

**DIPLOMA IN
ROAD TRANSPORT MANAGEMENT**

APPLICATION TOKEN

ROADTMNG



**UNIVERSITY
OF
JOHANNESBURG**

**DEPARTMENT OF
TRANSPORT AND SUPPLY
CHAIN MANAGEMENT**

2021

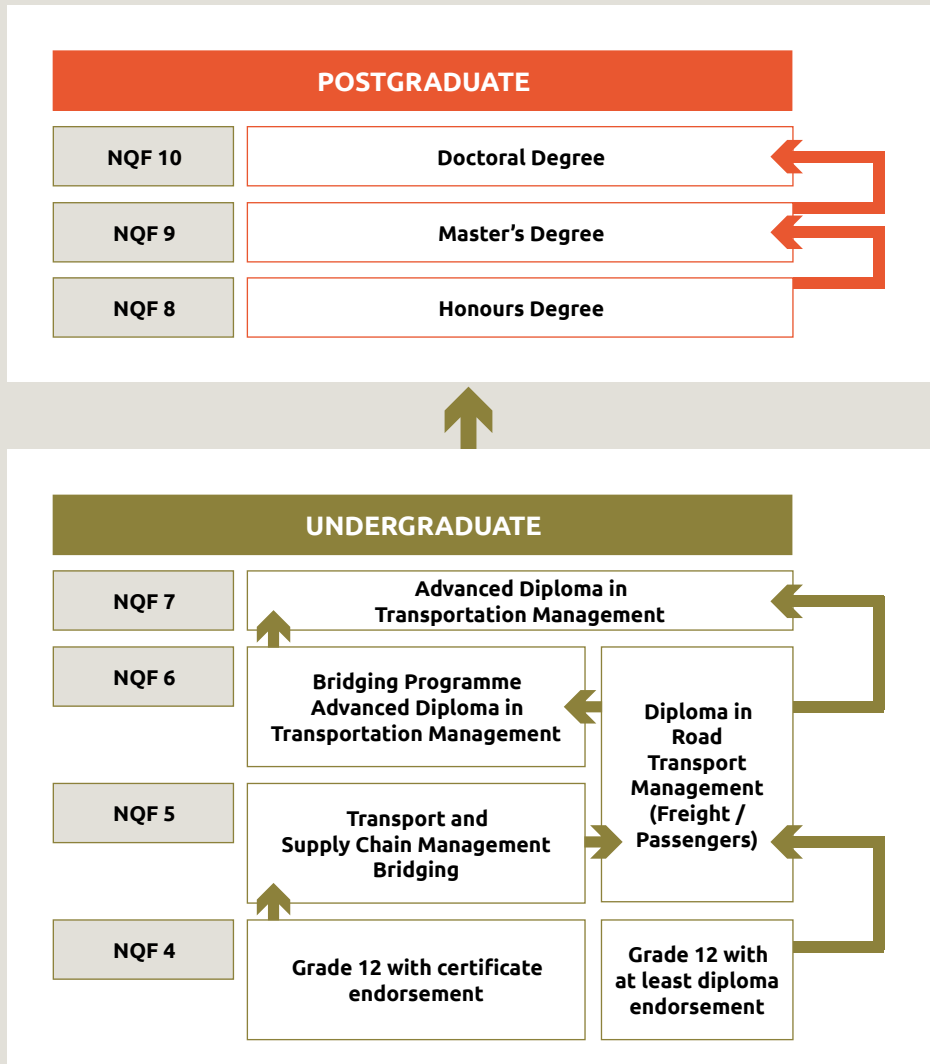
CONTINUING EDUCATION PROGRAMME (CEP)

**Diploma in Road Transport Management
Freight (D1RTFQ) / Passengers (D1RTPQ)**

School of Management
College of Business and Economics

**The Future
Reimagined**

ARTICULATION POSSIBILITIES



PLEASE TAKE NOTE OF THE FOLLOWING:

Refer to the specific programme brochures to familiarise yourself with: ■ **Admission requirements** ■ **Exam information** ■ **Study schools** (where and how they are conducted).
Compliance with the minimum admission requirements does not guarantee admission and registration in any programme.



Diploma in Road Transport Management

**Freight Transport Management (D1RTFQ)
Passengers Transport Management (D1RTPQ)**

Application token: ROADTMNG

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PLEASE NOTE: THE UNIVERSITY RESERVES THE RIGHT TO AMEND
ENROLMENT REQUIREMENTS, TIMETABLE AND PROGRAMME CONTENTS
AS AND WHEN THE NEED ARISES, WITHOUT PRIOR NOTICE.

