CONTINUING EDUCATION
Professional Development & Opportunities for Studying While Working
2013
This handbook is aimed at mature adults and working people considering further studies at the University of Cape Town (UCT). It provides information about many of the programmes and courses currently offered by UCT to prospective students who wish to improve their skills or qualifications while continuing to work. As this handbook does not contain a complete listing of all such courses offered in any given year, please enquire from the relevant department directly if you cannot find information about any course or qualification in which you are interested.

Details listed may change from time to time, therefore it is important to contact the department concerned to confirm the information provided in this handbook.

You will need to select your course or programme carefully to match your personal needs and be realistic about how much you can fit in around your existing schedule and commitments.

The handbook is divided into two sections:

**Section A** provides information about units and departments offering non-credit-bearing courses (often termed short courses) which may be orientated towards professional development, executive capacity building or general interest. These courses generally do not offer credits which can be accumulated towards a full qualification. Different units and departments will require different entry requirements and courses may or may not be assessed. Certificates may be issued for attendance or completion.

**Section B** provides information about formal degree or diploma programmes which are designed to allow students to study while continuing to work. They may offer lectures/seminars in the afternoons or evenings, or have flexible modes of delivery (e-learning, block release or part-time) which make it possible for working people to study. These courses are generally credit-bearing and upon successful completion can lead to the attainment of a formal University of Cape Town qualification.

The bookmarks list courses and programmes that make provision for working people.

Please note: There are also programmes of full-time study at UCT which have been designed to assist professionals who wish to acquire new skills for career change or career conversion – for example, the Accounting or Actuarial conversion courses offered through the Commerce Faculty and the vocationally-directed post-graduate programmes in management – these are NOT included in this brochure. You should enquire directly from the faculty concerned.
You do not have to apply through the central admissions offices at UCT to participate in these courses. Administration of these courses is done through the individual department or unit.

All details, and any enquiries about these courses, should be made directly to the unit or department concerned – details are listed in each case.
FACULTY: Centre for Higher Education Development

UNIT: Centre for Open Learning, Public and Continuing Education programme (PACE)

FIELD/FOCUS: Public and continuing education courses with the aim of promoting lifelong learning. The Centre for Open Learning (COL) strives to make the educational resources of the University available to a wide range of people.

PROFILE OF LEARNERS:
- Adults living and working in and around Cape Town
- Working people who wish to upgrade knowledge and capacities
- Members of the public who wish to engage in further learning without formal assessments
- Institutions or organisations that need to develop training which meets the particular needs of their employees or workplace.

COURSE/S:
1) Summer School
Annual programme open to all run for two weeks every January which offers up to 60 courses over two weeks. The courses are grouped into themes: Arts & Humanities; History, Philosophy & Contemporary Studies; Science & Conservation; Language and Practical Art & Writing courses. The programme is made available in October.

2) Public open courses which run during the year
A selection of courses is offered every year. In 2013, there will be courses on citizen science (including the popular Astronomy in the Cape course) as well as introductory language courses. Through the COL, the Confucius Institute offers Chinese language short courses for members of the public each year.

3) Customised programmes run in-house for organisations
Our Centre offers expertise in learning needs assessment and curriculum development for organisations which need specialist or general staff development appropriate to a particular context or group of adults. Customised courses can only be developed and run for a minimum of 12 participants.

ADMISSION REQUIREMENTS:
In most cases, our courses do not have admission requirements.

EXIT LEVEL/OUTCOMES:
No formal exit outcomes, but some courses may provide Certificates of Attendance or Completion, if the participants meet the specified requirements.

PROGRAMME FOR 2013:
See website for details or e-mail us.

CONTACT INFORMATION:
Telephone: 021 650 2888
Fax: 021 650 2893
Email: ems@uct.ac.za
Visit our facebook pages: UCT Centre for Open Learning & UCT Summer School
Web address: http://www.summerschool.uct.ac.za (Summer School)
http://www.ched.uct.ac.za/departments/col/ (Centre for Open Learning)
FACULTY: Commerce

UNIT: Centre for Actuarial Research

FIELD/FOCUS: AIDS modelling and population projection

PROFILE OF LEARNERS:
Demographers at statistical agencies in Southern Africa, individuals in provincial and local authorities tasked with projecting populations, actuaries, users of HIV/AIDS models, post-graduate students in a field cognate to demography, and academic staff.

COURSE/S:
Five-day course on population projection incorporating the demographic impact of HIV/AIDS.

COURSE DETAILS:
Day 1: Introduction to population projection and estimation
Day 2: HIV/AIDS epidemiology and modelling, finding and understanding information about HIV/AIDS, and introduction to Spectrum
Day 3: Spectrum and EPP packages (used by UNAIDS/WHO)
Day 5: Select or sub-population modelling

ADMISSION REQUIREMENTS:
Applicants must be proficient in Excel and ideally have had some training in quantitative demographic (or actuarial) methods. Enrolment is subject to a maximum of 40 participants. Depending on demand, individuals may register for single days or combinations of days.

EXIT LEVEL/OUTCOMES:
The course offers an in-depth introduction to population projection and modelling the demographic impact of HIV/AIDS. Emphasis will be placed on the development and exercise of practical skills.

PROGRAMME FOR 2013:
June or July (TBA)

CONTACT INFORMATION:
Contact person: Zerina Matthews
Tel: 021 650 5475
Fax: 021 650 5937
Email: zerina.matthews@uct.ac.za

Web address: http://www.commerce.uct.ac.za/Research_Units/CARE/Courses/ShortCourse.asp
FACULTY: Commerce

UNIT: Graduate School of Development Policy and Practice

FIELD/FOCUS: Public, private sector and non-profit leadership

PROFILE OF LEARNERS:
Senior management: a limited number selected from applicants.

COURSE/S:
• Innovations in Public Employment Programmes (in partnership with the International Labour Organisation)
• The Role of Public Policy in Private Sector Development (in partnership with Professor Francis Fukuyama’s Leadership Academy for Development)

ADMISSION REQUIREMENTS:
There are no formal education entry requirements but different courses will be relevant to particular sectors. Generally, the courses are aimed at senior level policy makers and managers in the public and private sector.

EXIT LEVEL/OUTCOMES:
No formal exit outcomes, but courses provide Certificates of Completion, if the participants meet the specified requirements.

PROGRAMME FOR 2013:
Innovations in Public Employment Programmes – five days in March 2013
The Role of Public Policy in Private Sector Development – four days in May 2013

See website for details or email for further information.

CONTACT INFORMATION:
Contact person: Judith Cornell
Tel: 021 650 5669
Fax: 0866 832 664
E-mail: judith.cornell@uct.ac.za

Web address: http://gsdpp.uct.ac.za
**FACULTY:** Commerce

**UNIT:** School of Management Studies, Economics Department, Information Systems Department and College of Accounting in partnership with the online education company, GetSmarter

**FIELD/FOCUS:** Business-related skills

**PROFILE OF LEARNERS:**
The courses are open to anyone who has the appropriate level of internet connectivity (specified on the GetSmarter website).

**COURSE/S:**
- Bookkeeping
- Business Economics
- Corporate Coaching
- Digital Photography
- Events Management
- Feature Writing
- Financial Management
- Guest House Management
- Internet Marketing
- Internet Super-User
- Marketing
- Office Management
- Payroll & Tax Administration
- People Management
- Personal Finance
- Photoshop
- Project Administration
- Social Media
- Tourism Management

* Online Copywriting
* Public Relations
* Sales Management
* Operations Management
* Supply Chain Management
* Business Writing - Law
* Graphic Design
* Health and Safety
* Paralegal
* Accounting Technician
* IT Management

**ADMISSION REQUIREMENTS:**
None, except access to a computer and internet connection, as well as the ability to read, write and complete any assignments in English.

