Continuing Education Programme (CEP)

Grade 12 Certificate with Diploma Endorsement

Grade 12 Certificate with Higher Certificate Endorsement

Transport and Supply Chain Management Bridging (1 Year)

Students are required to do a bridging programme and can ONLY then continue with the CEPs. After completing the Bridging Programme, you may continue with the Diploma in Transportation Management. Please refer to the Transport and Supply Chain Management Bridging Prospectus. Study schools and examination in Johannesburg, Durban and Cape Town.

Diploma in Road Transport Management (Freight / Passengers)

No credits from this qualification can be transferred to the formal programmes offered by the University.
Study schools in Johannesburg, Durban and Cape Town.
Examination in 11 Examination Centres.

Bridging Programme for Advanced Diploma (Transportation Management) (One Year)

IMPORTANT: This Programme is offered on limited contact basis and requires students to attend full-day lectures on three to four days each month from March up to the end of September in Johannesburg. Examinations take place over a four-day period in October. Study schools and examinations ONLY in JHB. Limited space available. Selections are based on your academic performance in the Diploma in Road Transport Management. (Please refer to the Bridging Programme Advanced Diploma in Transportation Management prospectus.)

Advanced Diploma in Transportation Management (1 Year)

IMPORTANT: You are eligible to apply for the Advanced Diploma in Transportation Management after completion of the Bridging Course. All applicants with a minimum final average of 65% in each of the modules, will be subject to a selection process due to space availability. (Classes and examination in JHB only.)

BCom Honours in Transport Economics

All applicants with a minimum final average of 65% in each of the modules, will be subject to a selection process due to space availability. (Classes and examination in JHB only.) An applicant that completed a BTech degree should have a 65% final year average and an applicant that completed a BCom degree should have a final year average of 60%.

www.uj.ac.za/transport
Diploma in Road Transport Management

Freight Transport Management (D1RTFQ)
Passenger 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
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).
• Computer literacy and internet access.

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 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 enrolment and selection requirements, qualifying students have the opportunity to further their studies on a limited contact basis only at the University of Johannesburg by completing a one-year bridging course in order to gain access to the Advanced Diploma.

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 Operations 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

CREDITS

360 credits
CONTENTS
FIRST YEAR

Managing a Road Transport Operation
Section A: Useful to supervisors who are required to apply basic business knowledge and skills. It is also intended to ensure that supervisors are able to make informed decisions in sometimes open-ended and unfamiliar situations requiring some self-initiated planning and creativity.

Section B: Useful to all persons at all business levels who are required to supervise the activities of subordinates, as well as control material and equipment used, measure performance and take corrective action where necessary. Section C: Useful to persons at all business levels who are required to manage work teams in an efficient and effective manner, maximising productivity and performance.

Legislation in Road Transport
The purpose of Section A of the module is to enable students to reflect on the National Road Safety Strategy and apply the requirements and limitations 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.

Section B of the module equips students in the transport industry with a foundation in health and safety issues, actions and education in order to equip them 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. This module also covers
the Administrative Adjudication of Road Traffic Offences Act and the procedures for prosecuting traffic offenders.

**Logistics Management**
The purpose of this module is to introduce students to the concept of supply chain management with emphasis on logistics management as an important component thereof. 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 reference to the impact on total logistics costs and customer service.

**Operations and Technical Management**
The purpose of this module is to enable students to understand and apply underlying principles regarding the function of routing and scheduling, to require sufficient maintenance knowledge and skills to function as leading hands/supervisors and to work with teams in routine situations. This module is for people who will be required to obtain and communicate transport operational information at a supervisory and management level.

**Freight Transport Management 1**
The purpose of this module is to develop students through teaching and guidance by providing them with 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 comprehend and apply road freight transport management principles, processes and procedures.
Passenger Transport Management 1
The purpose of this module is to provide students with knowledge and skills to apply the passengers transport planning processes in terms of the various modes of transport within a South African context. The student should develop intellectual competencies in the acquisition of knowledge of passenger transport legislation and principles in the relevant context.

SECOND YEAR

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

Operations Management
The purpose of this module is to enable students to understand the interaction between transport management principles and standard operating procedures. The module familiarises students with the basic features of control systems, recording procedures and analysis of operating information. It enables students to disseminate this information, both downwards to subordinates and upwards towards higher levels of management.

Marketing Management
The purpose of this module is to enable students to apply marketing management principles and skills within the marketing environment in road transport, and to obtain a competitive advantage in a specific market segment within the industry, satisfy customer requirements and ensure long-term company profitability. This module would be beneficial
to persons in all business functions of road transport who are required to manage customer service programmes, monitor customer satisfaction levels, apply corrective action where necessary and to integrate customer service strategies and policies in their work environment.

**Financial Reporting and Cost Control**
This module would be useful to people who are required to record and report on income and expenses within the transport environment.

It will provide people with a general understanding of the principles and the importance of financial reporting. It is intended for financial officers, supervisors, and managerial staff who are required to process documents relating to disbursement of funds for goods and/or services received, cash and/or credit receipts for goods and/or services delivered, record income and expenses as well as report on the financial position and performance of their unit/department within organisations.