CEP programmes will continue should lockdown restrictions occur in 2021,
mode of delivery could change.

WHAT MAKES THE DIPLOMA IN ROAD TRANSPORT MANAGEMENT UNIQUE

EASY ADMISSION

- Prospective students should be in possession of a Grade 12 Certificate with endorsement to at least diploma studies/ university exemption.
- The Transport and Supply Chain Management Bridging course will be offered to students who have completed Grade 12 without the required endorsement/university exemption. After completion of this bridging programme, you may apply to do a Diploma in Road Transport Management.

ADMISSION REQUIREMENTS

- Grade 12 Certificate with diploma endorsement/university exemption.
- A good working knowledge of English (learning material will be available in English only).
- Relevant documentation (see how to enrol).
- A digital device is required with Internet access (data availability). Computer literacy is essential.

AFFORDABILITY

This qualification offers a unique, affordable, cost-effective opportunity to students.

CONVENIENCE

- Study from the comfort of your own home when applying for a Continuing Education Programme (CEP) at the Department of Transport and Supply Chain Management.

- Students have the opportunity to attend a five-day study school.
- Examinations are written at various examination centres across South Africa.
- Easy access via the UJ website on the Student Portal to submit assignments, obtain assessment results, etc. For this reason, Internet access is essential.

COMPREHENSIVENESS

- This qualification is offered at NQF level 6 and comprises a full range of modules covering all the major functional areas of a transport company.
- Students have the option to specialise in either **Freight Transport Management** (D1RTFQ) or **Passenger Transport Management** (D1RTPQ).

JOB OPPORTUNITIES

This qualification provides students with the opportunity to improve their career advancement prospects in the road freight or road passenger transport industry. Most transport companies specify this qualification as a requirement for appointment or promotion.

Possible career opportunities for the Diploma in Road Transport Management (Freight) are at freight and logistics companies such as: Transport Planner, Depot Manager, Operations Planner, Route Planner, Supervisor, Scheduler, etc.

Possible career opportunities for the Diploma in Road Transport Management (Passengers) are at passenger companies such as bus companies: Transport Planner, Depot Manager, Operations Planner, Route Planner, Supervisor, Scheduler, etc.

LEARNING PATH

By satisfying the specific curricular admission, selection and enrolment requirements, qualifying students have the opportunity to apply for specific programmes to further their studies. Refer to page two for the articulation possibilities.

PROGRAMME PURPOSE

The purpose of the Diploma in Road Transport Management Freight/Passengers is to develop students with a wide range of vocational and industry-specific intellectual competencies, knowledge and practical skills. This will enable students to critically explain and apply road transport management principles, processes and procedures. The student should be able to make decisions in the context of a road transport (freight/passengers) organisation, interpret relevant information and produce innovative responses based on informed judgement to concrete but often unfamiliar problems. The qualification will provide the student with a range of fundamental knowledge and competencies in fields such as business communication, information systems, logistics management, marketing management and financial management. Furthermore, it will also provide the student with detailed knowledge about road transport legislation and the application of general management principles and specific road freight/passengers management principles on a junior management level.

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CURRICULUM OF THE DIPLOMA IN ROAD TRANSPORT MANAGEMENT (SPECIALISING IN FREIGHT TRANSPORT MANAGEMENT (D1RTFQ) OR PASSENGER TRANSPORT MANAGEMENT (D1RTPQ))

CURRICULUM

FIRST YEAR

- RTO1RY1 Managing a Road Transport Operation
- LRT2RY1 Legislation in Road Transport
- SCM3RY1 Logistics Management
- OTM4RY1 Operational and Technical Management
- FTM5RY1 Freight Transport Management 1
- OR
- PTM5RY1 Passenger Transport Management 1

SECOND YEAR

- MRT1RY2 Management in Road Transport
- OPM2RY2 Operations Management
- MAR3RY2 Marketing Management
- FIN4RY2 Financial Reporting and Cost Control
- FTM5RY2 Freight Transport Management 2
(Prerequisite: Freight Transport Management 1)
- OR
- PTM5RY2 Passenger Transport Management 2
(Prerequisite: Passenger Transport Management 1)

THIRD YEAR

GEN1RY3 General Management

PRM2RY3 Road Transport Project Management

VOM3RY3 Vehicle Operations Management

RWS4RY3 Road Transport Report Writing Skills

FTM5RY3 Freight Transport Management 3

(Prerequisite: Freight Transport Management 2)

OR

PTM5RY3 Passenger Transport Management 3

(Prerequisite: Passenger Transport Management 2)

LANGUAGE OF OFFERING

A good working knowledge of English is essential. Learning material, assignments and examination papers are available in English only.