**EXIT LEVEL/OUTCOMES:**
UCT short course certificates.

**PROGRAMME FOR 2013:**
The online educational company GetSmarter has partnered with several UCT departments to offer a number of online short courses. All courses are offered exclusively online – in 10-week to 12-week blocks, with online learning support and assessment. See GetSmarter’s website for the details.

**CONTACT INFORMATION:**
Tel: 021 447 7565
Fax: 021 447 8344
E-mail: info@getsmarter.co.za

Web address: www.getsmarter.co.za or http://www.commerce.uct.ac.za/Commerce/Information/ShortCourses/ShortCourses.asp
FACULTY: Commerce

UNIT: Graduate School of Business – Executive Education

FIELD/FOCUS: Short courses offered by the Executive Education unit are designed to add value to the individual and to the sponsoring organisation. The unit has a strong focus on leadership development, which is based on a good understanding of the crucial role of personal mastery. Development is also offered in specialist fields such as strategy, marketing, operations, project management and finance. We draw on a considerable range of expertise in delivering these courses, using local and international resources from the private, public and academic sectors.

PROFILE OF LEARNERS:
Executives, managers and entrepreneurs at all levels, from all sectors, and with a strong international representation of delegates. The GSB has evolved an approach that simulates the challenges faced every day.

COURSE/S:
Short courses on a range of topics are offered. These courses are grouped under the following areas: leadership development, strategy and strategic issues, organisational effectiveness, coaching, finance and project management, sales and marketing, and specialist industry.

ADMISSION REQUIREMENTS:
Unless specified, there are no formal entry requirements.

EXIT LEVEL/OUTCOMES:
These programmes are holistic, multi-disciplinary and research-based, and encourage participants to develop their ability to think critically and innovatively. Participants also develop the ability to learn continuously from application and experience.

PROGRAMME FOR 2013:
Consult the website: http://www.gsb.uct.ac.za/execed for schedule of courses.

CONTACT INFORMATION:
Tel: 021 406 1490
Fax: 021 406 1462
Email: execed@gsb.uct.ac.za

Web address: http://www.gsb.uct.ac.za/execed
FACULTY: Commerce

UNIT: Institute for Monitoring and Evaluation

FIELD/FOCUS: Offers short courses in monitoring and evaluation, and a certificate programme

PROFILE OF LEARNERS:
Individuals, whose jobs require them to evaluate programmes but have no formal training in this field; individuals who have had formal training, but need to refresh their knowledge and skills; graduates who want to use their social research skills for a career in programme evaluation.

SHORT COURSE/S:
Five-day course: Introduction to monitoring and programme evaluation

Completion of the short courses will lead to a Certificate in Monitoring and Evaluation. This is a certificate of attendance and can be upgraded to a certificate of competence on completion of an assignment.

ADMISSION REQUIREMENTS:
Anyone who works in the area of monitoring and programme evaluation, or is interested in knowing more about this area, will be admitted to the short courses.

EXIT LEVEL/OUTCOMES:
Exit level outcomes for the short course are specified on our website.

PROGRAMME FOR 2013:
Short courses are advertised in the press and on the website.

CONTACT INFORMATION:
Contact person: Professor J Louw-Potgieter
Tel: 021 650 5218
Fax: 021 689 7570
Email: joha.louw-potgieter@uct.ac.za

Web address: http://www.commerce.uct.ac.za/Organisations/Institute_for_Monitoring_and_Evaluation/
FACULTY: Engineering and the Built Environment

UNIT: Continuing Professional Development

FIELD/FOCUS: Engineering and the built environment

PROFILE OF LEARNERS:
Practising engineers and related professionals.

COURSE/S:
Architecture and Urban Conservation courses
Aspects of City Design
Business Writing
Chemical Engineering courses
Conservation of the Built Environment programme
Energy and Climate Change
Energy Modelling and Analysis
Placing Design Central to Urban Decision Making
Project Management courses
Property Development courses & Property Valuation
Radar and Electronic Defence courses
Transport courses
Urban Infrastructure Design and Management courses
Water Distribution Systems

ADMISSION REQUIREMENTS:
Unless specified for a particular course, there are usually no entry requirements.

EXIT LEVEL/OUTCOMES:
Certificates of attendance or successful completion are issued, depending on the course requirements.

In terms of the agreements between the Engineering Council of South Africa (ECSA) and other international engineering bodies, South African-registered professionals are obliged to keep abreast of developments and knowledge in their fields of expertise in order to maintain and demonstrate their competence. As from January 2006, all ECSA registered persons are required to undertake and record CPD activities as a prerequisite to renewal of their professional registration. All CPD courses are registered with ECSA for CPD points.

PROGRAMME FOR 2013:
For course information and application details please visit the CPD website.

CONTACT INFORMATION:
Contact person: Heidi Tait or Sandra Jemaar
Tel: 021 650 5793
Fax: 021 650 2669
Email: ebe-cpd@uct.ac.za

Web address: http://www.cpd.uct.ac.za/
FACULTY: Health Sciences

UNIT: Disability Studies

FIELD/FOCUS: The Disability and Social Inclusion short course aims to introduce participants to disability as a human rights and social issue and to explore the implications of this for living and working with disability.

PROFILE OF LEARNERS:
The course is suitable for a wide range of people who want to work with disability in a human rights framework. Previous participants include government officials, people from NGOs, teachers, therapists and parents of disabled children.

COURSE/S:
A three-day short course: Disability and Social Inclusion.

ADMISSION REQUIREMENTS:
There are no admission requirements for the course but fluency in English and a strong interest in disability issues will be helpful.

EXIT LEVEL/OUTCOMES:
By the end of the short course, participants will be able to:
• Understand disability rights and issues of social justice
• Examine the ways of thinking and acting that create barriers in society for the participation of disabled people
• Recognise and respect the lived experience of disabled people in terms of their resilience and contribution to the community
• Examine the role of support for disabled people and their families
• Consider ways in which they can make their communities more inclusive of people with disabilities.

PROGRAMME FOR 2013:
Contact the Disability Studies Programme for the 2013 dates.

CONTACT INFORMATION:
Contact person: Dr Judith Mckenzie
Tel: 021 4066318
Fax: 021 4066323
E-mail: judith.mckenzie@uct.ac.za
Web address: http://www.dhrs.uct.ac.za/home/
FACULTY: Health Sciences

UNIT: Disability Studies

FIELD/FOCUS: The Inclusive Development and Agency course aims to assist students understand community-based rehabilitation as a community development strategy to promote the rights of people with disabilities, and implement strategies and actions to enable participation by taking environmental factors into consideration.

PROFILE OF LEARNERS:
A wide range of people who wish to enhance their knowledge on disability rights and practice. Previous participants include government officials, people from NGOs, teachers, therapists, community workers and carers.

COURSE/S:
A three-day short course: Inclusive Development and Agency.

ADMISSION REQUIREMENTS:
There are no admission requirements for the course but fluency in English and a strong interest in disability issues will be helpful.

EXIT LEVEL/OUTCOMES:
By the end of the short course, participants will be able to:
• Explain the concepts of disability, inclusion development, identity, agency and power
• Explain the purpose of disability rights policies
• Identify and describe barriers to participation across sectors
• Implement strategies to enable participation and access to services
• Mobilise local resources
• Work with relevant expertise and stakeholders.

