

APPROVED

Certificate in Vocational Acceleration

Programme Title (Arabic)	ينهملا عيرسبلا جانرب يف قداهش					
Acronym / Abbreviation *	CVA					
Nature	Not Applicable					
Programme Code	CVA5001	Programme Duration	1 Year/Cycle	Programme Level	Level 5	
Programme Credits	110	Award Category	Certificate			
Effective From	2022/2023 Sem 2					
Owner	Junior College					
Professional Body						
Professional Body	Recognition Status	Effective From	Interim Date	Professional Bodies	Contact Person	Evidence
Employability Skills	Yes	09/11/2022		Employability Skills		
Target Groups *						
High School Graduates						
Unemployed						
Qualification Completion Requirements Criteria	<div>Awarded where candidates have met all of the requirements below:</div> <ul style="list-style-type: none"><li>Successful completion of all courses listed in Schedule A.</li><li>Successful completion of 15 credits from courses listed in Schedule B.</li><li>Successful completion of 15 credits from courses listed in Schedule C.</li></ul>					

<b>Programme Overview *</b>	<p>The Certificate in Vocational Acceleration (CVA) is a one year programme with 110 credits at NQF level 5. It has nine courses, five offered in semester 1 while four courses are offered in semester 2. Theoretical and practical application of knowledge/skills are manifested in the following courses: Communication Skills 1, Workplace Mathematics 1, ICT, Market Yourself, Elective 1 (Fundamentals), Communication Skills 2, Workplace Mathematics 2, Work Placement 2, and Elective 2. All elective courses are focused on the specific field of discipline of the students.</p>
<b>Entry and Selection *</b>	<p>General entry requirements such as secondary school achievements, English and Mathematics are described in the Student Admission Policy A/AB/010. Specific entry requirement for this certificate, beyond those described in the Student Admission Policy includes:</p> <ul style="list-style-type: none"> <li>- passing English and Mathematics Entry Tests at the required level</li> </ul>
<b>Selection and Criteria and Process *</b>	<p>Where there are more applicants who meet the programme entry criteria than can be accepted, the following shall be used:</p> <ul style="list-style-type: none"> <li>• Selection Criteria:</li> </ul> <p>The placement test results shall determine if students are admitted to the chosen programme. Those who scored &lt; A1 in English and &lt;30% in Maths shall have the opportunity to join the institution through the Certificate in Vocational Acceleration.</p> <p>Priority will be given to those completed Certificate in Academic Preparation if they wish to join this programme instead of pursuing a degree of study.</p>
<b>Major Selection Criteria *</b>	Not Applicable
<b>Accreditation / External Approval Requirements *</b>	Not Applicable
<b>Attendance Requirements *</b>	Attendance requirements are described in the 'Student Attendance Policy A-AB-006.'
<b>Qualification Overview *</b>	<p>The Certificate in Vocational Acceleration Programme (CVA) is a one year programme with 110 credits at NQF level 5. It has nine courses, five offered in semester 1 while four courses are offered in semester 2. Theoretical and practical application of knowledge/skills are manifested in the different core courses within the programme while elective courses are focused on the specific field of discipline that students wish to specialized in.</p>

