

SPRINGFIELD

TVET COLLEGE



EDUCATION IS KEY

PROSPECTUS

TVET COLLEGE

SPRINGFIELD

CONTENTS



- 1. Welcome**
- 2. Enrollment Requirements**
- 3. Training partners & Student Placement**
- 4. Our models of Learning**
- 5. National Diploma: Clothing production (fashion design)**
- 6. National Diploma : Business management**
- 7. National Diploma : Human resource management**
- 8. National Diploma : Public relations management**
- 9. National Diploma : Public management**
- 10. National Diploma : Marketing management**
- 11. National Diploma : Travel & tourism**
- 12. National Diploma : Financial management**
- 13. National Diploma : Educare**
- 14. National Diploma : Management assistant**
- 15. National Diploma : Electrical engineering**
- 16. National Diploma : Mechanical boiler making**
- 17. National Diploma : International computer driving licence**
- 18. National Diploma : Civil engineering**
- 19. National Diploma : Chemical engineering**
- 20. Matric re-write/upgrade**
- 21. Admission & application**

TVET COLLEGE SPRINGFIELD



WELCOME

Thank you for choosing Springfield FET College as your gateway to success and academic excellence; we are a private further education and training institution. The college is registered by the department of higher education and training, according to the private FET act and accredited by UMALUSI quality council and Qcto as a skills provider.

Professionalism

We subscribe to the highest professional standards set by the industry and government.

Service excellence

As Springfield College we strive to exceed our client's expectations.

Innovation and creativity

We believe that innovation is critical for growth and survival, so we continuously redefine and redesign our products and services to meet the challenges of tomorrow.

Value and money

We provide an excellent service to our clients at highly competitive prices and our courses adhere to international standards.

Strategic intent

Skilling the surrounding community and equipping them with valuable skills that will empower them in their quest to serve the South African economy.



VISION STATEMENT

Springfield College is the best open-enrollment college in city. Excellence in learning, skilling and work for personal, community and economic prosperity. We ought to go all out to meet our client's needs providing educational programs that equip and empower to face and adapt to the 4IR environment.

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TVET COLLEGE SPRINGFIELD



Enrollment Requirements

To enable our friendly team of expert consultants to assist you in enrolling for any of the courses we offer, prospective students are advised to provide the following documentation:

1. Two id copies, photos(applicant)
2. Academic transcript or report or statement of results
3. Proof of residence
4. Fully completed application form(online registration)

Note: registration fee is non re-fundable & all copies must be certified



ENROLL
NOW

Learner Support

The institution offers a variety of learner support activities to stimulate and enhance the learning culture of its students, below are a few services provided to all our registered students:

- Bursaries are provided to qualifying applicants or students to assist in catering either for tuition or textbooks.
- Springfield College offers scholarships to academically excelling students.
- Extended classes for our slow learner students who need more time to master different academic concepts.
- Springfield College offers scholarships to academically excelling students.
- In-house practical training.
- Assistance with career development and placement and practical training.



Training partners & student placement

As per department of education guideline all our nated students are required to complete 18 on the job training after their successful completion of the n6 course. The institution has approached a variety of companies and industry leaders in the kosh area to assist with our student's placements. Our current placement partners are:

- Ø Archer mining and engineering
- Ø Kingdom accountants
- Ø Fairview skills academy
- Ø Solid technologies
- Ø Solid hygiene and security services



Benefits of being a student:

Enrolling with one of the best private further education training college in the republic comes standard with the following benefits, guaranteed to all registered students :

- Ø Free stationery.
- Ø Free revision kit.
- Ø Free college regalia(school t-shirt, cap,draw string bag)
- Ø Free driver's license training to excelling students (only applicable to students who successfully complete their course N4-N6).
- Ø Assistance in job placement , work experiential training.
- Ø Free Wi-Fi.