Those attending can receive Certificates of Attendance if they meet the requirements. It may be possible to earn CPD points or credits for this course – please enquire about this option as there may be entry requirements.

PROGRAMME FOR 2013:
Contact the administrator for course details.

CONTACT INFORMATION:
Programme convenor: Assoc Prof T Lorenzo
Administrator: Usanda Qukula
Tel: 021 406 6205/ 406 6164
Fax: 021 406 6323
Email: theresa.lorenzo@uct.ac.za or usanda.qukula@uct.ac.za

Website: http://www.dhrs.uct.ac.za/home/
FACULTY: Health Sciences

UNIT: School of Public Health and Family Medicine

FIELD/FOCUS: Health and human rights

PROFILE OF LEARNERS:
Teaching staff in institutions who are responsible for training health professionals at universities, colleges and other training facilities. Participants should ideally be teachers active in undergraduate or postgraduate teaching and in a position to introduce or facilitate ongoing sustainability of training initiatives beyond the course.

COURSE/S:
Train the Trainer Course in Health and Human Rights

ADMISSION REQUIREMENTS:
Ideally teachers currently active in undergraduate or postgraduate teaching and in a position to introduce or facilitate on-going sustainability of training initiatives beyond the course.

EXIT LEVEL/OUTCOMES:
This course will enable participants to:
• Understand the conceptual framework for human rights and its relationship to health
• Explore the historical context as well as contemporary national and international human rights debates relating to health and human rights
• Promote awareness of professional and ethical codes to support human rights
• Explore the past and future roles of institutions in the health sector with regard to human rights
• Recognise the importance of self-study and reflection on the past to plan for the future
• Develop strategies for curriculum change, including multidisciplinary teaching, identifying clinical settings in which human rights abuses take place, and exploring the relationship between ethics and human rights
• Identify core and discipline-specific competencies in human rights
• Investigate, create and share teaching resources.

PROGRAMME FOR 2013:
Consult the website for further information http://www.hhr.uct.ac.za/train/train.php

CONTACT INFORMATION:
Contact person: Carmen De Koker
Tel: 021 4066300
Fax: 021 4066354
E-mail: carmen.dekoker@uct.ac.za

Web address: http://www.hhr.uct.ac.za/train/train.php
PROFILE OF LEARNERS:
In-service teachers

COURSE/S:
A number of short courses will be offered by SDU to teachers seeking to remain informed about developments in their fields. The short course programme:

• Offers short, focused interventions;
• Consists of courses developed and presented by specialists in their field;
• Can respond to needs and requests.

A short course is typically six to 30 hours in length. All courses have an assessment component and are UCT-accredited. The Schools Development Unit reserves the right to cancel a course if there are not enough applicants and to offer different courses as dictated by demand and need. Please consult the SDU website for updates.

ADMISSION REQUIREMENTS:
These courses are designed for qualified teachers. Courses may require that teachers already have existing content knowledge. Enquire directly about each course.

EXIT LEVEL/OUTCOMES:
A continuing education certificate will be issued to participants who successfully complete all course tasks.

PROGRAMME FOR 2013:
Please contact the unit for details about the schedule.

CONTACT INFORMATION:
Contact person: Wadeeah Fisher
Tel: 021 6503584
Fax: 021 650 5569
Email: Wadeeah.fisher@uct.ac.za
Short Course Manager: Gary Powell  Email: Gary.Powell@uct.ac.za

Web address: http://www.sdu.uct.ac.za
FACULTY: Law

UNIT: UCT Law@Work: The Professional Development Project

FIELD/FOCUS: The Professional Development Project offers seminars, lectures, short courses and certificate courses of post-graduate standard.

PROFILE OF LEARNERS:
Professional members of the legal and other professions who want to acquire specialist knowledge or update their knowledge in specific fields of law.

COURSE/S:
Short courses and workshops which have been offered:
- Administrative Justice
- An Introduction to South African Oil and Gas Law and Policy
- Business Turnaround
- Business Writing and Legal Documents
- Companies Act seminars
- Competition Law
- Compliance Management
- Estates and Financial Planning
- FAIS Exam preparation workshops
- Government Contracts and Procurement Law
- Internet and the Law
- Islamic Finance and Banking Law
- Labour Law for Trade Unions
- Labour Law, both short courses and updates on pertinent legal issues
- Legal Writing
- Muslim Personal Law
- Negotiation Skills
- Paralegal practitioners’ course
- Plain language drafting in terms of the CPA
- Practical Labour Law
- Sectional Title Scheme Management
- Securitisation
- Start and Manage a Small Business
- The Consumer Protection Act: Property Law Implications
- The Protection of Personal Information Bill
- Understanding Contracts for Effective Control and Reading and Writing Legal Language

ADMISSION REQUIREMENTS: These are specified for each course.

EXIT LEVEL/OUTCOMES: The course attendee should have a good working knowledge (practical and theoretical) of the subject covered by the course.

PROGRAMME FOR 2013:
Please consult the website for details of courses, workshops and seminars that will be conducted during 2013. The Project has also established relationships with Paddocks and GetSmarter which have a variety of courses on offer and can also provide customised courses in certain fields on request.

CONTACT INFORMATION:
Contact person: Iréna Wasserfall, Paula Allen or Andrea Blaauw
Tel: 021 650 5621, 021 650 5558, 021 650 5413
Fax: 021 650 5513
Email: irena.wasserfall@uct.ac.za, paula.allen@uct.ac.za, andrea.blaauw@uct.ac.za

Web address: http://www.law.uct.ac.za/ (look under professional short courses)
CREDIT-BEARING COURSES AND FULL PROGRAMMES

All the listings in this section are courses or programmes that lead to the attainment of a formal UCT qualification. Many are post-graduate programmes. They all have very specific academic entry requirements, and sometimes specified work experience. Most of them require you to register for a full degree or diploma, which may run part-time on a block release system, or be offered after working hours. Sometimes it is possible to register for a single credit-bearing course – this is indicated in the detailed entries.

REGISTERING AT UCT
You would need to register with UCT through Central Admissions as well as gain acceptance for your particular area of study with the faculty and programme of your choice.

What you should do:
1. Identify which programme/courses you are interested in studying. Gather information about whether this course meets your personal needs. Consider the content of the course, outcomes, level, intensity and workload, timing of the course programme delivery as well as cost. Start with this booklet, then explore further on the UCT and departmental websites for this information, or contact the unit/department directly.

2. Find out directly from the department or unit whether you are eligible for admission into this programme.

3. Finally apply formally to UCT (there is a non-refundable application fee).

UCT Admissions Office
Student Administration Building, Middle Campus
Tel: 021 650 2128
Fax: 021 650 5189
Email: admissions@uct.ac.za

Please note that most programmes have very clearly specified dates by when you have to register, and for full programmes these dates tend to be the end of the year before you intend taking up study.
If you wish to study but do not have the required formal educational qualifications specified by the programme of your choice, but you believe that your age, work and life experiences have provided you with equivalent levels of learning, you may apply for admission through the Recognition of Prior Learning (RPL) process. Applying via RPL means a considerable amount of work for the candidate in the preparation of materials, completion of various exercises and sometimes taking admissions tests – the specific requirements will be determined by the staff of the faculty to which you will be referred.

