

**DIPLOMA IN
ROAD TRANSPORT MANAGEMENT**

APPLICATION TOKEN

ROADTMNG



**UNIVERSITY
OF
JOHANNESBURG**

**DEPARTMENT OF
TRANSPORT AND SUPPLY
CHAIN MANAGEMENT**



2024

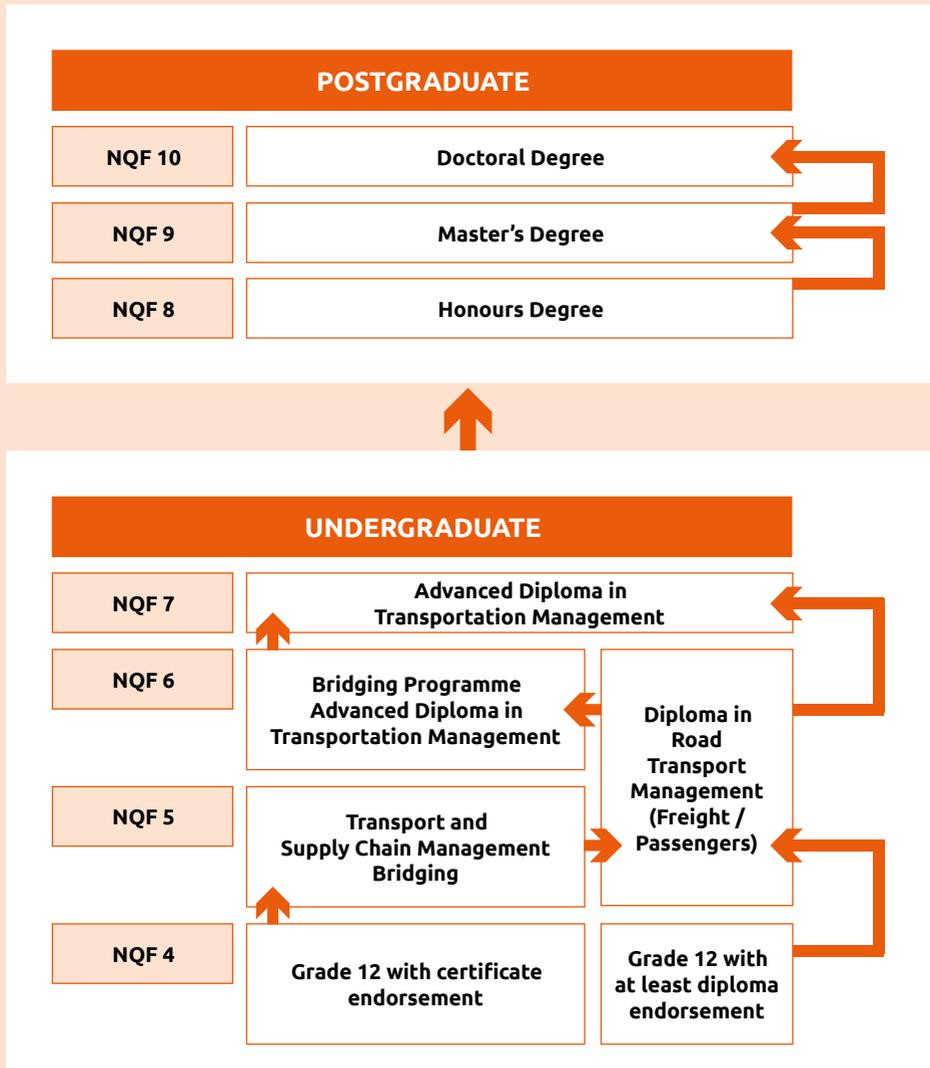
CONTINUING EDUCATION PROGRAMME (CEP)

**Diploma in Road Transport Management
Freight (D34FRQ) / Passengers (D34PAQ)**

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).

Admission to this programme does not guarantee registration.

Registration will be determined by space availability.