Our models of learning:

v Full Time

Reach your full potential through our myWay Instructor-led or Mentorship based classes combined with interactive lessons, practical assignments and in-field experience. Our full time offering, consist of learning sessions that make up a full day or selective days within a week, classes run from 8am till 2pm weekdays only.

v Part Time

Designed for the working professional, our part time program covers the same amount of information as our full time offering. Combined with our myWay Blended Learning, at home exercises/assignments and in-class lectures, this will have you ready for exams in no time. Sessions depend on what qualification you do, classes run from 4pm till 6pm weekdays only.

v Correspondence

We have redefined distance learning studies. Our myWay Distance Learning ensures that the student never gets left alone to do only self-study by taking a blended learning approach, combining online Virtual Classrooms and at home exercises and assignments, all managed by our mySpringfield Student Portal

v Blended learning

This pioneering learning model is best suited for flexibility in the learning environment with some session undertaken on normal face to face presentation coupled with intensive online learning and mix of workshops for revision and exam preparation sessions.

NATIONAL N DIPLOMA: CLOTHING PRODUCTION

(FASHION DESIGN)



DURATION

**18 Months Theory & 18 Months
Experiential Training**
LEVEL: N4 - N6
INTAKES: January & June

The clothing Production course has been developed to help students learn skills & techniques that will provide them with a jumpstart into the fashion Design world . They will learn skills like design concept , developing patterns and producing final garments.

SUBJECTS

N4
• Clothing Construction
• Patterns Construction
• Fashion Drawing
• Entrepreneurship and Business Management

N6
• Clothing Construction
• Patterns Construction
• Fashion Drawings
• Entrepreneurship and Business Management

N5
• Clothing Construction
• Patterns Construction
• Fashion Drawings
• Entrepreneurship and Business Management

ENTRY REQUIREMENTS

National Senior Certificate (Grade 12)

CAREER OPPORTUNITIES

• Clothing Consultants
• Couturier
• Fashion Designer
• Dressmaker
• Patternmaker

NATIONAL N DIPLOMA: BUSINESS MANAGEMENT N4-N6



DURATION

18 Months Theory
18 Months Experiential Training
LEVEL: N4-N6
INTAKES : January & June



Business Management refers to all activities involved in running a business. It includes planning, controlling, leading and monitoring. Management is all about organising people and motivating them to achieve the organisation's goals. As a manager you will provide leadership, set goals and implement strategy, oversee budgets and targets, monitor recruitment, training and organisation of staff and see to compliance with company regulations and policies. A good manager must have the right qualification to empower him or her to use the available time and resources effectively.

SUBJECTS

N4
• Entrepreneurship and Business Management
• Financial Accounting / Public Relation
• Management Communication
• Computer Practice

N5
• Entrepreneurship and Business Management
• Financial Accounting / Public Relation
• Sales Management
• Computer Practice

N6
• Entrepreneurship and Business Management
• Financial Accounting / Public Relation
• Sales Management
• Computer Practice

ENTRY REQUIREMENTS

Grade 12 Certificates or a National Senior Certificate or equivalent.

CAREER OPPORTUNITIES

• Business Manager
• Entrepreneur
• Office Manager
• Assistant Manager
• General Manager

NATIONAL DIPLOMA: HUMAN RESOURCE MANAGEMENT

N4-N6



DURATION

18 Months Theory

18 Months Experiential Training

INTAKES : January & June

A human resources manager /personnel manager works together with top management officials to plan personnel policies that will meet the needs of employers and employees . The human resources manager co-ordinates transfers ,promotions, dismissals,salary increases and reinstatements . As a human resources manager you recruit ,select,test,appoint and place staff in suitable posts. You give personal attention to new ; programmes and personal attention to new programmes and personal problems ,stay updated on labour laws and advice employers and employees on their obligation and rights .

SUBJECTS

N4 & N5

- Personnel training
- Personnel management
- Entrepreneurship and business management
- Labour relations

N6

- . Personnel Management
- . Computer Practice
- . Management Communication
- . Entrepreneurship & Business Management

ENTRY REQUIREMENTS

Grade 12 Certificates or a National Senior Certificates or equivalent .