If you are interested in utilising the RPL process for admission to UCT, we suggest the following:
1. Establish what course, degree or programme you are interested in and find out exactly what the entry requirements are. To do this, contact the departmental secretary of the course in question, or the faculty office in which the department is based.
2. If you are not sure or have questions about future career direction, you can contact the UCT Careers Service (see ‘Prospective Students’ on http://www.careers.uct.ac.za) for an appointment. There is a fee for the interview. Email careers.service@uct.ac.za or phone 021 650 2497/4398 to arrange an appointment.
3. Once you are clear into which programme you want to request admission, complete a UCT application form by the closing date for applications in the year before you wish to enrol for study, and submit it together with a covering letter informing the admissions staff that you plan to seek an RPL route into the programme.
4. In preparation for the RPL process, compile all the documentation about your existing education qualifications and identify on which grounds you do not currently qualify.
5. Write a two to three page letter of motivation which outlines a profile of yourself, why you are interested in this particular course of study and in what way your work or life experiences have prepared you for this course of study.
6. Send this letter, along with your CV which includes the information about your educational background and work experience relevant to the course, to the programme leader of the course of study you wish to follow, by July of the year before you wish to enrol in a programme. You may be asked to submit additional information, take tests or asked to participate in interviews. The process varies according to the discipline and faculty.
7. Application via RPL does not mean that you will be accepted for study in the programme of your choice, but it does ensure that a broad range of your knowledge and skills will be taken into account when considering your application.

CONTACT INFORMATION
For more information on RPL generally at UCT, and for assistance in completing the RPL process, please contact staff in HAESDU in the Centre for Higher Education Development at the following:
Contact person: Khashifa Hearne
Tel: 021 6503478
Email: Khashifa.Hearne@uct.ac.za
Web address: http://www.ched.uct.ac.za/continuinged/col/rpl/
FACULTY: Centre for Higher Education Development

UNIT: Centre for Open Learning: Third Term

FIELD/FOCUS: Offers University of Cape Town accredited courses to local and international students and the general public during the University’s winter and summer vacations.

PROFILE OF LEARNERS:
University undergraduate students in at least their second academic year.

COURSE/S:
The Third Term Division offers a variety of UCT accredited courses determined before each block. Please visit the website for information on what is being offered.

ADMISSION REQUIREMENTS:
Courses are open to UCT students and students from other higher education institutions. Students must ensure that they have the necessary course requirements to do the courses on offer during summer or winter vacations. It is the responsibility of the student to check if the courses will be credited towards their study programmes. Students not registered at UCT will have to register as Occasional UCT students in order to obtain a transcript.

EXIT LEVEL/OUTCOMES:
Gain degree credit on completion of course.

PROGRAMME FOR 2013:
See website for details http://www.uct.ac.za/students/undergraduates/third_term/general_information/

CONTACT INFORMATION:
Contact person: Celeste Jansen
Tel: 021 650 2888
Fax: 021 650 2893
Email: ched-thirdterm@uct.ac.za

Web address: http://www.ched.uct.ac.za/departments/col/
FACULTY: Commerce

UNIT: Graduate School of Business

FIELD/FOCUS: Business Management

PROFILE OF LEARNERS:
The Associate in Management Programme (AIM) is a general management programme that empowers students to realise their full potential and progress in their chosen careers – regardless of their background. Applicants do not need to have a previous degree to apply.

The programme enables emerging leaders to move through junior management by developing essential skills and knowledge, financial fluency, self-confidence and personal awareness. Both students and the companies that sponsor them benefit from the process.

COURSE/S:
Associate in Management (AIM)

ADMISSION REQUIREMENTS:
Applicants should be at least 25 years old and have a minimum of five years relevant working experience. Whilst there is no education requirement, the majority of candidates have matriculated and some have tertiary qualifications. Candidates must have demonstrated success at whatever level of work they have been involved in.

Due to the intensity of the programme, applicants need to demonstrate a high level of personal motivation, stamina and initiative. In addition applicants must show a willingness to work in a group situation and an ability to tolerate and management pressure and conflict.

The application process includes:
• Completion of nine mini-essays
• Detailed CV
• Two referee reports (professional context only)
• Entrance test (National Benchmarking Test) as arranged by the School
• Interview with selection panel

CLOSING DATE FOR APPLICATIONS: 30 December 2013

EXIT LEVEL/OUTCOMES:
All successful participants graduate with a NQF5 level qualification from the University of Cape Town’s Faculty of Commerce.

PROGRAMME DATES:
2014 Programme dates not available at this stage – please refer to the GSB Website (www.gsb.uct.ac.za) for updated information.

CONTACT INFORMATION:
Tel: 021 406 1338/9
  021 406 1175
  021 406 1491
Fax: 021 421 5693
E-mail: admissions@gsb.uct.ac.za
Web address: http://www.gsb.uct.ac.za
FACULTY: Commerce

UNIT: Graduate School of Business

FIELD/FOCUS: Management Development

PROFILE OF LEARNERS:
The Postgraduate Diploma in Business Administration (PDBA) programme has been developed to equip individuals with the right skills and knowledge to manage and lead effectively, whilst meeting the changing needs in the South African marketplace. The typical PDBA student is moving into or through middle management and is considering enriching his/her current career through further study. The PDBA programme is offered as a modular programme that consists of an initial three-day orientation, followed by three two-week full-time modules over one year. The PDBA is positioned as a management development programme between the AIM and MBA programmes. The programme is designed for the following individuals who are considering a change in career or career advancement:
• Junior managers with proven leadership abilities
• Middle managers
• Specialised individuals moving to general management.

COURSE/S:
Postgraduate Diploma in Business Administration (PDBA)

ADMISSION REQUIREMENTS:
Applicants should be at least 25 years old and have a minimum of three years' relevant working experience. A graduate level qualification or National Qualifications Framework (NQF) level 6 equivalent is a requirement. Applicants without a degree or tertiary qualifications may also be considered through the Recognition of Prior Learning (RPL) route.

Due to the intensity of the programme, applicants need to demonstrate a high level of personal motivation, stamina and initiative. In addition, applicants must show a willingness to work in a group situation and an ability to tolerate and manage pressure and conflict.

The application process includes:
• Completion of nine mini-essays
• Detailed CV
• Two referee reports (professional context only)
• Entrance test (National Benchmarking Test) as arranged by the School
• Interview with selection panel

CLOSING DATE FOR APPLICATIONS: 30 November 2013

EXIT LEVEL/OUTCOMES:
PDBA is a management development programme at a postgraduate, post-work experience, pre-masters level. The qualification is registered at the NQF level 7 and is closely aligned with that of the GSB MBA to facilitate articulation to the MBA.

PROGRAMME DATES: 2014 Programme dates not available – please refer to the GSB Website (www.gsb.uct.ac.za) for updated information.

CONTACT INFORMATION:
Tel: 021 406 1338/9
    021 406 1175
    021 406 1491
Fax: 021 421 5693
E-mail: admissions@gsb.uct.ac.za
Web address: http://www.gsb.uct.ac.za
PROFILE OF LEARNERS:
The Masters in Business Administration (MBA) programme is geared towards talented and mature adults who have proven academic ability and business experience, and who are highly motivated to succeed in their studies and careers. The programme gives students the tools they need to create their own opportunities and succeed in the fast-paced world of today, whether in a small, new business or an established corporation. It is designed to develop students both personally and professionally.

COURSE/S:
Masters in Business Administration (MBA)
The MBA programme is offered in a full-time one year format or six full-time two-week modules over two years. The modular programme covers exactly the same curriculum as the full-time programme, but is paced to suit the needs of students who want to continue working while studying, and accommodate those who live outside the Western Cape wishing to study at UCT. Core courses are covered in the first four modules and the electives in the final two (four hundred hours contact time). Decreased contact time is replaced in the inter-modular period by prescribed readings and assignments. Learning support is provided between modules to ensure continuity and to accommodate the off-site learning process.