DURATION

3 Years

NQF LEVEL

NQF Level 6

SAQA ID

Diploma in Road Transport Management Freight: 102455

Diploma in Road Transport Management Passengers: 109768

CREDITS

360 credits

MODULE PURPOSE

FIRST YEAR

MANAGING A ROAD TRANSPORT OPERATION: RTO1RY1

The purpose of this module is to develop competencies of students who are required to apply basic business knowledge and skills. It is also intended to ensure that supervisors can make informed decisions in sometimes open-ended and unfamiliar situations requiring some self-initiated planning and creativity.

LEGISLATION IN ROAD TRANSPORT: LRT2RY1

The purpose of this module is to enable students to apply the requirements as set by the National Road Traffic Act and supporting legislation in the road transport industry. The module will be useful to students in an operational position in the road transport industry. The module further equips students in the transport industry with a foundation in health and safety issues to contribute to a safer, healthier, environmentally friendly and more productive workplace. They will be able to undertake activities in which they investigate, identify, evaluate and control specific hazards in work areas, job categories or work processes of those people in a team immediately under their supervision as well as facilitate the participation of the team in this process.

LOGISTICS MANAGEMENT: SCM3RY1

The purpose of this module is to introduce students to the concept of supply chain management with the emphasis on logistics management as an important component. An introduction is provided to all logistics management activities with more detailed

discussions on inventory management, transportation, warehousing and logistics planning. The basic principles of all these logistics activities are discussed with consistent reference to the impact on total logistics costs and customer service.

OPERATIONS AND TECHNICAL MANAGEMENT: OTM4RY1

The purpose of this module is to develop competencies in the management and application of routing and scheduling and Standard Operating Procedures processes in the workplace through the correct application of guidelines and procedures in the workplace. The module further equips students in the transport industry with a foundation in gathering, utilising, communicating, managing and controlling transport operational information.

FREIGHT TRANSPORT MANAGEMENT 1: FTM5RY1

The purpose of this module is to provide a wide range of industry specific applications, policies and solutions transferring the necessary competencies, knowledge and skills so that the student will be able to apply road freight transport management principles, processes and procedures.

OR

PASSENGER TRANSPORT MANAGEMENT 1: PTM5RY1

The purpose of this module is to provide students with knowledge and skills to apply passenger transport planning processes in terms of the various modes of transport within a South African context. The student should be able to apply the requirements of passenger transport legislation and principles in the relevant context.

SECOND YEAR

MANAGEMENT IN ROAD TRANSPORT: MRT1RY2

The purpose of this module is to equip supervisors with the skill to apply basic managerial principles in a road transport operation. This will enable supervisors to make informed decisions requiring some self-initiated planning and creativity. It will also assist them in conducting a disciplinary hearing.

OPERATIONS MANAGEMENT: OPM2RY2

The purpose of this module is to develop an understanding and appraisal of the operational management of road passenger and road freight transport to successfully manage a transport business.

MARKETING MANAGEMENT: MAR3RY2

The purpose of this module is to enable students to apply marketing management principles and skills within the road transport environment. This module is beneficial to persons in all business functions in road transport who are required to monitor and manage marketing initiatives, activities and customer service programmes and make related decisions.

FINANCIAL REPORTING AND COST CONTROL: FIN4RY2

The purpose of this module is to assist students who are required to record and report income and expenses within the transport environment. It is also intended for the supervisors who are required to process documents relating to the disbursements of funds for goods or services received, cash and/or credit receipts for goods or services rendered, record income and expenses as well as report on the financial performance of their unit/department within organisations.

FREIGHT TRANSPORT MANAGEMENT 2: FTM5RY2

The purpose of this module is to provide knowledge and competencies in the management and application of transport economic principles required at different management levels in the road freight environment.

OR

PASSENGER TRANSPORT MANAGEMENT 2: PTM5RY2

The purpose of this module is to provide students with knowledge and skills of the road passenger transport system operations and planning. This will enable analysis of industry challenges to generate workable solutions in respect of the challenges identified. It is further intended to introduce the students to theoretical concepts in transport systems to assist in this regard.

