their career aspirations and contribute to the world.

Mission

To integrate all resources to ensure customer satisfaction, innovation, life long careers and entrepreneurship by students consequently improving quality of life, make positive changes in our communities and prepare students for a rapidly changing world.



Health Promotion Officer L3

(163 Credits) - 1 Year

Modules By study Components

Knowledge(Theory)Modules

- Public and Community health support.
- Family and Community Services.
- Basics of Community Health.

Total Credits for Knowledge Subjects: 40

Practical (Simulations)Skills Modules

- Mobilise community to address community health issues.
- Identify the service needs and ease of access to health and social services.
- Promote healthy life styles and mental wellbieng.
- Promote HIV prevention including HIV testing, condom use, partner reduction, circumcision, STI treatment.
- Provide information on prevention of accidents and incidents in homes.
- Record and report on information provided to individuals, households and communities.
- Promote child health.
- Support community members with psychosocial problems.

- Provide an integrated approach to support treatment adherence.
- Identify and treat a select number of minor ailments.
- Provide basic support to people who are unable to care for themselves.
- Promote and provide support for maternal and women's health.

Total Credits for Practical Skills Modules: 63

Work Experience Modules

- Operation and dynamics of communities.
- Household registration and assessment processes.
- Health promotion processes.
- Formal health provision processes.
- Emotional and social wellness support processes.
- Household treatment processes of minor ailments.

Total Credits for Work Experience Modules:60



Entry Level Requirements

Learners who want to register for this qualification must have:

- Ancillary Health Care NQF Level 1 or • ABET Level 4 with FLC
- Grade 9, 10, 11 or 12 (No specific subjects are required).
- NQF Level 1 or equivalent competences in Mathematical Literacy and Communications.

Job Opportunities

Find Employment

- Major employer is Department of Health (Clinics, rehabilitation centers, testing and counseling centers) through its implementation of Primary Health Care Re-engineering under NHI.
- Other employers include Schools, waste disposal plants, water purification plants, local municipalities, Mental Health Centers, Old age homes, mines, Health Research centers, Cancer foundation, heart foundation, diabetes foundation, social department, department of housing and NGOs.



Social Auxiliary Work L5 (129 Credits) - 1 year

Modules By study Components

Knowledge(Theory)Modules

- Social Auxiliary Work and Social Welfare Services in the South African Context.
- Social work – Methods and principles.
- Communication and Life Skills in Social Auxiliary Work.

Total Credits for Knowledge Subjects: 60

Practical (Simulations)Skills Modules

- Render basic counseling and support. Support the counseling processes.
- Support the processes to intervene with individuals and families.
- Facilitate educational, life skills and support group programs.
- Assist in implementation of community development process.
- Assist with obtaining and keeping data that inform social services intervention strategies.

Total Credits for Practical Skills Modules: 33.

Work Experience Modules

- Exposure to the client counseling and referral processes.
- Exposure to the facilitation of non-therapeutic group processes.
- Exposure to community development processes.
- Exposure to the social work administration processes.

Total Credits for Work Experience Module:46

Learning Outcomes

- Provide basic counseling and support services to individuals and families with socio-economic challenges.
- Facilitate non-therapeutic (educational and support groups) groups towards the accomplishments of the developmental goals of the group.
- Facilitate participatory development in communities to address their common socio-economic needs and to promote social justice
- Collect and collate data to inform social services intervention

Entry Level Requirements

Learners who want to register for this qualification must have:

- National Senior Certificate Grade 12 certificate (NQF 4)
- NCV L4

Job Opportunities

Upon successful completion of this course, you would be able to pursue a rewarding career as:

- a Social Auxiliary Worker at various non-government institutions or the Department of Social Development.
- Community Service Worker
- Crisis Intervention Worker
- Life Skills Instructor
- Welfare Support Worker

Home Based Personal Care L2(65 Credits) (135 Credits) - 1 Year

Modules By study Components

Knowledge(Theory)Modules

- Fundamentals of Home Based Care.
- Community Health Care and Social Support.
- Rehabilitative Care within a home-based environment.
- Therapeutic Care within the home-based environment.
- Supportive and Palliative Care.