Electives
Students must earn a minimum of 30 credits from electives, with each elective carrying five to ten credits. Elective offerings may change depending on student selection.

Social Innovation Lab
The Social Innovation Lab offers a new elective that allows students to create and innovate towards more equitable, purposeful and sustainable organisations. It is a key part of the UCT GSB's full colour thinking.

ADMISSION REQUIREMENTS:
Admissions to the MBA programme are highly competitive and selective. All applicants are required to write the Graduate Management Admissions Test (GMAT). The GSB insists on GMAT as a criterion for entry, believing that it is an important international benchmark and points to problems that a student is likely to encounter especially on the quantitative course.

Work experience, background, occupational career pattern, letters of reference by employers and other qualified referees will also be considered as part of an application. These criteria may, from time to time, override the GMAT score. Admission to the programme is also guided by considerations such as whether the applicant will make a contribution to the programme as well as benefit from it. Applicants should have an undergraduate degree or an equivalent qualification recognised by the University of Cape Town Senate. Examples include membership of the Chartered Institute of Management Accountants (CIMA) and Chartered Institute of Secretaries (CIS). In certain cases, applicants without a degree are required to have a record of career achievements and proven academic ability. These applications should include a case study – details of which are provided during the application process.
The application process includes:
• Graduate Management Admissions Test (GMAT)
• Completion of nine mini-essays
• Detailed CV
• Two referee reports (professional context only)
• Interview with selection panel.

**CLOSING DATE FOR APPLICATIONS:** 30 October 2013

**EXIT LEVEL/OUTCOMES:**
All successful participants graduate with a Masters degree from the University of Cape Town’s Faculty of Commerce.

**PROGRAMME DATES:** 2014 Programme dates not available at this stage – please refer to the GSB Website (www.gsb.uct.ac.za) for updated information.

**CONTACT INFORMATION:**
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       021 406 1175
       021 406 1491
Fax: 021 421 5693
E-mail: admissions@gsb.uct.ac.za
Web address: http://www.gsb.uct.ac.za
PROFILE OF LEARNERS:
The Executive MBA (EMBA) is designed for people who have proved themselves in the business world, but would like to enhance their abilities to respond effectively to change. Targeted at senior and executive managers and leaders, it is not simply an MBA presented in a different format. Its novel structure and approach ensures that it is acknowledged as one of the most innovative programmes of its kind in the world.

It’s for people who have done what they do well but would now like to do it differently, with even better results. It is for people who are constantly learning, who are never satisfied with sailing along in mediocrity and are open to asking.

COURSE/S:
Executive Masters in Business Administration (EMBA)
The curriculum is continuously updated to remain at the cutting edge of business theory and practice. Each module builds on the previous one; therefore attendance for each one is necessary.

Three themes pervade all six two week modules over two years to integrate across the programme:
• Human capital development
• Knowledge management
• Leadership and change.

ADMISSION REQUIREMENTS:
Admission to the Executive MBA is highly selective and enrolment is limited. The programme aims to develop a cadre of senior management professionals who have the conceptual facilities, cultural empathy and practical capabilities to build exceptional careers, organisations and nations. Candidates are assessed with this in mind.

To be considered candidates need to have a minimum of 10 to 15 years’ work experience and a proven management track record in the public or private sector. Applicants must have completed a recognised tertiary degree. However, candidates who do not meet the tertiary degree requirement, but whom the School considers to be of high potential based on other selection criteria, may be required to complete further assessments as determined by the school.

Applicants have an option of either completing the Graduate Management Admissions Test (GMAT) or the Modified Career Path Appreciation (MCPA) test. Applicants may also be required to write the National Benchmarking Test (NBT) at the request of the school.

The application process includes:
• Graduate Management Admissions Test (GMAT) or Modified Career Path Appreciation Test (MCPA)
• Completion of nine mini-essays
• Detailed CV
• Two referee reports (professional context only)
• Interview with selection panel

CLOSING DATE FOR APPLICATIONS: 30 December 2013
EXIT LEVEL/OUTCOMES:
PDBA is a management development programme at a postgraduate, post-work experience, pre-masters level. The qualification is registered at the NQF level 7 and is closely aligned with that of the GSB MBA to facilitate articulation to the MBA.

PROGRAMME DATES: 2014 Programme dates not available at this stage – please refer to the GSB Website (www.gsb.uct.ac.za) for updated information.

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FACULTY: Commerce

UNIT: Graduate School of Business

FIELD/FOCUS: Development Finance

PROFILE OF LEARNERS:
The Masters in Development Finance (MCom) programme in partnership with Africagrowth Institute (AGI) aims to ensure that Africa produces enough development finance experts to meet the growing needs of the continent. The programme is specifically aimed at:
- Development finance practitioners
- Civil servants
- Staff of development finance institutions
- Staff of other financial institutions
- Entrepreneurs
- Staff of NGOs
- Staff in the private sector.

COURSE/S:
Masters in Development Finance (MCom)

Elective:
Students will be required to take a minimum of one elective.

Assignments and Compulsory Research Report:
Core courses and electives are validated through the successful completion of a range of assignments. A mini-test in class, a final exam in class and an essay/case study to be written outside class are usually requested by lecturers.

In addition students must write and submit a research report on a suitable topic to round off the degree. Each student will be required to complete one of the following written research tasks:
- Write and analyse a major work-related case study.
- Write an essay-type scientific report which delves deeply into a particular issue of interest to the student.
- Write a journal article related to one or more of the modules on the degree programme.

ADMISSION REQUIREMENTS:
Applicants are required to have a four-year degree or Honours degree in Economics, Commerce, or Accounting, Finance or other finance related degrees. Alternatively, applicants may have a four-year or Honours degree in other non-finance related disciplines with at least three years work experience in finance related work.

CLOSING DATE FOR APPLICATIONS: 30 December 2013

EXIT LEVEL/OUTCOMES:
All successful participants graduate with an Masters degree from the University of Cape Town’s Faculty of Commerce.

PROGRAMME DATES:
The degree is offered as a two-year modular programme. A first intensive modular (two weeks) period takes place in the period March/April of the first year. A second intensive modular period (two weeks) is organised in August of the first year. The second year intensive modular period takes place in February. The rest of the year is dedicated to the writing of the compulsory research report.

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PROFILE OF LEARNERS:
The course is intended for students who have had significant commercial work experience and are currently
working in Information Technology (IT), or intend to work in IT in a professional capacity. It aims to impart
state-of-the-art knowledge and appreciation in the areas of system delivery, project management, relevant
technologies and strategic IT management. It is highly relevant for the roles of systems analysts, business
analysts, architects, project managers, system development managers, IT strategists and IT entrepreneurs.

The course is suitable for a variety of candidates, including:
- Someone who has previously completed a three year Information Systems degree or Computer Science
degree at undergraduate level and now wants to progress to postgraduate study or update his/her knowledge.
  Candidates should have at least a couple of years relevant experience in the work environment.
- Someone who holds a technikon diploma in information systems or computer science or Unisa Diploma in
  Datametrics, has at least two or three years relevant IT experience and wishes to progress to more advanced
  study.
- Candidates who do not possess a tertiary qualification in IT, but who have significant practical experience in
  the field (5 years plus) and wish to formalise their knowledge.
- Candidates who are graduates in other fields, have relevant commercial experience, and who wish to transfer
to a career in IT, especially those who have had exposure as sponsors or managers of IS-related projects or who
have an IT function reporting to them.