THIRD YEAR

GENERAL MANAGEMENT: GEN1RY3

The purpose of this module is to provide students with an understanding of general management, with a focus on their role as managers facing challenges in their relevant business environment context. The students should develop intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of general management tasks aimed at identifying and analysing problems, establishing creative solutions, applying appropriate problem-solving strategies for decision-making and conducting organisational system analyses for decision making.

ROAD TRANSPORT PROJECT MANAGEMENT: PRM2RY3

The purpose of this module is to develop an understanding of the importance of organisational strategy in the execution of projects and

the various competencies required in the management of projects. The student will be able to manage and control the human, financial, and material resources required for the planning, implementation, management, control and termination of a project.

VEHICLE OPERATIONS MANAGEMENT: VOM3RY3

The purpose of this module is to provide the student with competencies in the management of policies and operations surrounding a fleet of vehicles in the freight transport industry. This will assist the student to make informed decisions when open-ended and unfamiliar situations arise requiring self-initiated planning and creativity.

ROAD TRANSPORT REPORT WRITING SKILLS: RWS4RY3

The purpose of this module is to equip students with the knowledge and practical skills in basic writing to compile various forms of written communication for the road transport business environment. Students should be able to effectively find, analyse, interpret and present data for memorandums, business letters and business reports.

FREIGHT TRANSPORT MANAGEMENT 3: FTM5RY3

The purpose of this module is to develop competencies required to effectively manage specialised road freight operations. Provide students with knowledge and skills to successfully manage the transport operations associated with the transportation and storage of waste products, dangerous goods and abnormal loads and introduce the student to the regulatory and legislative environment in which certain transport operations take place.

OR

PASSENGER TRANSPORT MANAGEMENT 3: PTM5RY3

The purpose of this module is to develop an understanding of the bus rapid transport (BRT) systems and planning process.

STUDY SCHOOLS

- Students have the opportunity to attend study schools for the modules they are registered for.
- These study schools are conducted in Johannesburg, Durban and Cape Town respectively.
- The duration of the study schools is five (5) consecutive days only – one full-day lecture per module.
- The study schools are held during March/April. Details regarding these study schools will be made available to registered students.
- Students are responsible for their own refreshments, meals, travel and accommodation arrangements.

ASSESSMENT (ASSIGNMENTS AND EXAMINATIONS)

- Students will be required to submit two assignments per module on due dates provided by the Department.
- Submission of assignments is compulsory in order to gain access to the examination.
- The examination is written during October/November and students will be required to write one examination paper per module.
- The examination is written over five (5) consecutive days.
- A subminimum of 40% is required in the examination paper in order to pass a module.
- A combined final mark of 50% is required to pass a module (assignment mark and examination mark).
- The assignment mark will count 25% and the examination mark will count 75% towards the final mark for that specific module.
- A student may be granted a supplementary examination opportunity in accordance with the criteria determined by the University.

CREDITS

- No credits from the former Road Transport Management qualifications can be transferred to this qualification.
- Students will retain credits for the module/s already passed. Credits may be retained for a maximum period of seven (7) years, provided that there have been no material changes to the curriculum.
- Should a student not pass a module/s he or she will be required to reregister for those modules failed.
- To proceed to the next level, at least 60% of the year's modules must be passed.
- Registration for modules from the second and third year will be based on the outcomes of the final results from the previous year and will be determined by the Course Coordinator.
- Students who have completed the Transport and Supply Chain Management Bridging programme will receive credit for the module Managing a Road Transport Operation.
- No credits from this qualification can be transferred to the formal funded programmes offered by the University.
- There are no exit levels for this qualification, i.e. no qualification will be awarded after completion of the first year and second year of this qualification.
- The Diploma in Road Transport Management will only be awarded after successful completion of the third year.

FINANCE

Refer to the finance leaflet for more information regarding the fees, payment options, payment methods, etc.

Do take note that NSFAS does not fund this programme.

APPLICATION AND REGISTRATION PROCESS

Step 1: How to apply?

ONLINE APPLICATION DATE

1 September to 28 February (Date subject to change)

When applying for the first time:

- Go to www.uj.ac.za/continuingeducation
- Refer to the **Diploma in Road Transport Management**.
- Go to the indicator that says: **Click HERE to apply**.
- Apply by using the application token: **ROADTMNG** (The token is case sensitive).
- Complete the online application.
- Attach a certified copy of your Grade 12 Certificate electronically.
- Attach a certified copy of your passport or identity card electronically.