CAREER OPPORTUNITIES

- . Human Resources
- . Training and Development
- . Labour Relations
- . Industrial Relations
- . Recruitment Agents
- . Personnel Manager

NATIONAL N DIPLOMA PUBLIC RELATIONS MANAGEMENT

N4-N6



DURATION

18 Months Theory

18 Months Experiential Training

INTAKES : January & June

A human resources manager /personnel manager works together with top management officials to plan personnel policies that will meet the needs of employers and employees . The human resources manager co-ordinates transfers ,promotions, dismissals, salary increases and reinstatements . As a human resources manager you recruit ,select, test, appoint and place staff in suitable posts. You give personal attention to new programmes and personal attention to new programmes and personal problems ,stay updated on labour laws and advice employers and employees on their obligation and rights .

SUBJECTS

N4

- .Office Practice
- .Communications
- .Information Processing
- .Public Relations

N5

- .Office Practice
- .Communication
- .Information Processing
- .Public Relations

N6

- .Office Practice
- .Communication
- .Information Processing
- .Public Relations

ENTRY REQUIREMENTS

Grade 12 Certificates or a National Senior Certificates or equivalent .

CAREER OPPORTUNITIES

- .Business Manager
- .Entrepreneur
- .Office Manager
- .Assistant Manager
- .General Manager

NATIONAL DIPLOMA PUBLIC MANAGEMENT

N4-N6



DURATION

18 Months Theory

18 Months Experiential Training

INTAKES : January & June

The aim of the National in Public Management is to prepare students for a career in the Public sector. The object is to prepare students for entry into commerce and industry, and to offer invaluable guidance on managerial competencies for those preparing to enter higher levels of the public sector. Public managers occupy positions of leadership at central, provincial and local levels of government, as well as in related parastatal institutions.

Registering for this course will allow students to obtain credits to most University of Technologies by passing all N4 & N5 subjects with at least 50% in each subject.

SUBJECTS

N4

- .Public Administration
- .Management Communications
- .Computer Practice
- .Entrepreneurship & Business Management

N5

- .Public Administration
- .Public Finance
- .Municipal Administration
- .Computer Practice /EBM

N6

- .Public Administration
- .Public Finance
- .Municipal Administration
- .Computer Practice /EBM

ENTRY REQUIREMENTS

National Senior Certificates (Grade 12)

CAREER OPPORTUNITIES

- .Business Manager
- .Entrep. Public Institutions
- .Metropolitan
- .Regional Services
- .District Councils
- .Small Business Companies

NATIONAL N DIPLOMA MARKETING MANAGEMENT N4-N6



DURATION

18 Months Theory

18 Months Experiential Training

INTAKES : January & June

This course will give you a solid foundation in marketing , and will also give you the opportunity to learn more about Management Communication , Computer Practice , Entrepreneurship and Business Management. Once you complete this programme you will be able to operate in marketing activities in the marketing field such as conducting research , identifying markets , creating promotional materials and presenting marketing proposals .

Registering for this course will allow students to obtain credits to most University of Technologies by passing all N4 & N5 subjects with at least 50% in each subjects .

SUBJECTS

N4

- . Management Communication
- . Computer Practice
- . Management Management
- . Entrepreneurship & Business Management

N5

- . Sales Management
- . Public Relations
- . Marketing Management
- . Entrepreneurship & Business Management

N6

- . Marketing Management
- . Sales Management
- . Marketing Communications
- . Marketing Research

ENTRY REQUIREMENTS

National Senior Certificates (Grade 12)

CAREER OPPORTUNITIES

- . Business Manager
- . Entrep. Public Institutions
- . Metropolitan
- . Regional Services
- . District Councils
- . Small Business Companies

NATIONAL DIPLOMA TRAVEL & TOURISM

N4-N6



DURATION

18 Months Theory

18 Months Experiential Training

INTAKES : January & June

This course is accredited by the Department of Higher Education and Training and Quality assured by QCTO .The tourism industry is an exciting and fluid one in which students have to be committed ,passionate and willing to display excellent customer services skills . A career in tourism is demanding and requires people with good interpersonal and communication skills ,a dedicated to a quality and good services .

Registering for this course will allow students to obtain credits to most University of Technologies by passing all N4 & N5 subjects with at least 50% in each subjects .