COURSE/S:

Post-graduate diploma in Management in Information Systems (Distributed Commercial Information
Systems)
The world of the IT professional is changing rapidly. Intended for candidates with business work experience,
this programme addresses developments such as graphical user interfaces, prototyping, event-driven systems,
object orientation, components, middleware, client server, web-based systems and electronic commerce against
the deeper enduring principles of strategic IT management, system delivery methods and techniques and project
management.

A central principle is that of linked business and IT architectures. The course includes the following major
modules:
- State of the Art System Delivery/Development Methods and Techniques (Object Orientated Systems Analysis
  using UML, Patterns, Architectures, Iterative Methodologies, Agile Methods)
- Technology (Architectures: Client/server, Multi-tier, Distributed, Cloud computer; Operating Systems;
  Virtualisation; Open Source; Database; Internet; Communications: LANs, WANs, Mobile; XML; Service Oriented
  Architecture; Middleware; Security)
- Project Management (Project definition, scoping, feasibility, estimating, risk management, planning, critical
  path and critical chain methods, execution, quality management, people management and monitoring and
  reporting)
- Strategic Management of IT (Business and IT alignment, inter-organisational systems, architecture-based
  management, outsourcing, e-commerce, customer-operated systems, knowledge management, IT futures,
  innovative business models).
ADMISSION REQUIREMENTS:
You should be matriculated with a University Exemption pass (or equivalent) and have at least one of the following:
• A three year undergraduate degree in information systems or computer science and at least three years relevant commercial experience, OR

• A degree in another field (e.g. BCom, BSc, LLB) plus at least three years relevant commercial experience with some IT exposure, OR

• A technikon diploma or B Tech in IS or a Unisa Diploma in Datametrics plus at least three years relevant commercial experience, OR

• Five or more years relevant, high-quality full time IT work experience.

NB: Places are limited and candidates may be screened via written test and/or interviews. Candidates who do not have an undergraduate degree are required to take the UCT NBT test (AQL) as well as the department entrance exam. All candidates are evaluated on a competitive basis and a limited number of places will be offered to the highest scoring candidates. Having the minimum prerequisites above does not therefore guarantee acceptance.

Please note: Applications need to be made in September of the year before you wish to study.

EXIT LEVEL/OUTCOMES:
Post-graduate diploma programme coursework takes one year’s part-time study. Students may stop at that point and obtain the post-graduate diploma by completing a work-related project.

Alternatively, if students obtain a sufficiently high academic standard in the course work component (65%), they may be invited to convert to the part-time Honours, which takes a further year (effectively nine months) and which is primarily oriented towards research and the production of a technical report (thesis).

PROGRAMME FOR 2013:
From January to November, there are two evening sessions per week. One of the evenings is run as a plenary session with all candidates present and includes a taught component (lecture/workshop/demonstration, etc.) and student presentations of work assigned. Duration is normally three hours. Guests from industry or within the University may be present or critique at these sessions to add richness. Other sessions involve students in groups of about four working on assignments and research topics. Students are assigned to new groups for each module to provide wide exposure and variety.

There are two full-time weeks, one in January and one in July. These are intensive and candidates will attend Monday through Friday from 08:30 till late.

A variety of assignments, papers and presentations will be required of students throughout the program. Some of this work will be completed in groups. Two examinations of three hours each are written in June and November. Candidates are also continuously assessed for their attendance, participation and contribution during the year.

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FACULTY: Commerce

UNIT: Department of Information Systems

FIELD/FOCUS: Information Systems and Information Technology

PROFILE OF LEARNERS:
This course is intended for graduates or diploma holders with working experience in the IS/IT or business industry who would like to develop knowledge in Enterprise Systems and Business Process Management.

The aim of this postgraduate diploma stream is to introduce students to the principles and practices of Business Process Management (BPM), Strategic ICT management, Enterprise Systems and Business Process Integration, enabling the application and integration of these principles to BPM and integration projects. It is highly relevant for the roles of Business Process Experts, ERP Business Analysts, Enterprise Systems Managers or Systems Integrators.

COURSE/S:

Post-graduate Diploma in Management in Information Systems (Enterprise Systems and Business Process Management)

This programme covers enterprise systems, strategic ICT management and Business Process Management (BPM). Students are exposed to ERP software and software tools used in business process modelling and business process integration. Students are coached in business and academic writing, giving presentations, group work and reviewing literature and have to apply their skills and knowledge to real business cases.

There are three modules integrated around a central architectural theme:

1. Business Process Management: Including IS strategy and the strategic use of ICT, evaluating ICT, funding ICT, Formulating IT Business Case and evaluating the organisational impact of ICT. The impact of new applications in knowledge management and BI will be reviewed. IT Project Management framework will be introduced and applied at the organisational level.

2. Enterprise Systems: This module is covered in two blocks. It includes the management and lifecycle of ERP systems including evaluation, acquisition, implementation, upgrading, support and usage. The technical content includes managing change, customising, transaction management, integration, report creation and auditing. Organizational data, master data and the integration of standard business processes as implemented in a leading ERP system are studied in the following areas: Sales, Procurement; Inventory Management; Management Accounting and Financial Accounting. Prepares students for SAP TERP10 certification.

3. Strategic ICT Management: Including IS strategy and the strategic use of ICT, evaluating ICT, funding ICT, ICT ethics, ICT security and evaluating the organisational impact of ICT. The impact of new applications in knowledge management and BI will be reviewed. IT Project Management framework will be introduced and applied at the organisational level.

ADMISSION REQUIREMENTS:
You should be matriculated with a University Exemption pass (or equivalent) and have at least one of the following:

• A three-year relevant undergraduate degree or technikon diploma (e.g. BCom, BSc, LLB, B Tech) plus at least three years relevant commercial experience with some IT exposure, OR

• Five or more years relevant, high-quality full time IT or business analysis work experience.
NB: Places are limited and candidates may be screened via written test and/or interviews. Candidates who do not have an undergraduate degree are required to take the UCT NBT test (AQL) as well as the department entrance exam. All candidates are evaluated on a competitive basis and a limited number of places will be offered to the highest-scoring candidates. Having the minimum prerequisites above does not therefore guarantee acceptance.

Please note: Applications need to be made in September of the year before you wish to study.

EXIT LEVEL/OUTCOMES:
Post-graduate diploma programme coursework takes one year’s part-time study. Following that, students can obtain the post-graduate diploma by completing a work-related project.

Alternatively, if students obtain a sufficiently high academic standard in the coursework component (65%), they may be invited to convert to the part-time Honours programme, which takes a further year (effectively nine months) and which is primarily oriented towards research and the production of a technical report (thesis).

PROGRAMME FOR 2013:

Four full-time weeks spread throughout the year. These are intensive and candidates will attend Monday through Friday from 08:30 till late, and will include a taught component (lecture/workshop/demonstration, etc.). Students will work in groups of about three on assignments and research topics and student presentations of work assigned. Guests from industry or within the University may be present or critique at these sessions to add richness. Students are assigned to new groups for each full-time week to provide wide exposure and variety.

A variety of assignments, papers and presentations will be required of students throughout the programme. Some of this work will be completed in groups.

Two or three examinations are written, with the final exam in November. Candidates are also continuously assessed for their attendance, participation and contribution during the year.

Please note that INF4012W runs in alternate years and will not be offered in 2014.