Diploma in Road Transport Management

Freight Transport Management (D34FRQ)
Passengers Transport Management (D34PAQ)
Application token: ROADTMNG

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PLEASE NOTE THAT THE UNIVERSITY RESERVES THE RIGHT TO AMEND ENROLMENT REQUIREMENTS, TIMETABLE, PROGRAMME CONTENT AND MODE OF CONTACT, AS AND WHEN THE NEED ARISES, WITHOUT PRIOR NOTICE. **CEP programmes will continue despite National disasters, however mode of delivery could change.**

PLEASE NOTE

No NSFAS funding is available for this qualification.

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 with Internet access (data availability) is required e.g. laptop or desktop computer** (advisably not a cellphone or tablet) **for teaching and learning, including the submission of assignments online.**
- **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.**
- Registration will be determined by space availability.

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** (D34FRQ) or **Passenger Transport Management** (D34PAQ).

JOB OPPORTUNITIES

This qualification provides students with the opportunity to improve their career advancement prospects in the road freight or road passenger transport industry. Many 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, BRT or taxi 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.

CEP programmes will continue despite National disasters,
however mode of delivery could change.

CURRICULUM OF THE DIPLOMA IN ROAD TRANSPORT MANAGEMENT (SPECIALISING IN FREIGHT TRANSPORT MANAGEMENT (D34FRQ) OR PASSENGER TRANSPORT MANAGEMENT (D34PAQ))

CURRICULUM

FIRST YEAR

- MRO1RY1 Managing a Road Transport Operation
- LEG2RY1 Legislation in Road Transport
- VFC3RY1 Vehicle and Fleet Costing
- MTM4RY1 Maintenance and Technical Management
- FRT5RY1 Freight Transport Management **OR**
- PAS5RY1 Passenger Transport Management

SECOND YEAR

- LAR1RY2 Labour Relations
- OMA2RY2 Operations Management
- FMA3RY2 Fleet Management
- FFR4RY2 Fleet Financial Reporting
- FSO5RY2 Freight Transport: Specialised Operations **OR**
- POP5RY2 Passenger Transport Management: Operations Planning

THIRD YEAR

- GMA1RY3 General Management
- RTP2RY3 Road Transport Project Management
- LMA3RY3 Logistics Management
- MRS4RY3 Marketing in Road Transport Services
- FCT5RY3 Freight Transport: Contracting and Tendering **OR**
- PCT5RY3 Passenger Transport: Contracting and Tendering

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: MRO1RY1

The purpose of this module is to introduce students to basic road transport management knowledge and skills to enable them to make informed operational decisions in road transport context in South Africa.

LEGISLATION IN ROAD TRANSPORT: LEG2RY1

The purpose of this module is to introduce students to the National Road Traffic Act and supporting legislation to apply the requirements of road transport legislation in South Africa.

VEHICLE AND FLEET COSTING: VFC3RY1

The purpose of this module is to introduce students to costing principles and terminology to enable them to do vehicle and fleet costing and budgeting.

MAINTENANCE AND TECHNICAL MANAGEMENT: MTM4RY1

The purpose of this module is to introduce students to maintenance and technical management principles to oversee vehicle and fleet management in the transport industry.

FREIGHT TRANSPORT MANAGEMENT: FRT5RY1

The purpose of this module is to provide students with general information about the role of road freight transport logistics in the South African economy to apply applicable policies and solutions to the road freight transport industry.

OR

PASSENGER TRANSPORT MANAGEMENT: PAS5RY1

The purpose of this module is to provide students with general information around the role of passenger transport in the South African economy and urban development and transportation issues. To apply relevant policies and solutions to the road passenger transport industry.

SECOND YEAR

LABOUR RELATIONS: LAR1RY2

The purpose of this module is to introduce students to basic labour relations knowledge and provide skills to enable them to make informed labour related decisions in road transport in the South African context.

OPERATIONS MANAGEMENT: OMA2RY2

The purpose of this module is to provide operational management knowledge and skills to manage a road transport business successfully.

FLEET MANAGEMENT: FMA3RY2

The purpose of this module is to familiarise the student with the principles to enable them to effectively manage a fleet of vehicles.