SUBJECTS

N4

- .Travel Office Procedures
- .Travel Services
- .Tourist Destinations
- .Tourism Communication

N5

- .Travel Office Producers
- .Travel Services
- .Tourist Destinations
- .Tourism Communication

N6

- .Travel Services
- .Tourist Destinations
- .Tourism Communication

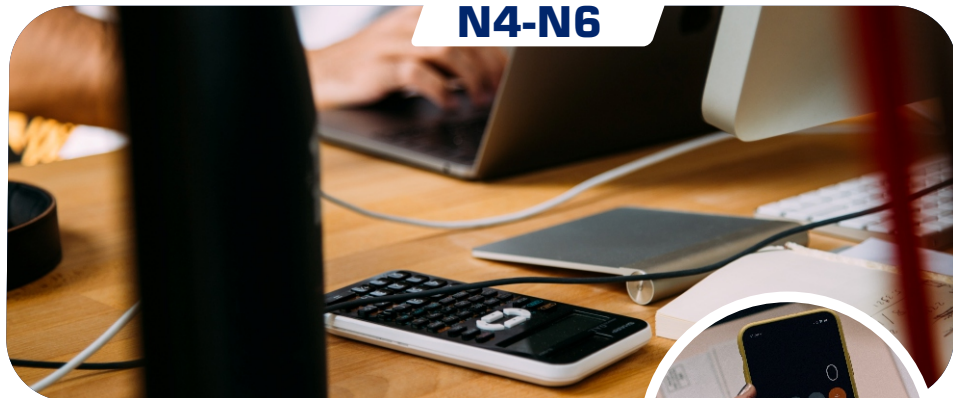
ENTRY REQUIREMENTS

Computer Practice N4
or
Information Processing N4
or
CFS N4

CAREER OPPORTUNITIES

- .Airline Ground Crew
- .Travel Consulting
- .Tour Guidance/Operations
- .Reservation/Counter Staff
- .Foreign Exchange Agents
- .Car Rental Agencies

NATIONAL DIPLOMA FINANCIAL MANAGEMENT N4-N6



DURATION

18 Months Theory

18 Months Experiential Training

INTAKES : January & June

This course would be ideally suited to students 'with a fair for numbers and finance . This position entails managing and controlling the financial matters of the company. You may be asked to assist with budgets ,the company 's tax returns ,interpreting financial documents , reporting financial problems and updating senior management on the progress of the business.

Registering for this course will allow students to obtain credits to most University of Technologies by passing all N4 & N5 subjects with at least 50% in each subjects .

SUBJECTS

N4

- .Management Communication
- .Financial Accounting
- .Computerized Financial Systems
- .Entrepreneurship & Business Management

N5

- .Cost & Management Accounting
- .Financial Accounting 3
- .Computerized Financial Accounting
- .Entrepreneurship & Business Management

N6

- .Cost & Management Accounting
- .Financial Accounting
- .Computerized Financial Systems
- .Entrepreneurship & Business Management

ENTRY REQUIREMENTS

National Senior Certificates (Grade 12)

CAREER OPPORTUNITIES

- .Book Keeper
- .Credit Management
- .Financial Accounting
- .Financial Management
- .Accounts Clerk
- .Banker
- .Auditor

NATIONAL DIPLOMA

EDUCARE

N4-N6



DURATION

18 Months Theory

18 Months Experiential Training

INTAKES : January & June

This course will offer you a sound base to start your own business and provide for the needs of the young children in your area. Educare equips you, the student, with theoretical knowledge and practical skills to work with children up to 4 years old and start your own creche. You will learn to identify signs and symptoms of child illnesses, learn the methodology of planning and presenting lessons, how to make equipment for class, how to deal with staffing issues, how to organize budgets, etc.

Registering for this course will allow students to obtain credits to most University of Technologies by passing all N4 & N5 subjects with at least 50% in each subject.