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FACULTY: Commerce

UNIT: Department of Information Systems

FIELD/FOCUS: Information Systems and Information Technology

PROFILE OF LEARNERS:
Students who have had significant commercial work experience and are currently working in Information Technology (IT), or intend to work in IT in a professional capacity. The course aims to impart state-of-the-art knowledge and appreciation in the areas of cyber law, investigation processes, computer and Internet technologies, the management of investigations, and corporate governance. It is highly relevant for anyone involved in computer security and the investigation of high technology crime. The course is suitable for a variety of candidates, including:

- Someone who has previously completed a three-year Information Systems or Computer Science degree at undergraduate level and now wants to progress to postgraduate study or update his/her knowledge. Candidates should have at least a couple of years relevant experience in the work environment.

- Someone who holds a technikon diploma in information systems or computer science or UNISA Diploma in Datametrics, has at least two or three years relevant IT experience and wishes to progress to more advanced study.

- Candidates who do not possess a tertiary qualification in IT, but who have significant practical experience in the field (5 years plus) and wish to formalise their knowledge.

- Candidates who are graduates in other fields such as law or auditing, have relevant commercial experience, and who need to obtain a qualification in the field of computer forensics.

COURSE/S:

Post-graduate Diploma in Management in Information Systems (Computer Forensics)

The world of high technology crime is changing rapidly. Intended for candidates with business work experience, this programme addresses developments in the field of computer forensics such as legal principles, investigation techniques, technologies relevant to computer and high-technology crime, storage technologies, operating system principles, computer and Internet security principles, evidence analysis, the management of investigations and corporate governance.

The course covers the following major areas:

- **Legal Principles** (South African ICT Act, International Cyber Law, handling of evidence, laws relating to privacy and interception of data)

- **Technology** (Operating system principals (Windows & UNIX) relating to computer crime, storage principals, analysis of data, preservation of evidence, other technologies (PDA, Cell phone), encryption)

- **Project Management** (Type of high technology crime, detection & prevention intrusions, management of investigations, reporting, chain of custody, psychological aspects of computer crime)

- **Corporate Governance** (Governance, theory of corporate governance, legislation, relationship between corporate governance, IT governance and computer forensics).
ADMISSION REQUIREMENTS:
You should be matriculated with a University Exemption pass (or equivalent) and have at least one of the following:
• A three-year undergraduate degree in information systems or computer science and at least three years relevant commercial experience, OR
• A degree in another field (e.g. BCom, BSc, LLB) plus at least three years relevant commercial experience with some IT exposure, OR
• A technikon diploma or B Tech in IS or a Unisa Diploma in Datametrics plus at least three years relevant commercial experience, OR
• Five or more years relevant, high-quality full-time IT work experience

NB: Places are limited and candidates may be screened via written test and/or interviews. Candidates who do not have an undergraduate degree are required to take the UCT NBT test (AQL) as well as the department entrance exam. All candidates are evaluated on a competitive basis and a limited number of places will be offered to the highest scoring candidates. Having the minimum prerequisites above does not therefore guarantee acceptance.

Please note: Applications need to be made in September of the year before you wish to study.

EXIT LEVEL/OUTCOMES:
The Postgraduate Diploma, the coursework for which takes one year part time. Students may stop at that point and obtain the postgraduate diploma by completing a work-related project (see below). Alternatively, if students obtain a sufficiently high academic standard in the coursework component (65%), they may be invited to convert to: The part-time Honours, which takes a further year (effectively 9 months) and which is primarily oriented towards research and the production of a technical report (thesis).

PROGRAMME FOR 2013:
This course commences in January. Candidates are expected to complete their course work in November of the same year and their work-related project in the course of the following year, or may continue on to Honours study subject to entrance requirements and other prerequisites.

Honours would normally be completed in a further year of study and include the submission of a Technical Report.

From February to November, there are four full-time weeks, one in January, one in April, one in June and one in September. These are intensive and candidates will attend Monday through Friday from 08:30 till late.

A variety of assignments, papers and presentations will be required of students throughout the program. Some of this work will be completed in groups.

Two examinations of three hours each are written, one in June and another in November. Candidates are also continuously assessed for their attendance, participation and contribution during the year.

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PROFILE OF LEARNERS:
People who wish to enhance their expertise in monitoring and programme evaluation, specifically in the areas of human resource programme evaluation and public sector service delivery.

COURSE/S:
Masters in monitoring and programme evaluation

The programme consists of two parts: a coursework section and a research project. The coursework section consists of the following modules:
• Principles of programme evaluation
• Research design for impact evaluation
• Statistics for evaluation
• Monitoring
• Programme theory.

The research project requires students to write a 20 000 word dissertation containing a full evaluation plan for an existing human resource or public sector programme.

ADMISSION REQUIREMENTS:
To qualify for selection into the programme you should have an Honours degree and knowledge of social research methods. Academic performance and the University's employment equity policy are also taken into account in student selection. Applications will be considered from September to November of year preceding that for which applications are made.

EXIT LEVEL/OUTCOMES:
The central theme of the programme is monitoring and programme evaluation, i.e. tracking the implementation and determining the value or worth of specific human resource interventions and public sector programmes. You will learn how to use models, principles and methods to find out whether a programme works or not. You will also acquire the skills to improve a programme that is not working optimally.

PROGRAMME FOR 2013:
The Masters programme is a one-year, full-time programme. The course starts in February and ends in November. Classes are scheduled from 17:00 to 19:00 two days per week. All learning activities are scheduled to suit people who work full-time.

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FACULTY: Engineering and the Built Environment

UNIT: Centre for Transport Studies

FIELD/FOCUS: The Centre offers cross-departmental teaching and research in the field of transportation, with a focus on current urban passenger transport systems in South African cities.

PROFILE OF LEARNERS:
The transport field requires professionals from a broad range of disciplinary backgrounds. Recent graduates and in-service professionals with backgrounds in civil engineering, economics, geography, law, operations management, town planning, politics or sociology are potential candidates. However, applications will be considered from anyone with an interest in transport, and with suitable tertiary level qualifications.

COURSE/S:
In addition to research-based MScEng, MPhil and PhD degrees, the Centre for Transport Studies offers three taught post-graduate study options:

Master of Engineering in transport studies
This course requires the completion of three core courses totalling 60 credits, approved elective coursework totalling a minimum of 60 credits, and an approved 60 credit research project. Progression to the research project is subject to the candidate performing significantly well in core coursework.

Master of Philosophy in transport studies
This course requires the completion of three core courses totalling 60 credits, approved elective courses totalling a minimum of 60 credits, and an approved 60 credit research project. Progression to the research project is subject to the candidate performing significantly well in core coursework.

Post-graduate diploma in transport studies
This course requires the completion of three core courses totalling 60 credits and approved elective courses totalling a minimum of 60 credits.

The programme offers the following courses:
- Integrated land-use transport planning (MPhil/PGDip)
- Management of transport supply and demand (MPhil/PGDip)
- Transport modelling (MEng)
- Intermodal public transport planning and economics (MEng)
- Transport demand analysis and project assessment
- Rail planning and operations management
- Bus planning and operations management
- Local area transport planning, management and design.

Courses consist of a preparatory assignment prior to an intensive contact week and course test at the University. This is followed by an assignment at home. Courses are taught by UCT academic staff, with selected inputs and support from leading experts in practice.

