

# *PROFESSIONAL DRAFTING SERVICES*

TRAINING DEPARTMENT

## PROSPECTUS 2019/20 correspondence courses

A great deal of care and time has been taken to ensure, to the best of our knowledge, that all information contained herein is accurate. Professional Drafting Services™ assumes no responsibility for any misinterpretations of such data, errors or any loss or damage arising from or relating to its use and reserves the right to



| TITLE                                  | PG  |
|--|-----|
| WHAT IS DRAUGHTING                     | 1.3 |
| PROFESSIONAL DRAFTING SERVICES HISTORY | 1.3 |
| LEARNERS REQUIREMENTS                  | 1.3 |
| PROGRAMS LEVELS AND CREDITS SUMMARY    | 1.4 |
| MODULES                                | 1.4 |
| RELATED TERMS                          | 1.5 |
| PROGRAMS                               | 1.5 |
| OTHER PROGRAMS                         | 1.6 |
| EMPLOYMENT                             | 1.6 |
| WHAT ELSE DO WE DO                     | 1.6 |
| PDS INFORMATION                        | 1.6 |
| YOUR NEXT STEP                         | 1.6 |

FOR :- PROFESSIONAL DRAFTING SERVICES© DOC NUMBER PDS /PRO /193c  
UPDATE :- 1/7/2018  
UPDATE BY :- A. RICHARDS  
COMPUTER FILE :- DISK C:\PDS\PDSDOC\PROSPECTUS 2019

All rights reserved. No part of this publication may be reproduced or transmitted in any form or any means, electronically or mechanically, including photocopying, recording or any information storage or retrieval system, without prior permission in writing from Professional Drafting Services CK/86/22437/23. PROFESSIONAL DRAFTING SERVICES™, PDS™, pdsmail™ and clutch pencil with protruding lead™ are registered trade marks.  
PDS©

## WHAT IS DRAUGHTING

Draughting can be traced back to 2000 BC, when a fossilised plan was found of an aerial view of a Babylonian fortress. Ever since man has built, erected or fabricated, man has needed to convey technical information. This is done by a draughtsperson using his or her technical communication skills by applying an international language of art and engineering graphics. Draughting uses a strict set of standards and conventions, so when a technical picture is created on the drawing board or on CAD, it can be universally understood. Simply put - draughtspeople communicate ideas, concepts and facts pictorially, so that others can manufacture, fabricate, build or construct from these illustrations.

The tools of draughtspeople are drawing boards and computers loaded with draughting software called CAD from which to prepare drawings. CAD's most simplest task could be called an electronic drawing board that duplicates drawing board functions, but now in a neat, quick and accurate fashion to designing using three-dimensional functions. Drawing information is now conveyed to clients anywhere in the world with thanks to the Internet, making CAD draughting a truly international occupation.

From humble beginnings, modern draughting and engineering knowledge revolutionised an age old process. This century will see more development and more advancement in technology - a century that will see those who are trained as draughtspeople, being able to harness a skill and achievement that the Babylonians would have never dreamt possible.

## PROFESSIONAL DRAFTING SERVICES HISTORY

Our Career Development Centre (CDC) was established in 1979 to upgrade and develop individual aspirations and skills in commerce and industry. Professional Drafting Services has been guiding learners' careers for many years, long after their program has been completed. As specialists in our field and world leaders in draughting and engineering graphics training, goals are not set for completion but for achievement and knowledge.

Our draughting program took six years to develop with leading educators and psychologists before being taught for the first time in 1986. Our programs now take on an annual revision keeping abreast of international draughting standards, using the latest teaching skills.

Our success draws learners from many countries around the world seeking a universal qualification, making Professional Drafting Services the most successful draughting institute in the southern hemisphere.

At the time of writing, Professional Drafting Services has published South Africa's first and only technical and draughting dictionary, and is the only training institute in the world that has its own dictionary of this size.

## LEARNER REQUIREMENTS

Our programs are superior in quality and unsurpassed in their presentation. Each facilitation will be complimented with sourced and in-house notes. Every team member at Professional Drafting Services is a dedicated professional to ensure the highest possible standards (*as entrenched in our mission statement*). All that is required from you is to START your journey of self improvement.

Learners that are underqualified for program acceptance will be required to undergo RPL or be evaluated with an integrated assessment. A learner is assessed for: a) science familiarity, b) mathematics perception, c) general knowledge, d) life skills and e) technical interpretation.

A learners prerequisite for acceptance is grade 12 with a minimum of mathematic literacy and basic computer competence or equivalent or RPL.

- Correspondence /home studies are based on  $\pm 2$  hours per day. No attendance required.