Total Credits for Knowledge Modules: 45.

Practical (Simulations)Skills Modules

- Assess and identify the needs of patients and family/ household members, and develop/update a standardized care plan in collaboration with a professional supervisor.
- Identify and report on possible needs of patients and family/household members on an ongoing basis.
- Implement delegated components of the care plan (Household and patient).
- Educate patients and family/household members regarding the specific health/social conditions, implications and principles of care (to enable patients to make informed decisions).
- Record and submit required information as per the schedule.

Total Credits for Practical Skills Modules: 45.

Work Experience Modules

- Exposure to the processes of assessing, planning and providing holistic care in household and community settings.
- Exposure to the processes of monitoring the implementation of the home-based care plans.
- Exposure to the processes of ensuring the active participation of patients and households in the management of care at home.
- Exposure to the processes of capacitating patients/family/ household members in basic practice skills.
- Exposure to the referral processes.
- Exposure to the processes of conducting follow up on referred patients at household.
- Exposure to the processes of reporting and maintaining records within the home-based care environment.
- Exposure to the processes of participating in care team activities.

Total Credits For Work Experience Modules:45

Entry Level Requirements

Learners who want to register for this qualification must have:

- ABET Level 4 with FLC
- Grade 9, 10, 11 or 12 (No specific subjects are required).
- NQF Level 1 or equivalent competences in Mathematical Literacy and Communications.

Job Opportunities

Find Employment

- A client's home
- A community care centre/ Primary Health Care Clinics
- Nursing homes- Hospices, Old Age
- Homes, Day Care Centres/Crèches
- Clinics or hospitals NGOs, NPOs.

Early Childhood Development Practitioner L4 (131 Credits) - 1 year

Modules By study Components

Knowledge(Theory)Modules

- Introduction to the early childhood development sector.
 - Theories and Perspectives of Child Development.
 - Planning and Programme Development in early childhood settings.
 - Facilitation and mediation of active learning.
 - Observation and assessment in early childhood development.
 - Promotion of health, safety and well-being of children.
 - Administration for early childhood development services and programmes.
- Total Credits for Knowledge Subjects: 43

- Support and promote the health, nutrition, safety, protection and well-being of children.
 - Build and maintain collaborative relationships with parents and other service providers.
 - Prepare and maintain administrative systems.
- Total Credits for Practical Skills Modules: 43

Work Experience Modules

- Learning programme and routines planning and preparation process.
 - (Processes of facilitating and mediating the learning programme in a variety of contexts.
 - Processes of observation, assessment, recording and reporting on children's learning and development.
 - Processes and procedures of promoting the health, nutrition, safety, protection and well-being of children in an early childhood development setting.
- Total Credits for Work Experience Modules: 60

Practical(Simulations)Modules

- Plan and prepare inclusive educational activities and routines using an approved programme based on the curriculum framework.
- Facilitate and mediate active learning in an integrated and holistic learning programme.
- Observe, assess, record and report each child's progress according to the age.

Entry Level Requirements

- An appropriate National Senior Certificate or Grade 12
- NCV L4

Job Opportunities

- Crèche Leader
- Child-minder
- Nursery Nurse
- Special Educational Needs Supporter
- Pre-school Leader
- Nursery Supervision

Educare N4 -N6 (18months)

Modules By study Semester

- N4**
- Educare Didactics Theory and Practical
 - Child Health
 - Education
 - Daycare Personnel Development
- N5**
- Entrepreneurship and Business Management N4
 - Daycare Communication
 - Educare Didactics Theory and Practical
 - Educational Psychology
- N6**
- Daycare Management
 - Daycare Communication
 - Educare Didactics Theory and Practical
 - Educational Psychology

Facilitator, Assesor & Moderator (3 Weeks)