ADMISSION REQUIREMENTS:
MPhil and PGDip applicants with a university Honours or four-year Bachelor degree, and a suitable level of numeracy and writing skills have a good chance of acceptance onto the programme. Students with a three-year Bachelor degree or a Bachelor of Technology degree need to demonstrate five years of relevant work experience post qualification in order to be considered. MEng applicants with a university Bachelor degree in engineering have a good chance of acceptance on the programme. Applicants with a Bachelor of Technology degree in engineering from a university of technology need to demonstrate five years of relevant work experience post qualification in order to be considered. The courses offered by the Centre are open to students wishing to undertake them for non-degree purposes, and are administered by the Continuing Professional Development unit.
EXIT LEVEL/OUTCOMES:
This is either a recognised UCT degree/diploma or points for continuing professional development.

PROGRAMME FOR 2013:
Core courses are offered every year. Elective courses are run either annually or biennially. Students can start the coursework component of the programme with any course. The programme can be completed in 18 to 24 months.

Courses and contact weeks in 2013

Integrated Land-Use Transport Planning (28 January–04 February)
Intermodal Public Transport Planning and Economics (11 March–18 March)
Management of Transport Supply and Demand (22–29 April)
Rail Planning and Operations Management (2 –27 May)
Transport Supply and Demand and Project Assessment (03–10 June)
Local Area Transport Planning Management and Design (16–23 September)
Transport Modelling (14–21 October)
Bus Planning and Operations Management (04–11 November)

Notes:
1. The course on Local Area Transport Planning, Management and Design (END5036Z) is offered every second year, alternating with the course on Non-motorised Transportation (END5039Z)

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FACULTY: Health Sciences

UNIT: School of Health and Rehabilitation Sciences

FIELD/FOCUS: The programme aims to increase awareness and informed participation in disability issues at a teaching, research and policy level.

PROFILE OF LEARNERS:
The programme will be of benefit to disabled and non-disabled people in national, provincial and local governance structures; disability activists; health professionals; social workers; staff of higher education institutions across different faculties; school governing bodies; teachers and principals; service providers in public and private sectors; human resource managers; NGOs and civil society; researchers and policy makers; community and social development practitioners; information and communication technology.

COURSE/S:

Post-graduate diploma
- Introduction to Disability as Diversity
- Monitoring Disability in Society
- Critical Priorities in Disability, Diversity and Development
- Developing Critical Research Literacy

M Phil in Disability Studies
- Policy Processes and Disability Rights
- Disability and Citizenship
- Research Methods
- An elective at the 500 level
- A minor dissertation of 30 000 words.

An elective course chosen from current modules offered in Social Development, African Gender Studies, Psychology, Sociology, Health and Rehabilitation Sciences or Public Health plus a minor dissertation.

ADMISSION REQUIREMENTS:

1) For post-graduate diploma:
A degree or equivalent in post-graduate study from any discipline OR
Recognition of prior learning: Candidates will be required to submit a personal portfolio through which their competencies will be assessed in order to qualify for admission on the basis of merit or expertise:

a) Experience in the field of disability and development, or relevant work experience

b) Relevant course attendance in fields related to course content (certificates or diplomas)

c) Critical thinking skills in writing and reading

d) Computer literacy (essential)

e) A letter of support from the employer granting the student study leave for the block weeks and support in applying assigned tasks to work context as well as time for assignments.

2) MPhil
An approved four-year tertiary qualification or equivalent in postgraduate study from any discipline. The Post-graduate Diploma in Disability Studies is a prerequisite for entrance into the MPhil in Disability Studies. Students wishing to register for the MPhil in Disability Studies will need to obtain 60% for each course in the PG Diploma in Disability Studies.
EXIT LEVEL/OUTCOMES:

Post-graduate diploma, or a MPhil degree
The Postgraduate Diploma in Disability Studies programme aims to increase awareness and informed participation in disability issues at a teaching, research and community-based programme level. By the end of the course, students will be able to:
• Understand disability as diversity
• Appreciate the shift in perspective from seeing disability as a welfare and charity issue to a human rights and development issue
• Develop the capacity to interrogate the emotional responses related to disability issues
• Apply new knowledge and skills in community-based development and research.

The MPhil in Disability Studies programme aims to increase awareness and informed participation in disability issues at a teaching, research, policy development and implementation level. By the end of the MPhil students will be able to:
• Understand the different meanings of policy, the process of policy development and policy analysis in order to critically explore the integration of disability issues at all levels of governance and policy development process.
• Critically analyse and debate the concepts of disability, citizenship and service delivery related to policy implementation strategies by relevant stakeholders including civil society.
• Develop further research understanding and skills in quantitative and qualitative methodologies.
• Complete a research dissertation.

Programme structure (post-graduate diploma)
The programme comprises four taught courses over a period of one year. There will be four blocks per year to enable enrolment by participants from other provinces and rural areas. The blocks are two weeks in the first semester and one week in the second semester. Students are required to be on campus to participate full-time in all teaching weeks.

CONTACT INFORMATION:
Programme convenor: Assoc Prof T Lorenzo
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FACULTY: Humanities

UNIT: School of Education

FIELD/FOCUS: Education

PROFILE OF LEARNERS:
Teachers, prospective teachers, adult educators, academics, community and workplace educators or trainers.

COURSE/S:

Diploma in Education (Adult Education)
Entry level – NQF 5
Admission requirements: Experience in the field. Matric or equivalent assessed through RPL
Duration: Two years part-time

Advanced Certificate in Education (ACE) in Adult Education (Adult Education)
Post-graduate level – NQF 6
Admission requirements: Diploma in education or any undergraduate degree or equivalent level of learning assessed through RPL
Duration: Two years part-time

Bachelor of Education (Honours)
Post-graduate level
Admission requirements: Degree and PGCE, or BEd degree
Duration: Two years part-time

Post-graduate diploma/Masters in Education
Post-graduate level
Admission requirements: Honours degree or equivalent level of learning assessed through RPL
Duration: One year (PGDip) or two years (MEd) part-time.

Advanced Certificate in Education (Continuing Professional Teacher Development)
Post-graduate level – NQF 6
Education Management and Leadership Development.
All the courses are offered part-time over two years with lectures in the evenings, on Saturdays, or during school holidays.
Admission requirements: A recognised three year post-matriculation teacher's qualification(s), and at least a Head of Department position in a school.
Duration: Two years part-time

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FACULTY: Humanities

UNIT: Department of Social Development

FIELD/FOCUS: This programme aims to provide social workers with specialised knowledge and skills in the clinical intervention and management of substance abuse. Drawing on international best practice with experts from multidisciplinary settings, social workers are equipped with cutting edge techniques to respond to the many challenges in prevention and treatment of substance abuse disorders.

PROFILE OF LEARNERS:
Social work professionals currently working in the field of substance abuse within Government, the voluntary welfare sector as well as in treatment and care facilities. Social workers in schools, hospitals, clinics, private practice and community based NGOs will also find the programme relevant.

COURSE/S:

Honours in Clinical Social Work (Substance Abuse)

The course runs for one year, and lectures will be presented in two blocks of two weeks each. The first block will be at the start of the year and the second one towards the middle of the year.

The modules are as follows:

Block 1 - First Semester:
- The Field of Substance Abuse
- Social Research

Block 2 - Second Semester:
- Substance Abuse Interventions
- Working with Families and Organisations
- Practical Research Project

The Practice Research Project requires students to undertake a small research project in a relevant organisation or community.

ADMISSION REQUIREMENTS: Applicants must be qualified Social Workers, registered with the South African Council for Social Service Professions (SACSSP).

EXIT LEVEL/OUTCOMES: BSocSc Honours in Clinical Social Work (Substance Abuse)

PROGRAMME FOR 2013:
The closing date for applications is 31 October but late applications may be considered. Prospective students need to submit their applications before the 31 October in order to register for the course in the following year.

CONTACT INFORMATION:
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