SUBJECTS

N4

- . Day Care Personnel Development
- . Educare
- . Educare Didactics
- . Child Health

N5

- . Day Care Communication
- . Educare Psychology
- . Educare Didactics - Theory and Practical

N6

- . Day Care Communication
- . Educare Psychology
- . Educare Didactics - Theory and Practical
- . Day Care Management

ENTRY REQUIREMENTS

National Senior Certificates (Grade 12)

CAREER OPPORTUNITIES

- . Day Care Manager
- . Child Care Assistant
- . Pre School Teacher
- . Au Pair
- . Entrepreneur

NATIONAL DIPLOMA MANAGEMENT ASSISTANT

(OFFICE ADMINISTRATION) N2-N6



DURATION

18 Months Theory

18 Months Experiential Training

INTAKES : January & June

The Management Assistant Diploma provides opportunities to Access Typist ,office Administration ,Secretarial ,Receptionist and Personal Assistant careers .The person that will make a success of a career in Administration or as an office Assistant is a person that is organised and methodical

Registering for this course will allow students to obtain credits to most University of Technologies by passing all N4 & N5 subjects with at least 50% in each subjects .

SUBJECTS

N4, N5, and N6

Computer practice /Entrepreneurship and business management.

Not computer practice alone

N6

- .Communication
- .Office Practice
- .Computer Practice
- .Information Processing

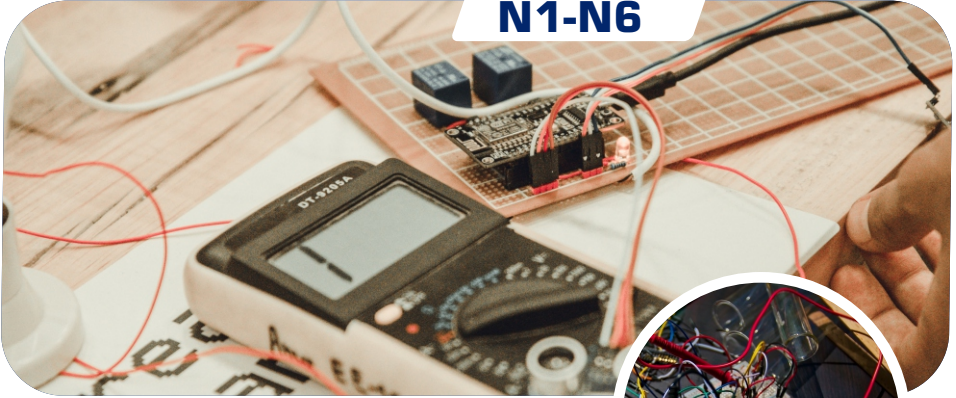
ENTRY REQUIREMENTS

National Senior Certificates (Grade 12)

CAREER OPPORTUNITIES

- .Administrative Assistant
- .Personal Assistant
- .Marketing Assistant
- .Executive Secretary
- .Data Capturer

NATIONAL DIPLOMA ELECTRICAL ENGINEERING N1-N6



DURATION

18 Months Theory

18 Months Experiential Training

INTAKES : January , May & September

The electrical is involved in the design , manufacture , installation and Management of various appliances and installations that generates or use electrical energy such as coal power stations where chemical energy is transformed to electrical energy , the use of solar cells and wind to distribute electrical energy for power , heating and lighting .

Students complete four/five Certificates (N2/N3-N6) and 18 Months of In - service training , at the end of which a National Diploma is awarded .

SUBJECTS

N1
.Mathematics
.Engineering Science
.Industrial Electronics
.Electrical trade theory

N2
.Mathematics
.Engineering Science
.Industrial Electronics
.Electrical Trade Theory

N3
.Mathematics
.Engineering Science
.Industrial Electronics
.Electrotechnology

N4
.Mathematics
.Engineering Science
.Industrial Electronics
.Electrotechnics

N5
.Mathematics
.Power Machines
.Electrotechnics
.Industrial Electronics

N6
.Mathematics
.Power Machines
.Electrotechnics
.Industrial Electronics

ENTRY REQUIREMENTS

National Senior Certificates (Grade 12)

CAREER OPPORTUNITIES

.Electrical Engineer
.Instrument Technician
.Electrician
.Power Electronics
.Design Engineering
.Appliance Manufacturing & Installation

NATIONAL DIPLOMA MECHANICAL BOILER MAKING N3-N6



DURATION

18 Months Theory

18 Months Experiential Training

INTAKES : January & June



This Mechanical Boiler Making Diploma will provide the practical and theoretical basis for a student to become a boiler maker. You will be involved with the design, development, production and installation process. This course will give you the relevant theoretical background to become a boilermaker. When you study a boilermaker course, you learn the fundamental principles of boilermaking, and you gain the basic skills you need to start your career as a boilermaker.