FLEET FINANCIAL REPORTING: FFR4RY2

The purpose of this module is to provide the student with basic accounting principles and processes, financial statements and reporting for a transport company.

FREIGHT TRANSPORT: SPECIALISED OPERATIONS: FSO5RY2

The purpose of this module is to develop the necessary competencies required to effectively manage specialised road freight operations.

OR

PASSENGER TRANSPORT: OPERATIONS PLANNING: POP5RY2

The purpose of this module is to provide students with knowledge and skills of routing and scheduling in formal road passenger transport operations and planning.

THIRD YEAR

GENERAL MANAGEMENT: GMA1RY3

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 the context of the road transport industry.

ROAD TRANSPORT PROJECT MANAGEMENT: RTP2RY3

The purpose of this module is to provide students with competencies for basic Project Management, with a focus on their role and tasks as project team members and project managers in their relevant road transport business environment context.

LOGISTICS MANAGEMENT: LMA3RY3

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 in the road transport industry.

MARKETING IN ROAD TRANSPORT SERVICES: MRS4RY3

The purpose of this module is to provide students with marketing management principles and skills to apply within the road freight and road passenger transport environment.

FREIGHT TRANSPORT: CONTRACTING AND TENDERING: FCT5RY3

The purpose of this module is to develop competencies required to enable the student to effectively quote and/or tender for road freight transport services based on customer requirements.

OR

PASSENGER TRANSPORT: CONTRACTING AND TENDERING: PCT5RY3

The purpose of this module is to develop competencies required to enable the student to effectively quote and/or tender for road passenger transport services based on customer requirements.

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 online 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 a sit-down invigilated examination to be written at any one of the approved examination centres in South Africa only. These examination centres are Bloemfontein, Cape

Town, Durban, East London, Johannesburg, Klerksdorp, Nelspruit, Polokwane and Pretoria.

- 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 (NQF Level 3 and NQF Level 5) can be transferred to this qualification.
- Credits for similar modules in the revised Diploma in Road Transport Management (NQF Level 6) may be considered, on condition that there is sufficient overlap and that the credits obtained in the former Diploma in Road Transport Management (D1RTFQ & D1RTPQ) (NQF level 6) are still valid.
- 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.

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

- 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 all prescribed modules.

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.

PLEASE NOTE

Online applications are FREE. Nobody can secure a space for you.
DO NOT pay any fee to a third party.

APPLICATION AND REGISTRATION PROCESS**Step 1: How to apply?****ONLINE APPLICATION DATE****1 September to 28 February** (Dates 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 (download correspondence)

– 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
OR	Already registered

Step 3: How to register?

ONLINE REGISTRATION DATE

17 January to 28 February (Dates 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.
- 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.
- 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 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. Admission to this programme does not guarantee registration. Registration will be determined by space availability.

PLEASE NOTE

Online applications are FREE. Nobody can secure a space for you.
DO NOT pay any fee to a third party.

INTERNATIONAL STUDENTS APPLYING AND REGISTERING:**Step 1: How to apply?****ONLINE APPLICATION DATE**

1 September to 28 February (Dates 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**.

student.uj.ac.za/status.aspx (download correspondence)

– 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
OR	Already registered

Step 3: How to register:

ONLINE REGISTRATION DATE

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- 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.

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**

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CONTACT DETAILS

FIRST YEAR APPLICATION ENQUIRIES

Email: tscmbiographics@uj.ac.za

Tel: **011 559 2780**

PROGRAMME ENQUIRIES

Email: tscmrtm@uj.ac.za

Tel: **011 559 2958 / 011 559 3418**

PHYSICAL ADDRESS

Department of Transport and Supply Chain Management

College of Business and Economics

University of Johannesburg

Auckland Park Kingsway Campus

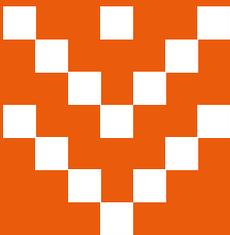
Corner Kingsway and University Road

Auckland Park

Johannesburg

South Africa

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



Department of Transport and Supply Chain Management

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