- Facilitator**
The qualifying learner will be able to:
- Plan and prepare for facilitation.
 - Facilitate learning.
 - Evaluate learning and facilitation.
- Assessor**
The qualifying learner will be able to:
- Carry out assessments in a fair, valid, reliable and practicable manner;
 - Demonstrate understanding of outcomes-based assessment.
 - Prepare for assessments.
 - Conduct assessments.
 - Provide feedback on assessments
 - Review assessments.
- Moderator**
The qualifying learner will be able to:
- Moderate assessments in terms of the relevant outcome statements and quality assurance requirements.
 - Use the prescribed QA procedures in a fair, valid, reliable and practicable manner.
 - Demonstrate understanding of moderation within the context of an OBE assessment system.
 - Plan and prepare for moderation.
 - Conduct moderation.
 - Advise and support assessors.
 - Report, record and administer moderation.
 - Review moderation systems and processes.

Purpose of Course

- Facilitator**
This unit standard will provide recognition for those who facilitate or intend to facilitate learning using a variety of given methodologies. Formal recognition will enhance their employability and also provide a means to identify competent learning facilitators.
- Assessor**
This generic assessor course is for those who assess people for their achievement of learning outcomes in terms of specified criteria using pre-designed assessment instruments.
- Moderator**
This unit standard is for people who conduct internal or external moderation of outcomes-based assessments.

Entry Level Requirements

- An appropriate National Senior Certificate or Grade 12
- NCV L4
- A National Certificate: N4: Educare or An Equivalent Qualification
- A National Certificate: N5: Educare or An Equivalent Qualification

Job Opportunities

- Daycare Manager
- Child Care Assistant
- Pre-School Teacher
- Au Pair
- Entrepreneur
- Educare Practitioner
- Play Group Practitioner
- Day Care Supervisor
- Admin Assistant



Mechanical Engineering N4 -N6 (1 Year)

Modules By Semester

- N4**
- Mechanotechnics
 - Mathematics
 - Engineering Science
 - Mechanical Draughting
- N5**
- Power Machines
 - Mechanotechnics
 - Mechanical Draughting and Design
 - Mathematics
- N6**
- Power Machines
 - Mechanotechnics
 - Mathematics
 - Mechanical Draughting and Designing

Job Opportunities

- Assistant Mechanical Engineer
- Auto Electrician
- Boilermaker
- Diesel Mechanic
- Mechanical Engineering Technician
- Motor Mechanic

Entry Level Requirements

- N4**
- An appropriate National Certificate
 - N3: Engineering Studies.
 - Grade 12/Matric pass with 40% in Physics and Maths
- N5**
- A National Certificate: N4: Mechanical Engineering with four subjects passed
- N6**
- A National Certificate: N5: Mechanical Engineering with four subjects passed



Civil Engineering N4 -N6 (1 Year)

Modules By Trimester

- N4**
- Building Administration
 - Quantity Surveying
 - Mathematics
 - Building and Structural Construction
- N5**
- Quantity Surveying
 - Building and Structural Construction
 - Mathematics
 - Building Administration
- N6**
- Quantity Surveying
 - Building and Structural Construction
 - Mathematics
 - Building Administration

Job Opportunities

- Electrician
- Electro-Technician
- Master Technician
- Millwright
- Electrical Fitter/Engineer
- Electrical Wire person (Domestic Installation)

Entry Level Requirements

- N4**
- An appropriate National Certificate:
 - N3: Engineering Studies.
 - Grade 12/Matric pass with 40% in Physics and Maths
- N5**
- A National Certificate: N4: Civil Engineering with four subjects passed
- N6**
- A National Certificate: N5: Civil Engineering with four subjects passed



Electrical Engineering N4 -N6 (1 Year)

Modules By Trimester

- N4**
- Electrotechnics
 - Industrial Electronics
 - Mathematics
 - Engineering Science
- N5**
- Electrotechnics
 - Mathematics
 - Power Machines
 - Industrial Electronics
- N6**
- Power Machines
 - Industrial Electronics
 - Electrotechnics
 - Mathematics

Job Opportunities

- Electrician
- Electro-Technician
- Master Technician
- Millwright
- Electrical Fitter/Engineer
- Electrical Wire person (Domestic Installation)