<b>Qualification Aim *</b>	<p>The programme aims to provide students with a comprehensive set of skills for employment in valuable business and industry settings. The vocational focus of this award is a blend of core competences of employability and technical principles and their applications in the market.</p>																
<b>Graduate Pathways and Destination *</b>	<p>The pathways for the qualification are illustrated below:</p> <p>1. Learning</p> <ul style="list-style-type: none"> <li>• Pre-Foundation Programme</li> <li>• Foundation Programme</li> <li>• Diploma/Associate Diploma/Bachelor's Degree Programmes</li> </ul> <p>2. Career</p> <table border="1"> <thead> <tr> <th>Specialization</th><th>Career Pathways</th></tr> </thead> <tbody> <tr> <td>Business</td><td>Secretary Office Administrator Customer Service Representative</td></tr> <tr> <td>Engineering (Civil)</td><td>Construction Technician</td></tr> <tr> <td>Engineering (Mechanical)</td><td>Mechanical Technician Assistant Machine operator Assistant Mechanical Maintenance Technician Assistant Mechanical Store Keeper</td></tr> <tr> <td>Engineering (Vehicle Technology)</td><td>Junior Motor Vehicle Technician Junior Auto Electrician Auto Spare Part Sales Service Advisor Assistant Auto Store Keeper</td></tr> <tr> <td>Engineering (Chemical)</td><td>Assistant Lab Technician Assistant Lab Analyst Sales Associate</td></tr> <tr> <td>Engineering (Electrical)</td><td>Junior Technician Support Staff</td></tr> <tr> <td></td><td>Junior Computer Technician Junior Network Technician Junior Support Technician</td></tr> </tbody> </table>	Specialization	Career Pathways	Business	Secretary Office Administrator Customer Service Representative	Engineering (Civil)	Construction Technician	Engineering (Mechanical)	Mechanical Technician Assistant Machine operator Assistant Mechanical Maintenance Technician Assistant Mechanical Store Keeper	Engineering (Vehicle Technology)	Junior Motor Vehicle Technician Junior Auto Electrician Auto Spare Part Sales Service Advisor Assistant Auto Store Keeper	Engineering (Chemical)	Assistant Lab Technician Assistant Lab Analyst Sales Associate	Engineering (Electrical)	Junior Technician Support Staff		Junior Computer Technician Junior Network Technician Junior Support Technician
Specialization	Career Pathways																
Business	Secretary Office Administrator Customer Service Representative																
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Engineering (Vehicle Technology)	Junior Motor Vehicle Technician Junior Auto Electrician Auto Spare Part Sales Service Advisor Assistant Auto Store Keeper																
Engineering (Chemical)	Assistant Lab Technician Assistant Lab Analyst Sales Associate																
Engineering (Electrical)	Junior Technician Support Staff																
	Junior Computer Technician Junior Network Technician Junior Support Technician																

	Information and Communication Technology	Junior Sales Technician Junior Customer Care Technician Office Administrator
	Art and Design (Graphic Design)	Art Worker Junior Graphic Designer Junior Illustrator Image Editor
	Art and Design (Interior Design)	Junior Space Designer Draftsman Junior Coordinator for Interior related vendors
	Travel and Tourism	Front Office Staff Ticketing and Reservation Staff
Other Information *	<b>Employability Skills Generic Definition:</b>	
	<b>Communication</b>	Communicate in ways that contribute to productive and harmonious relationships across employees and customers.
	<b>Team work</b>	Work effectively independently and in collaboration with others.
	<b>Problem solving</b>	Think critically and respond appropriately to changing needs within a growing and diversifying economy.
	<b>Initiative and enterprise</b>	Apply resourcefulness, innovation and strategic thinking to a range of workplace situations.
	<b>Planning and organisation</b>	Plan and manage their working lives.
	<b>Self management</b>	Demonstrate self discipline and adaptability, and be able to plan and achieve personal and professional goals.
	<b>Learning</b>	Understand the need for and engage with continuous learning throughout the lifespan.
	<b>Technology</b>	Utilize information technology effectively and ethically in their personal and professional lives.

## Programme Learning Outcomes

On successful completion of this programme the learner will be able to :

Description
Demonstrate generalized knowledge and understanding of theories, concepts, principles, and processes across relevant contexts and discipline.
Apply basic mathematical and statistical skills to solve discipline specific real life problems.
Communicate effectively across contexts.
Demonstrate ethical behavior in different work environments.
Use technology, tools, and equipment appropriate in the field of discipline.
Apply basic critical thinking and problem solving skills with some guidance from peers and/or workplace specialists.

## Semester Schedules

### Year 1 / Semester 1

Core	
Course Code	Title
VA4101	<a href="#">Communication Skills 1</a>
VA4104	<a href="#">Information and Communication Technology</a>
VA4103	<a href="#">Market Yourself</a>
VA4102	<a href="#">Workplace Mathematics 1</a>
Optional	
Course Code	Title
VAPOPT1	<a href="#">VAP- Optional Courses</a>

### Year 1 / Semester 2

Core	
Course Code	Title
VA5111	<a href="#">Communication Skills 2</a>
VA5113	<a href="#">Work Placement</a>
VA5112	<a href="#">Workplace Mathematics 2</a>
Optional	
Course Code	Title
VAPOPT2	<a href="#">VAP- Optional Courses 2</a>