Step 2: Check your status on a regular basis and view the correspondence online.

Go to the indicator that says: **Click HERE to check your status**.

student.uj.ac.za/status.aspx – the following status codes apply:

STATUS CODE	MEANING OF STATUS CODE
RD (Refer to Department)	Documents outstanding (Certified copies of your ID & Grade 12 Certificate)
C (Cancelled)	Discretion of Department of Transport and Supply Chain Management
L (Space constrained)	Programme reached capacity intake
EN (Declined)	Did not meet the admission requirement
EA (Admitted)	Student can continue to register after finance clearance
EV (Conditionally admitted)	Awaits final results
8P (Previous choice get preference)	Awaits outcome of previous choice

Step 3: How to register?

ONLINE REGISTRATION DATE

14 January to 28 February (Date subject to change)

- Check your addresses and contact details. Make sure your delivery address (DA) is loaded (physical address where you are during the day to receive learning material via courier services).
- Proof of payment (minimum deposit) – refer to finance leaflet or pay online.
- Senior students may register via the student portal. Please update your contact details.
- First time registering students may register on:
www.uj.ac.za/continuingeducation
- Go to the indicator that says: ***If admitted click HERE to register.***
- Tick all boxes next to the modules. If you do not do this you will not receive your learning material and only a qualification will be registered.

PLEASE NOTE THAT YOU WILL NOT BE ABLE TO REGISTER IF YOU WERE NOT GIVEN AN ACCEPTANCE STATUS (EA). THE DEPARTMENT OF TRANSPORT AND SUPPLY CHAIN MANAGEMENT RESERVES THE RIGHT TO CANCEL AN APPLICATION.

It is encouraged that application and registration takes place online and not on campus.

INTERNATIONAL STUDENTS APPLYING AND REGISTERING:

Step 1: How to apply?

ONLINE APPLICATION DATE

1 September to 28 February (Date subject to change)

When applying for the first time:

- Follow the link to the Departments web page :
www.uj.ac.za/continuingeducation
- Refer to the **Diploma in Road Transport Management**.
- Go to the indicator that says: **Click HERE to apply**.
- Apply by using the application token: **ROADTMNG** (*The token is case sensitive*).
- Complete the online application.
- Attach a certified copy of your school leaving certificate electronically.
- Attach a sworn English translation of documents electronically (students from non-English medium schools only).
- Attach a certified copy of your passport or identity card electronically.

Please note that all documents should be certified by a South African High Commission, Consulate, Trade Mission or a Public Notary in your home country.

Step 2: Check your status on a regular basis and view the correspondence online.

Go to the indicator that says: **Click HERE to check your status**.

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- The University does not register students who submit incomplete documentation or do not attach the necessary documents required for registration.
- Once you have been accepted (EA code) you will be able to view and print your admission letter (only available before registration).
- You will be notified via SMS to register online for the programme you applied for.
- Refer to the finance leaflet for fees payable prior to registration.
- Your learning material will be couriered to you once your registration has been completed.

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Students who applied for the Advanced Diploma in Transportation Management after they have succeeded in the Diploma in Road Transport Management (Freight/ Passengers) and did not meet the requirements, can apply for the Bridging Programme for Advanced Diploma (Transportation Management). Please take note of the following contact details for further information.

Programme: **Bridging Programme for Advanced Diploma (Transportation Management)**

Email address: **tscmbad@uj.ac.za**

Web link: **www.uj.ac.za/continuingeducation**

CONTACT DETAILS

DIPLOMA IN ROAD TRANSPORT MANAGEMENT

Tel: **011 559 2958**

Tel: **011 559 3418**

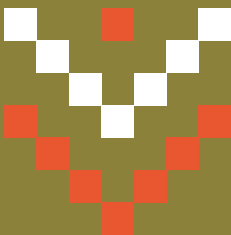
Email: **tscmrtn@uj.ac.za**

Fax: **086 245 2215**

PHYSICAL ADDRESS

Department of Transport and Supply Chain Management
College of Business and Economics
University of Johannesburg
Auckland Park Kingsway Campus
Corner Kingsway and University Road
Auckland Park
Johannesburg
South Africa

Offices: **D Ring 7** (7th Floor)



School of Management

College of Business and Economics

Department of Transport and Supply Chain Management

www.uj.ac.za/continuingeducation