Entry Level Requirements

- N4**
- An appropriate National Certificate:
 - N3: Engineering Studies.
 - Grade 12/Matric pass with 40% in Physics and Maths
- N5**
- A National Certificate: N4: Electrical Engineering with four subjects passed
- N6**
- A National Certificate: N5: Electrical Engineering with four subjects passed



Boiler Maker N1 -N3 (4Months)

Modules By Trimester

- N4**
- Engineering Science N1
 - Engineering Maths N1
 - Platers Theory N1
 - Platers Steel Structure Drawing N1
- N4**
- Engineering Science N2
 - Engineering Maths N2
 - Platers Theory N2
 - Platers Steel Structure Drawing N2

Job Opportunities

- Welder
- Boiler Maker
- Artisan Boiler Maker

Entry Level Requirements

- N1**
- Grade 19 to 12/Matric pass with 40% in Maths
- N2**
- A National Certificate: N1: Boiler Making with four subjects passed
- N3**
- A National Certificate: N2: Boiler Making with four subjects passed

MUST Graduate Academy Business Management N4-N6 (18 Months)

Modules By Semester

- N4**
- Entrepreneurship and Business Management
 - Management Communication
 - Computer Practice
 - Financial Accounting
- N5**
- Entrepreneurship and Business Management
 - Computer Practice
 - Sales Management
 - Financial Accounting
- N6**
- Entrepreneurship and Business Management
 - Computer Practice
 - Sales Management
 - Financial Accounting

Entry Level Requirements

- N4**
- An appropriate National Senior Certificate or Grade 12 with Accounting - NCV L4
- N5**
- A National Certificate: N4: Business Management or an Equivalent Qualification
- N6**
- A National Certificate: N5: Business Management or an Equivalent Qualification

Job Opportunities

- General Manager
- Assistant Manager
- Entrepreneur
- Business Development
- Quality Assurance
- Office Manager
- Restaurant Manager
- Small Business Owner Business Advisor

MUST Graduate Academy Marketing Management N4 -N6 (18 Months)

Modules By Semester

- N4**
- Marketing Management
 - Entrepreneurship and Business Management
 - Management Communication
 - Computer Practice
- N5**
- Marketing Management
 - Sales Management
 - Entrepreneurship and Business Management
 - Computer Practice
- N6**
- Marketing Management
 - Sales Management
 - Marketing Research
 - Marketing Communication

Entry Level Requirements

- N4**
- An appropriate National Senior Certificate or Grade 12/NCV L4
- N5**
- A National Certificate: N4: Marketing Management or an Equivalent Qualification
- N6**
- A National Certificate: N4: Marketing Management or an Equivalent Qualification

Job Opportunities

- Salesperson
- Marketing Manager
- Marketing Researcher
- Marketing Communications Expert
- Marketing Consultant
- Advertiser

MUST Graduate Academy Public Management N4 -N6 (18 Months)

Modules By Semester

- N4**
- Public Administration
 - Computer Practice
 - Management Communication
 - Entrepreneurship and Business Management
- N5**
- Public Administration
 - Public Finance
 - Municipal Administration
 - Computer Practice
- N6**
- Public Administration
 - Municipal Administration
 - Public Finance
 - Public Law

Entry Level Requirements

- N4**
- An appropriate National Senior Certificate/Grade 12 /NCV L4
- N5**
- A National Certificate: N4: Public Management or an Equivalent Qualification
- N6**
- A National Certificate: N5: Public Management or an Equivalent Qualification.

Job Opportunities

- Public Sector General Manager
- Public Sector Administration Manager
- Public Sector Human Resource Manager
- Data Capturer
- Municipal Officer
- Community Co-Ordinator
- Clerk
- Communication Officer

MUST Graduate Academy Public Relations N4 -N6 (18 Years)

Modules By Semester

- N4**
- Office Practice
 - Information Processing
 - Communication
 - Marketing Management
- N5**
- Office Practice
 - Information Processing
 - Communication
 - Public Relations
- N6**
- Office Practice
 - Information Processing
 - Communication
 - Public Relations

Entry Level Requirements

- N4**
- National Senior Certificate /Grade 12/ NCV L4
- N5**
- A National Certificate: N4: Public Relations or an Equivalent Qualification
- N6**
- A National Certificate: N4: Public Relations or an Equivalent Qualification.