## PROGRAM LEVELS AND CREDITS SUMMARY

| PROGRAMS                                 | PDS LEVEL | TOTAL PDS CREDITS |
|--|-----------|-------------------|
| ALL FIRST DRAUGHTING CERTIFICATES        | 5         | 120               |
| ALL FIRST DRAUGHTING DESIGN CERTIFICATES | 5         | 220               |

### MODULES

The modules for the programs can be summarised as:

- S1 Starter module one. A program/course orientation module one. (PDS level 4 PDS credits 18) A module that comes with a starter pack (shoulder bag, books, notes and instruments, etc.). An introduction to manual draughting /engineering graphics, demonstrating appropriate learning skills, eye and hand coordination exercises required for the success of mastering engineering graphics and general draughting. (180 hours)
- D1 Draughting module one. (PDS level 5 PDS credits 27) A manual draughting discipline module covering engineering graphics, draughting standards and techniques for general, mechanical, structural, piping, electrical and architectural draughting disciplines. (270 hours)
- D2 Draughting module two. (PDS level 5 PDS credits 27) A manual draughting discipline module covering advanced engineering graphics and draughting. Design techniques for, general, mechanical, structural, piping and architectural draughting disciplines. (270 hours)
- PAD1 Practical and Academic studies for Draughting module one. (PDS level 5 PDS credits 27) A manual draughting and advanced design module for general, mechanical, structural, piping, electrical and architectural draughting disciplines. (270 hours)
- C1 Computer module one. (PDS level 5 PDS credits 9) A computer aided draughting (CAD) general draughting module. (90 hours)
- C2 Computer module two. (PDS level 5 PDS credits 9) A computer aided draughting (CAD) module for general, mechanical, structural, piping electrical and architectural draughting disciplines. (90 hours)
- C3 Computer module three. (PDS level 5 PDS credits 9) A three-dimensional computer aided draughting and design (CADD) and computer aided modelling (CADi) module for general, mechanical, structural, piping, electrical and architectural draughting disciplines. (90 hours)
- PAC1 Practical and Academic studies for computers module one. (PDS level 5 PDS credits 27) Computer aided draughting and design (CADD) and computer aided engineering (CAE) module for general, mechanical, structural, piping, electrical and architectural draughting disciplines. (270 hours)
- TS1 Thesis module one. (PDS level 6 PDS credits 33) A thesis to consolidate draughting, design/art, ideology and engineering graphics. (330 hours)
- SPEC Specialisation module. (PDS level 5 PDS credits 27) A theory and practical module that concentrates on design skills for mechanical (MSPEC), structural/ structural steel (SSPEC), piping (PSPEC), civil (CSPEC) and architectural (ASPEC) disciplines. (270 hours each)

**RELATED TERMS**

- CREDITS Competency assigned to a specific outcome from unit standards.
- PROGRAMS CERTIFICATE - a qualification of a minimum of 1200hrs study (PDS level 5 PDS credits 120).  
DESIGN CERTIFICATE - a qualification of a minimum of 2200hrs study (PDS level 5 PDS credits 220).
- MODULE A dedicated specific related component for learning.
- OBE Outcome based education.
- PROGRAM A number of linking modules.
- RPL Recognition of prior learning.
- UNIT STANDARD A set of instructions based on collective and specific outcomes.

**PROGRAMS**

| CORRESPONDENCE/ HOME STUDIES                |                       |   |   |
|---|-----------------------|---|---|
| PROGRAMS                                    | HOURS <i>duration</i> | MODULES                                     | TOTAL PROGRAM COST  |
| MECHANICAL DRAUGHTING CERTIFICATE           | 1200 ±21 months       | S1 D1 D2 C1 C2 C3 MSPEC                     | R4 650.00 (S1) & R1 800.00 x 15 months = R31 650.00 or R28 000.00 cash price. |
| STRUCTURAL DRAUGHTING CERTIFICATE           | 1200 ±21 months       | S1 D1 D2 C1 C2 C3 SSPEC                     | R4 650.00 (S1) & R1 800.00 x 15 months = R31 650.00 or R28 000.00 cash price. |
| PIPING DRAUGHTING CERTIFICATE               | 1200 ± 21 months      | S1 D1 D2 C1 C2 C3 PSPEC                     | R4 650.00 (S1) & R1 800.00 x 15 months = R31 650.00 or R28 000.00 cash price. |
| CIVIL DRAUGHTING CERTIFICATE                | 1200 ±21 months       | S1 D1 D2 C1 C2 C3 CSPEC                     | R4 650.00 (S1) & R1 800.00 x 15 months = R31 650.00 or R28 000.00 cash price. |
| ARCHITECTURAL DRAUGHTING CERTIFICATE        | 1200 ±21 months       | S1 D1 D2 C1 C2 C3 ASPEC                     | R4 650.00 (S1) & R1 800.00 x 15 months = R31 650.00 or R28 000.00 cash price. |
| MECHANICAL DRAUGHTING DESIGN CERTIFICATE    | 2200 ±30 months       | S1 D1 D2 C1 C2 C3 PAD1<br>PAC1 TS1<br>MSPEC | R4 650.00 (S1) & R1 800.00 x 30 months = R58 650.00 or R54 000.00 cash price. |
| STRUCTURAL DRAUGHTING DESIGN CERTIFICATE    | 2200 ±30 months       | S1 D1 D2 C1 C2 C3 PAD1<br>PAC1 TS1<br>SSPEC | R4 650.00 (S1) & R1 800.00 x 30 months = R58 650.00 or R54 000.00 cash price. |
| PIPING DRAUGHTING DESIGN CERTIFICATE        | 2200 ±30 months       | S1 D1 D2 C1 C2 C3 PAD1<br>PAC1 TS1<br>PSPEC | R4 650.00 (S1) & R1 800.00 x 30 months = R58 650.00 or R54 000.00 cash price. |
| CIVIL DRAUGHTING DESIGN CERTIFICATE         | 2200 ±30 months       | S1 D1 D2 C1 C2 C3 PAD1<br>PAC1 TS1<br>CSPEC | R4 650.00 (S1) & R1 800.00 x 30 months = R58 650.00 or R54 000.00 cash price. |
| ARCHITECTURAL DRAUGHTING DESIGN CERTIFICATE | 2200 ±30 months       | S1 D1 D2 C1 C2 C3 PAD1<br>PAC1 TS1<br>ASPEC | R4 650.00 (S1) & R1 800.00 x 30 months = R58 650.00 or R54 000.00 cash price. |

