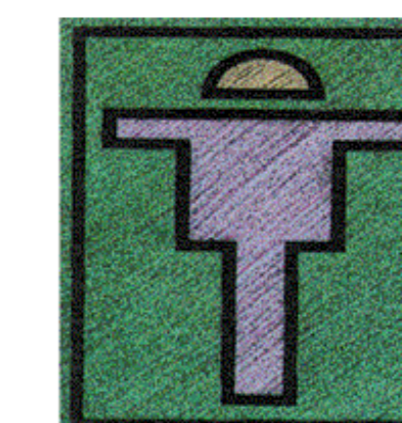


MPUMALANGA REGIONAL TRAINING TRUST

HOSPITALITY AND TOURISM ACADEMY

9003 KANYAMAZANE ROAD, KARINO, MBOMBELA, 1240
Telephone Number: 013 -794 3891/2/3 Mobile Number: 063 647 8526



Courses and Fee Structure:

updated: September 2022

Qualification Type	Course Name	SAQA ID	NQF Level	No of Credits	Duration (Full Time)	Tuition Only (Incl Reg Fee)
Skills Programme	Skills Programme Bar Attendance	HSP/BarAtt/2/0027	2	42	6 months	R 7 050,00
Skills Programme	Skills Programme Assistant Chef	HSP/AssChf/2/0022	2	52	6 months	R 8 738,00
National Certificate	National Certificate: Professional Cookery	14111	4	145	12 months	R 11 388,00
National Certificate	National Certificate: Food and Beverage Services	14113	4	144	12 months	R 9 700,00

Steps to follow for Registration:

1. Complete Form A1: Application Form and attach Documentation required (Obtainable from the Academic Offices at HTA and on www.rtrtrust.co.za)

2. Completed application form and documentation required, must be handed in at the HTA Academic Department (*All documentation is required for registration, no exceptions!)

What is the required documentation?	
CERTIFIED COPIES of the following:	(i) Your ID or Permanent Residence Permit
	(ii) ALL your qualifications, Matric Certificates, etc.
	(iii) A short CV or Resume (2-3 pages)

(On receipt of this information you will be invited to write entry tests)

3. You will be required to come into HTA to write an Admissions Numeracy and Literacy Test and Application Interview. Your selection to the course is based on the score you achieve in these tests.

4. Pay the R5 500,00 Registration Fee at the bank and send proof of payment. (Only pay on notification of successful achievement of the test and shortlisting, you will be invited to register)

5. Email a copy of the proof of payment to the Academic Administrator.

6. The Academic Administrator will issue you with a (A.2) Letter of Enrolment, confirming your course registration. (Once all the above steps are concluded, Enrolment will be confirmed)

Note! If you are a minor (under 18 years of age), your parent or guardian will need to complete the required section on the Application Form and/or accompany you.

We wish you the best of luck with your Application Process!

Frequently asked Questions:

A: Application Process:

If you are interested in registering and being considered for any of these courses, you are required to fill in the **Application Form (A1)** and supply all the required *documentation. Your application will be stored in our database and you will be contacted to write entry tests for the course.

B: Admission Requirements:

1. You will be required to write a **Admission Test**, which assesses your Numeracy and Literacy Level, and complete an Application Interview, which may be verbally or manually conducted and assesses your career motivations.

2. Minimum Qualifications :

Course Name	NQF Level	Minimum Qualification Required
Skills Programme Assistant Chef	2	Grade 10 Final School Report
Skills Programme Bar Attendance	2	
National Certificate: Professional Cookery	4	Grade 11 Final School Report
National Certificate: Food and Beverage Services	4	

3. Boarding/ Accommodation:

MRTT currently does not offer any boarding/ accommodation facilities.

C: Communication Process:

1. Once you have completed the Application Form, your information is recorded and stored. Shortly before courses are due to start you will be contacted via sms or call.
2. Should you **pass the admissions tests** successfully you will be notified via sms and will be required to pay a **R5 500,00 registration fee**.
3. To further complete your registration with HTA, you need to send proof-of-payment to the Learner Administrator, who will enrol you onto the course.
4. The Learner Administrator will then issue you a **Letter of Enrolment (A2)**, confirming your registration and enrolment to you. Check that the information is correct and note the start date and any specific course requirements, for example the dress code, stationery required etc.
5. Ensure that you report to HTA on the specific start date and time, for Course Induction.
6. Any further queries can be directed to **(Tel) 013 794 3892/3/4 (Cell) 063 647 8526** or email **lindiwe@rttrust.co.za**

D: What is a Skills Programme?

A Skills Programme consists of a unit standard or group of unit standards that is large enough for the outcome to allow for the learner to become employable in a particular skill set. Skills programmes do not result in a qualification themselves upon completion, but can lead to a part-qualification or RPL (Recognition Of Prior Learning) opportunities.

E: What is a National Certificate?

A National Certificate consists of unit standards that lead to a Further- or Higher Education and Training Certificate of 120 credits or more in a particular Trade or Industry. This is equal to approximately a year of full-time vocational learning and contributes to employability of a learner within a particular Trade or Industry.

F: Why is my registration taking long?

Sometimes there are not enough learners for a course to start immediately.

G: Do I get a stipend?

MRTT courses in general, DO NOT offer stipends. Sometimes MRTT is awarded a learnership or skills programme, which is funded by a SETA or any other funder; only then will a stipend be offered as part of the funding. These and other opportunities, for example "No Fees" courses, are either advertised or recruitment of learners for a special project may be done.

H: When will the course start?

Start dates and duration of courses are dependant on programme availability, credit value of course, learner group size and skill level. MRTT starts courses at the beginning (February) and middle (June) of each year, depending on the number of learners which have applied for a specific course.

I: Will I be placed after the course?

Placement is not always guaranteed and dependant on workplaces which are willing to offer these opportunities. MRTT will try to facilitate placement after successful completion of a course.

J: What happens with non-payment?

Course fees can be paid monthly. If you are unable to meet a payment, you should discuss it with the Finance Department. Non-payment can result in the unsuccessful completion of your course.