Students complete four/five certificates (N1-N6) and 18 Months of in-service training, at the end of which a National Diploma is awarded.
Please note that this course is only available in specific campuses. Consult the academic admin before enrolling.

SUBJECTS

N1

- .Planting & Structural steel Drawings
- .Metalworkers Theory
- .Engineering Sciences
- .Mathematics

N2

- .Planting & Structures Steel Drawing
- .Plate Theory
- .Engineering Science
- .Mathematics

N3

- .Planting & Structures Steel Drawing
- .Plate Theory
- .Engineering Science
- .Mathematics

N5 - N6

- .Engineering Physical/ Power Machines
- .Mechanical Drawing & Design
- .Mechanotechnics
- .Mathematics
- .Power Machines (Optional)

ENTRY REQUIREMENTS

National Senior Certificates (Grade 12)

CAREER OPPORTUNITIES

- .Power Stations
- .Factories
- .Petrol Refineries
- .Chemical Companies
- .Mines
- .Metal Fabricators

NATIONAL N DIPLOMA INTERNATIONAL COMPUTER DRIVING LICENCE (ICDL)



DURATION

3 Months

INTAKES : January ,April ,July & October

The ICDL syllabus is designed to cover the key concepts of computing. Its practical application and their use in the workplace and society is general. The ICDL Certificate is broken down into modules, for which a test must be passed for each before an ICDL Certificate is Awarded.

This programme is recognised interationally and learners must complete the computer based external exams.

MODULES

- MODULE 1: Concepts of Information Technology**
- MODULE 2: Using the Computer and Managing Files**
- MODULE 3: Word Processing**
- MODULE 4: Spreadsheets**
- MODULE 5: Presentations**
- MODULE 6: Databases**
- MODULE 7: Online Essentials**



SKILLS LOGBOOK & EXAMINATIONS

Learners will have to purchase a skill Log Book (R250) and must sit for the ICDL Exams (R150 per modules)

You can choose to write any number of modules and receive a certificate for the modules(s) passed ,even if it is for only one modules .

However ,only your first certification will be issued at no cost to you and should you wish to request another certification additional modules passed in the future, you will be Charged for it.

CAREER OPPORTUNITIES

- .End User Support**
- .Data Capturer**
- .Help Desk Support**
- .Office Administration**
- .I.T. Support**

NATIONAL DIPLOMA CIVIL ENGINEERING

N1-N6



DURATION

18 Months Theory

18 Months Experiential Training

INTAKES : January , May & September

A Civil engineer is responsible for the planning , maintenance and Management of construction projects. These projects are concerned with the construction of multi storey buildings, roads, bridges , harbours, airports , sport stadiums and water and conservation of the environment , as well as the establishment of the facilities required for the effective functioning of the Community .

Students complete four certificates (N3-N6) and 18 Months of in-service training , at the end of which a National Diploma is awarded.

SUBJECTS

N1

- . Mathematics
- . Building science
- . Bricklaying and plastering theory
- . Building drawing

N2

- . Mathematics
- . Building science
- . Bricklaying and plastering theory
- . Building drawing

N3

- . Mathematics
- . Building and Civil Technology
- . Building Drawing
- . Building Science

N4

- . Building Administration
- . Building & Structural Surveying
- . Building & Structural Construction
- . Quantity Surveying/Maths

N5

- . Building Administration
- . Building & Structural Surveying
- . Building & Structural Construction
- . Quantity Surveying/Maths

N6

- . Building Administration
- . Building & Structural Construction
- . Building & Structural Construction
- . Quantity Surveying/Maths