Job Opportunities

- Public Relations Coordinator
- Public Relations Officer
- Events Coordinator
- PR Account Manager
- PR Account Supervisor
- Communications Assistant
- Media Coordinator
- Community Engagement Officer

MUST Graduate Academy Human Resources Management(18 Months)

Modules By Semester

- N4**
- Personnel Management
 - Entrepreneurship and Business Management
 - Management Communication
 - Computer Practice
- N5**
- Personnel Management
 - Personnel Training
 - Labour Relations
 - Computer Practice
- N6**
- Personnel Management
 - Personnel Training
 - Labour Relations
 - Computer Practice

Entry Level Requirements

- N4**
- An appropriate National Senior Certificate or Grade 12 or NCV L4
- N5**
- A National Certificate: N4: Human Resource Management or an Equivalent Qualification
- N6**
- A National Certificate: N5: Human Resource Management or an Equivalent Qualification.

Job Opportunities

- Human Resource Manager
- Training and Development Manager
- Labour Relations Manager
- Recruitment Agent
- Personnel Manager
- Training Co-Ordinator

MUST Graduate Academy Management Assistant (18 Months)

Modules By Semester

- N4**
- Information Processing
 - Office Practice
 - Communication
 - Computer Practice
- N5**
- Information Processing
 - Office Practice
 - Communication
 - Computer Practice
- N6**
- Information Processing
 - Office Practice
 - Communication
 - Computer Practice

Entry Level Requirements

- N4**
- An appropriate National Senior Certificate or Grade 12/NCV L4
- N5**
- A National Certificate: N4: Marketing Assistant or an Equivalent Qualification
- N6**
- A National Certificate: N4: Marketing Assistant or an Equivalent Qualification

Job Opportunities

- Executive assistant
- Private Secretary
- Office Manager
- Administrative Clerk
- Secretarial
- Personal Assistant
- Office Administrator
- Communications Officer

MUST Graduate Academy Financial Management N4 -N6 (18 Months)

Modules By Semester

- N4**
- Financial Accounting
 - Computerized Financial Systems
 - Management Communication
 - Entrepreneurship and Business Management
- N5**
- Financial Accounting
 - Computerised Financial Systems
 - Cost and Management Accounting
 - Entrepreneurship and Business Management
- N6**
- Financial Accounting
 - Computerised Financial Systems
 - Cost and Management Accounting
 - Entrepreneurship and Business Management

Entry Level Requirements

- N4**
- An appropriate National Senior Certificate or Grade 12 with Accounting - NCV L4
- N5**
- A National Certificate: N4: Financial Management or an Equivalent Qualification
- N6**
- A National Certificate: N5: Financial Management or an Equivalent Qualification

Job Opportunities

- Accountant for a small firm
- Accounting Technician/Clerk
- Bookkeeper
- Debtors/Creditors Clerk
- Payroll Administrator
- Assistant to a Cost Accountant
- Internal Auditor Clerk
- Office Manager

MUST Graduate Academy Office Administration N4 -N6 (18 Months)

Modules By Semester

- N4**
- Information Processing
 - Office Practice
 - Communication
 - Computer Practice
- N5**
- Information Processing
 - Office Practice
 - Communication
 - Computer Practice
- N6**
- Information Processing
 - Office Practice
 - Communication
 - Computer Practice

Entry Level Requirements

- N4**
- An appropriate National Senior Certificate or Grade 12/NCV L4
- N5**
- A National Certificate: N4: Marketing Assistant or an Equivalent Qualification
- N6**
- A National Certificate: N4: Marketing Assistant or an Equivalent Qualification

Job Opportunities

- Executive assistant
- Private Secretary
- Office Manager
- Administrative Clerk
- Secretarial
- Personal Assistant
- Office Administrator
- Communications Officer



Human Resources Management(18 Months)

Entry Level Requirements

N4
• An appropriate National Senior Certificate or Grade 12 or NCV L4

N5
• A National Certificate: N4: Human Resource Management or an Equivalent Qualification

N6
• A National Certificate: N5: Human Resource Management or an Equivalent Qualification.