| CORRESPONDENCE/ HOME STUDY                       |                  |  |   |
|--|------------------|--|---|
| PROGRAMS   | HOURS (duration) | MODULES                                    | TOTAL PROGRAM COST  |
| MECHANICAL SPECIALISATION                        | 270 ±4 months    | MSPEC (Draughting qualification required)  | R3 500.00 dep & R1 325.00 x 4 months = R8 800.00 or R7 000.00 cash price. |
| STRUCTURAL SPECIALISATION                        | 270 ±4 months    | SSPEC (Draughting qualification required)  | R3 500.00 dep & R1 325.00 x 4 months = R8 800.00 or R7 000.00 cash price. |
| PIPING SPECIALISATION                            | 270 ±4 months    | PSPEC (Draughting qualification required)  | R3 500.00 dep & R1 325.00 x 4 months = R8 800.00 or R7 000.00 cash price. |
| CIVIL SPECIALISATION                             | 270 ±4 months    | CSPEC (Draughting qualification required)  | R3 500.00 dep & R1 325.00 x 4 months = R8 800.00 or R7 000.00 cash price. |
| ARCHITECTURAL SPECIALISATION                     | 270 ±4 months    | ASPEC (Draughting qualification required)  | R3 500.00 dep & R1 325.00 x 4 months = R8 800.00 or R7 000.00 cash price. |
| DRAWING OFFICE POLICIES PRACTICES AND PROCEDURES | 270 ±4 months    | DOPPP (No draughting qualification needed) | R3 500.00 dep & R1 325.00 x 4 months = R8 800.00 or R7 000.00 cash price. |
| DRAWING OFFICE MANAGEMENT                        | 270 ±4 months    | DOMAN (No draughting qualification needed) | R3 500.00 dep & R1 325.00 x 4 months = R8 800.00 or R7 000.00 cash price. |

## EMPLOYMENT

Driven by OBE, as with all education, it is striving for a better quality of life and the rewards benefiting those who wish to embark on this journey with Professional Drafting Services. Your financial dreams can be achieved when one studies with 'THE BEST'. Professional Drafting Services assists with placement for its learners and boasts a 94% success rate (*audit November 2008*) for local and international employment. This is unmatched in the draughting industry.

## WHAT ELSE DO WE DO

- Draughting office administration.
- Engineering and draughting equipment/ supplies and book sales.

## PROFESSIONAL DRAFTING SERVICES INFORMATION

### **Hand Delivery:**

3@1 Clearwater Mall  
Hendrik Potgieter Rd  
Strubensvalley  
Roodepoort

### **Courier Address:**

3@1 Clearwater Mall  
Hendrik Potgieter Rd  
Strubensvalley  
Roodepoort  
1735

### **Postal Address:**

Suite №129  
Private bag X3  
Strubensvalley  
Roodepoort  
1735

### **Banking details:**

BANK: Nedbank  
Branch: Southdale  
Branch code: 198105  
Acc.No: 1981014233  
REF No: First/Family name of learner

Should you require additional info or administration assistance please contact - 0727077794

Web site address/email - [www.pds.co.za](http://www.pds.co.za) [info@pds.co.za](mailto:info@pds.co.za)

- ✳ There are additional costs for re-assessment of learners and for contract extension for each program. Please contact Professional Drafting Services for a complete list of supplementary costs.

## YOUR NEXT STEP

- Contact Professional Drafting Services telephonically/ web site for an ENROLLMENT FORM.
- Pay deposit/cash price - see banking details above.
- Receive by courier or collect at 3@1 Roodepoort your S1 starter pack (shoulder bag, books, notes and instruments, etc.).
- START your journey of self-improvement.