



JANUARY 2024 INTAKE
Full-Time, Block Release and Selected Part Time Courses
APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING HEXCO
COURSES COVERED AT NATIONAL CERTIFICATE (NC), NATIONAL DIPLOMA (ND) and HIGHER NATIONAL
DIPLOMA (HND) LEVEL

DIVISION	DEPARTMENT	COURSE	LEVEL
Engineering	Automotive Engineering	Motor Vehicle Mechanics	NC
		Automobile Electrics & Electronics	NC
		Motor Vehicle Body repair	NC
		Precision Machining	NC
	Civil & Construction	Building Technology	NC
		Plumbing & drain laying	NC
		Quantity Surveying	NC
			ND
	Electrical Engineering	Electrical Power	NC
			ND (Block release) HND (Block release)
	Mechanical Engineering	Instrumentation & Control	NC
			ND
		Electronic Communication Systems	NC
			ND
		Computer Systems	NC
			ND
		Diesel Plant Fitting	NC
		Fabrication	NC
		Refrigeration	NC
		Machine shop	NC
Applied Sciences	Physical Sciences	Production Engineering	ND (Block release)
		Mechanical Engineering	HND (Block release)
		Metallurgical Assaying	NC
	Biological Sciences		ND
		Industrial Metallurgy	NC
			ND
Commerce	Management Studies	Laboratory Technology	NC
		Food Science	NC
		Information Technology	NC
			ND
			HND
			HND
	Finance	Office Management	NC
			ND
			HND
		Human Resources Management	NC
			ND
			HND
Adult and continuing Education	Cosmetology	Sales & Marketing Management	NC
			ND
	Clothing	Purchasing & Supply Management	NC
			ND
	Tourism & Hospitality	Records Management & Information Science	NC
			ND
Art & Designing	Finance	Accountancy	NC
			ND
	Cosmetology		HND
		Hairdressing	NC
	Clothing	Beauty Therapy	NC
		Fashion, clothing & textile	NC
Tourism & Hospitality	Art & Designing	Tourism & hospitality	NC
		Creative Art & Designing	NC

1.0 Application dates

Applicants should come in person at Kwekwe Polytechnic at 0800hrs on the dates indicated below;

- Engineering Division: **Monday the 30th of October 2023**
- Applied Sciences Division, Commerce Division and Adult and Continuing Education: **Tuesday the 31st of October 2023**

2.0 Minimum Entry Qualifications

Engineering & Applied Sciences Division

- For all National Certificate (NC) Courses;
5 Ordinary Level Passes including Mathematics, English Language and any Science Subject
- For National Diploma (ND) and Higher National Diploma (HND), applicants must possess the relevant NC and ND respectively

Commerce Division

- For Finance Department, NC, (Accountancy), applicants must possess 5 Ordinary Level passes including Mathematics and English Language
- For all courses in the Management Department, Office Management & Records Management and Information Science, NC, Applicants must possess 5 Ordinary Level Passes including English Language

- For National Diploma (ND) and Higher National Diploma (HND), applicants must possess the relevant NC and ND respectively

Adult and Continuing Education

- For National Certificate in Hair dressing and Beauty Therapy, applicants must possess 5 Ordinary Level passes including English Language and a Science Subject.
- For National Certificate in Fashion, Clothing & Textile, Tourism & Hospitality and Creative Art & Designing, applicants must possess 5 Ordinary Level passes including English Language

3.0 Requirements

- Applicants to bring an Android phone, iPhone or any gadget that is internet compatible to process an online application on site.
- Original Certificates of birth certificate, National ID and academic certificates
- Applicants must also have soft copies/images of the above cited documents ready for uploading

4.0 Handling fee

All applicants shall be required to pay a non-refundable handling fee of **USD\$ 10** or its equivalent at the prevailing bank rate which can be paid on or before the interview dates. Proof of payment shall be required and applicants are advised to make advance payments to avoid inconveniences.

Banking Details

Bank: CBZ, Account Name: Kwekwe Polytechnic: Account number (RTGS) 01420303740058

Bank: ZB, Account Name: Kwekwe Polytechnic: Account number (NOSTRO) 4556-375118-405

Or Swipe at college

5.0 Fee structure

Kindly note that the fee structure and other requirements shall be disclosed to successful applicants.

6.0 For more details and enquiries, visit our website or contact the **Principal, Kwekwe Polytechnic**