Job Opportunities

- Human Resource Manager
- Training and Development Manager
- Labour Relations Manager
- Recruitment Agent
- Personnel Manager
- Training Co-Ordinator

Modules By Semester

N4
• Personnel Management
• Entrepreneurship and Business Management
• Management Communication
• Computer Practice

N5
• Personnel Management
• Personnel Training
• Labour Relations
• Computer Practice

N6
• Personnel Management
• Personnel Training
• Labour Relations
• Computer Practice



Management Assistant (18 Months)

Entry Level Requirements

N4
• An appropriate National Senior Certificate or Grade 12/NCV L4

N5
• A National Certificate: N4: Marketing Assistant or an Equivalent Qualification

N6
• A National Certificate: N4: Marketing Assistant or an Equivalent Qualification

Job Opportunities

- Executive assistant
- Private Secretary
- Office Manager
- Administrative Clerk
- Secretarial
- Personal Assistant
- Office Administrator
- Communications Officer

Modules By Semester

N4
• Information Processing
• Office Practice
• Communication
• Computer Practice

N5
• Information Processing
• Office Practice
• Communication
• Computer Practice

N6
• Information Processing
• Office Practice
• Communication
• Computer Practice



Financial Management N4 -N6 (18 Months)

Entry Level Requirements

N4
• An appropriate National Senior Certificate or Grade 12 with Accounting
• NCV L4

N5
• A National Certificate: N4: Financial Management or an Equivalent Qualification

N6
• A National Certificate: N5: Financial Management or an Equivalent Qualification

Job Opportunities

- Accountant for a small firm
- Accounting Technician/Clerk
- Bookkeeper
- Debtors/Creditors Clerk
- Payroll Administrator
- Assistant to a Cost Accountant
- Internal Auditor Clerk
- Office Manager

Modules By Semester

N4
• Financial Accounting
• Computerized Financial Systems
• Management Communication
• Entrepreneurship and Business Management

N5
• Financial Accounting
• Computerised Financial Systems
• Cost and Management Accounting
• Entrepreneurship and Business Management

N6
• Financial Accounting
• Computerised Financial Systems
• Cost and Management Accounting
• Entrepreneurship and Business Management



Office Administration N4 -N6 (18 Months)

Entry Level Requirements

N4
• An appropriate National Senior Certificate or Grade 12/NCV L4

N5
• A National Certificate: N4: Marketing Assistant or an Equivalent Qualification

N6
• A National Certificate: N4: Marketing Assistant or an Equivalent Qualification

Job Opportunities

- Executive assistant
- Private Secretary
- Office Manager
- Administrative Clerk
- Secretarial
- Personal Assistant
- Office Administrator
- Communications Officer

Modules By Semester

N4
• Information Processing
• Office Practice
• Communication
• Computer Practice

N5
• Information Processing
• Office Practice
• Communication
• Computer Practice

N6
• Information Processing
• Office Practice
• Communication
• Computer Practice



MASTERS OF
CAREER
OPPORTUNITIES

MUST Graduate Testimonials



Name:Aphelele Ngqasa
Occupation:Business Student
Opportunity:Busary recipient



Name:Slindile Mwell
Employer:MUST Graduate Academy
Opportunity: Office Administrator



Name:Cindy Mkhize
Employer:Umlazi Medical Centre
Opportunity:Employment



Name:Ingrid Vanwyk
Employer:Durban Medical Center
Opportunity:Employment



Name:Tamara Msabeki
Employer:Pine Haven
Opportunity:Employment



Name:Pride Mdlotsh
Employer:Dudoc Hospital
Opportunity:Employment



📍 1st Floor Kenilworth House
35 Mark Lane Durban Central
☎️ 031 301 1019 / 031 301 1657
📞 078 396 2026 ✉️ 072 449 4118



MASTERS OF
CAREER
OPPORTUNITIES



www.mustgraduate.co.za