It would be useful to operational members of staff, supervisors and foremen to get a sound comprehension of the different types of costs, the impact it has on the current and future activities of the business as well as to predict short- and long-term implications through the use of preparing budgets and trend analysis based on past expenses or activity. Furthermore, supervisors and financial managers will find it useful for their tasks in comparing actual figures with budgeted figures and how to interpret the findings to optimise the business processes. It will greatly assist every person of an organisation in understanding the value of standardisation through management information.

**Freight Transport Management 2**
(Prerequisite: Freight Transport Management 1)
The purpose of this module is to enable students to understand and
apply basic underlying transport economic principles in their day-to-day decision-making processes in a road transport undertaking. The student would be able to reflect on the significance, as well as the role of road transport within the macro transport industry as well as national and provincial economic dispensations. This module would be useful to people functioning at management levels in a road freight transport environment, exposing them to different types of strategic management options in the road freight transport environment. (Primary or secondary function in an undertaking.) This module would enable students to reflect on the role and influence of road freight transport in the economy, use generic road freight transport industry knowledge of different key areas of responsibility in day-to-day operations in a road freight undertaking, take responsibility for the operational control and eventual management of the drivers, vehicles, fleet, routing and information dissemination to responsible people.

**Passenger Transport Management 2**
(Prerequisite: Passenger Transport Management 1)
The purpose of this module is to enable students to use knowledge and understanding of transport systems to analyse service levels, meet customer requirements and further adjust those levels for their customers in well-defined transport operations in a given area. This module would be useful to individuals pursuing a career in transport management.

**THIRD YEAR**

**General Management**
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 student 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 problems-solving strategies for decision-making, and conducting organisational system analyses for decision-making. Furthermore, the student should develop intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of general management tasks aimed at effective communication in organisational context, using effective communication and appropriate techniques, while extracting and interpreting information.

**Road Transport Project Management**

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**

The purpose of this module is to develop an understanding of and competencies in the management policies and operations surrounding a fleet of vehicles in the freight transport industry so that informed decisions can be made when open-ended and unfamiliar situations arise requiring self-initiated planning and creativity.
**Road Transport Report Writing Skills**

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

**Freight Transport Management 3**

(Prerequisite: Freight Transport Management 2)

The purpose of this module is to benefit persons operating in a road transport undertaking, responsible for the transportation of all kinds of waste. Students would be capable of overseeing the activity of transporting dangerous goods and conducting the transportation of abnormal loads.

**Passenger Transport Management 3**

(Prerequisite: Passenger Transport Management 2)

The purpose of this module is mainly the planning of a Bus Rapid Transport (BRT) system. The information in this module is generally based on international BRT planning guides. For the South African context, references are made to South African BRT systems. It is important that students conduct some additional reading (available from these systems’ websites) and, wherever possible, use the systems (where students reside near a BRT system). This will also provide the opportunity to experience the system from the client’s perspective. The aim of this module is to develop an understanding of BRT systems as well as the BRT 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.
- Credits will be retained for module/s passed in the Diploma in Road Transport Management (NQF 6).
- Credits may be retained for a maximum period of five (5) years only.
- 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 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.
APPLICATION AND REGISTRATION PROCESS

Step 1: How to apply?

<table>
<thead>
<tr>
<th>ONLINE APPLICATION DATE</th>
<th>1 September to 28 February</th>
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When applying for the first time:

- Follow the link to the Departments web page: https://www.uj.ac.za/faculties/management/Transport-and-Supply-Chain-Management/Pages/Courses-and-Programmes.aspx
- Go to the indicator that says: **Click HERE to apply.**
- Complete the online application form.
- 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.**
https://student.uj.ac.za/status.aspx

- the following status codes apply:

<table>
<thead>
<tr>
<th>STATUS CODE</th>
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<tbody>
<tr>
<td>RD (Refer to Department)</td>
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</tr>
<tr>
<td>C (Cancelled)</td>
<td>Discretion of Department of Transport and Supply Chain Management</td>
</tr>
<tr>
<td>L (Space constrained)</td>
<td>Programme reached capacity intake</td>
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<tr>
<td>EN (Declined)</td>
<td>Did not meet the admission requirement</td>
</tr>
<tr>
<td>EA (Admitted)</td>
<td>Student can continue to register after finance clearance</td>
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</tbody>
</table>
Step 3: How to register?

| ONLINE REGISTRATION DATE | 9 January to 28 February |

- Check your addresses and contact details. Make sure your study address 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:
- 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.
INTERNATIONAL STUDENTS APPLYING AND REGISTERING:

Step 1: How to apply?

When applying for the first time:

- Follow the link to the Departments web page: https://www.uj.ac.za/faculties/management/Transport-and-Supply-Chain-Management/Pages/Courses-and-Programmes.aspx
- Go to the indicator that says: Click HERE to apply.
- Complete the online application form.
- 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.

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

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- Check your addresses and contact details. Make sure your study address 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 https://www.uj.ac.za/faculties/management/Transport-and-Supply-Chain-Management/Pages/Courses-and-Programmes.aspx
- 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

- The University does not register students who submit incomplete documentation or do not attach the necessary documents required for registration.

### Table

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<td>(Conditionally admitted) Awaits final results</td>
</tr>
<tr>
<td>8P</td>
<td>(Previous choice get preference) Awaits outcome of previous choice</td>
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</tbody>
</table>
• 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.

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

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