

Short Learning Programmes @ Unisa

A complete guide to preparing
yourself for career opportunities



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The information in this publication is correct as of 5 February 2019. Visit the Unisa Counselling and Career Development downloads page (<http://bit.ly/2ux94B5>) to check for updates.

What is a Short Learning Programme?

Short Learning Programmes (SLPs) offered by Unisa focus on “just in time” and “just enough” learning to meet a specific learning need identified by society. This need can focus on enabling access to other Short Learning Programmes or it can address a specific need in the workplace.

Short Learning Programmes can update or broaden skills and knowledge in a specific area to enable life-long learning. In this manner, Short Learning Programmes assist students with their continuing professional development by upgrading their skills and knowledge in newly developed areas or by sharing the results of research.

It is important to note that Short Learning Programmes are by nature short. They are not formal qualifications. These programmes are offered by various Centres within the university, each with their own processes, rules and contact details.

Reference: *Unisa Short Learning Programmes*. (2019). Retrieved from <https://protected-lowlands-98885.herokuapp.com/fragments/513-what-is-a-short-learning-programme>

Reasons to choose a Short Learning Programme

Often students decide to register for a SLP because:

1. They have been academically excluded and need to complete at least 48 credits on NQF level 4, 5, or 6 to be able to apply for re-admission. See this webpage for more information: <http://bit.ly/2BidW20>.
2. They have various qualifications and need advancement in a specific organisation or industry without completing a formal qualification.
3. They want to experience studying through Open and Distance Learning without committing to a formal qualification.

Which SLP should I choose?

Choosing a qualification is one of the many career choices you will make throughout your career. In most instances, one would select a short learning programme that is related to one's career goals. For example, you work in a financial environment and you would want to prepare for further career opportunities in corporate governance.

You will then select a short learning programme that will enhance your knowledge related to this field and support your goal of specialising in corporate governance. You can then start with the process of undertaking [career research](#) in order to help you identify the most suitable qualification(s). This may include searching for information online, analysing job advertisements, and connecting with individuals who work in that field.

Focus areas of SLPs

All Colleges at Unisa offer Short Learning Programmes. These are:

- College of Accounting Sciences (including accounting studies such as financial accounting and bookkeeping, auditing, and tax)
- College of Agriculture and Environmental Sciences (including sustainable agriculture and environmental sciences)
- College of Economic and Management Sciences (including business management, industrial and organisational psychology, decision sciences, public administration and management, transport economics and logistics, and tourism)
- College of Education (including continuing education and training options for educators)
- College of Graduate Studies (including Institute for African Renaissance)
- College of Human Sciences (including applied communication, applied psychology, English studies, African languages and cultural development, and religious studies)
- College of Law (including business law, provincial and local government law, and applied criminal justice)

- College of Science, Engineering and Technology (including industrial engineering, computer programming, computer networks and databases, and information security)
- Other, Administration and Professional (including Thabo Mbeki African Leadership Institute and School of Governance)

Different types of Short Learning Programmes

A SLP may be a short course, course, advanced course, programme, advanced programme, workshop, or seminar.

The duration of the course will vary depending on the type of course it is. For example, there are courses with a duration of 3 months and others with a duration of 1-2 years.

It is important to highlight that for each specific SLP there is a course leader and/or programme administrator/s that you would need to contact for the specifics of the course (for example, what the course involves, the cost, and when the next registration intake will be).

Frequently-asked question

I did not qualify for formal studies at Unisa – will a Short Learning Programme help me to qualify?

You cannot complete a Short Learning Programme as a way to qualify for a formal qualification. If you do not qualify for admission to a formal qualification at Unisa (e.g. Higher Certificate, Diploma or Bachelor's degree), then you will need to consider other study alternatives related to your career- and study goals. The other options include (but are not limited to):

1) Complete a recognised qualification at NQF level 5 with at least 120 credits:

The Department of Higher Education and Training's REGISTER of Private Higher Education Institutions at <http://www.dhet.gov.za/SitePages/DocRegisters.aspx> can help you to identify registered institutions.

As this document, the "Private Higher Education Institutions REGISTER", is continually updated, ensure that you consult the latest edition. Note that only some Higher Certificates and Diplomas will be relevant for consideration when applying for admission to a formal Unisa qualification. Should you wish to complete a qualification at another institution, it would be your responsibility to check whether this qualification will enable you to re-apply for a formal qualification at Unisa. If you are planning to apply for Unisa qualifications offered by the College of Economic and Management Sciences, or the College of Science, Engineering and Technology, ensure that you include mathematics (for both Colleges) and physical science (for College of Science, Engineering and Technology) subjects in your Higher Certificate.

The organisations on the register that offer distance learning options are: Baptist Theological College of Southern Africa, Boston City Campus and Business College, Embury Institute for Higher Education, IMM Graduate School of Marketing, Independent Institute of Education, International Hotel School, Lyceum College,

MANCOSA (Management College of Southern Africa), Milpark Education, Open Learning Group, Red and Yellow School of Logic and Magic, Regent Business School, Richfield Graduate Institute of Technology, South African College of Applied Psychology, South African Theological Seminary, Southern Business School, Theological Education by Extension College, and Towerstone. Consult the register for further provisionally registered institutions that offer distance learning options.

2) Completing a diploma at a TVET (Technical Vocational Education and Training) College:

- Government TVET
Colleges: http://www.dhet.gov.za/SitePages/Inst_TVET1.aspx
- Private
Colleges: <http://www.dhet.gov.za/SitePages/DocRegisters.aspx> (Register of Private Colleges)
- Completing an N4, N5, N6 level is not a completed qualification and is not recognised for admission to Unisa - you will need to complete the National Diploma at the TVET College in order to consider further study options.

3) Upgrading your National Senior Certificate or Senior Certificate/ completing a National Senior Certificate:

If you completed your Senior Certificate before 2008, you may contact your local district of the Department of Education for more information about completing the Amended Senior Certificate, or search for institutions that offer tuition for this online. You can find the contact details for the Department of Education

here: <http://www.education.gov.za/ProvincialDepartments/tabid/326/Default.aspx>.

The Amended Senior Certificate will enable you to apply for admission to a Higher Certificate qualification. You can also do an online search for institutions that offer contact and distance learning options to upgrade/ complete your NSC. Please read this article: <http://www.umalusi.org.za/show.php?id=3115> for more information about the accreditation of institutions.

Counselling and career development services at Unisa

The Unisa Directorate for Counselling and Career Development offers career-, academic- and personal counselling services to Unisa students and the broader community. You can talk to a counsellor about:

- **Career decisions.** I am not sure which career path to follow; I don't know which qualification would be best; I want to change my career direction...
- **Career information.** How can I find out more about a career in ...
- **Employability.** How do I market myself to employers? How can I look for work? How can I compile an effective CV? How do I go about networking with others? How do I put together my career portfolio? How can I meet potential employers? How can I improve my interview skills?)
- **My studies at Unisa.** How can I get started with my studies? How do I plan my studies? How can I study more effectively? I don't feel motivated to continue with my studies... I feel worried about preparing for/ writing the exams. I failed my exams – what now? I need to improve my reading/ writing/ numeracy skills
- **Personal issues.** How can I have better relationships with others? How can I cope more effectively with issues that impact on my studies?

Visit our website at <http://www.unisa.ac.za/counselling> to access many self-help resources, or talk to a counsellor by e-mail to counselling@unisa.ac.za.