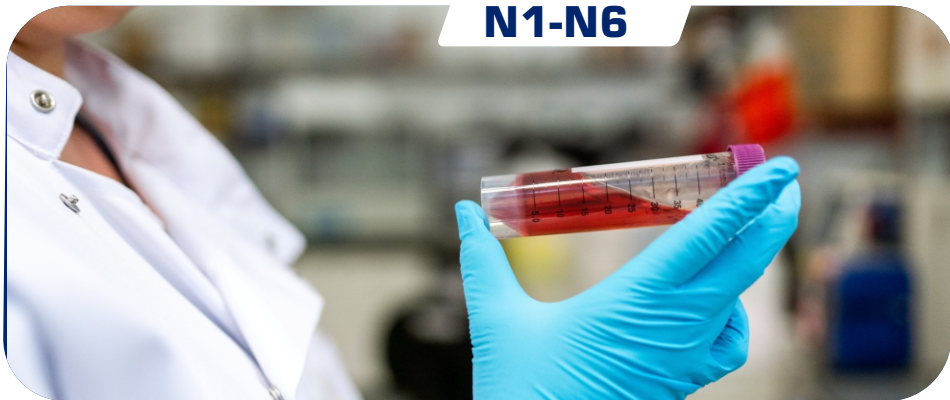
ENTRY REQUIREMENTS

National Senior Certificates (Grade 12)

CAREER OPPORTUNITIES

- . Civil Engineering
- . Structural Engineering
- . Project Management
- . Environment Engineering
- . Waste Water Treatment
- . Road Construction and Maintenance

NATIONAL N DIPLOMA CHEMICAL ENGINEERING N1-N6



SUBJECTS

N1 Level

- .Mathematics
- .Plant Operating Theory
- .Engineering Science
- .Water and Wastewater Treatment Practice

N2

- .Mathematics
- .Plant Operating Theory
- .Engineering Science
- .Water and Wastewater Treatment Practice

N3

- .Mathematics
- .Plant Operating Theory
- .Engineering Science
- .Water and Wastewater Treatment Practice

N4

- .Mathematics
- .Engineering Science
- .Chemistry
- .Chemical Plant Operations

N5

- .Mathematics
- .Power Machines
- .Chemistry
- .Chemical Plant Operations

N6

- .Mathematics
- .Power Machines
- .Chemical Plant Operations
- .Chemical Technology



ENTRY REQUIREMENTS

for N1-N3, Grade 10 (With Mathematics & Physical Science)

for N4-N6, Grade 12 Certificate (With Mathematics & Physical Science)

OR

N3 with Engineering Mathematics & Engineering Science

CAREER OPPORTUNITIES

- .Process Plant Construction
- .Environmental Protection
- .Research and Development Chemistry
- .Laboratory
- .Chemical Engineering
- .Biotechnology

NATIONAL N DIPLOMA

Matric re-write Old/New /Technical syllabus

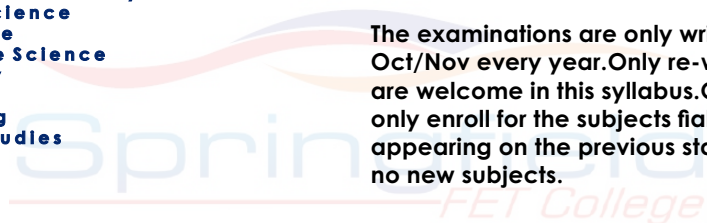


SUBJECTS

- .English HL(Home Language)
- .English FAL (First Additional Language)
- .Mathematics
- .Mathematical Literacy
- .Physical Science
- .Life Science
- .Agriculture Science
- .Geography
- .History
- .Accounting
- .Business Studies
- .Economics

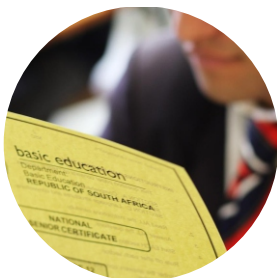
This course is aimed at student who want to upgrade their Matric symbols on a full time or part time basis including Saturday classes. One on one help can be arranged.

The examinations are only written in Oct/Nov every year. Only re-writers are welcome in this syllabus. One can only enroll for the subjects failed and appearing on the previous statement i.e no new subjects.



ENTRY REQUIREMENTS

Previous National Senior Certificates Statement
SBAs not expired i.e candidates who wrote
Matric in 2013 to 2017



Technical Matric :

- Supervision in Industry N3
- Industrial orientation N3
- Industrial organising and planning N3
- Mathematics N3 / engineering science N3
- Business English N3-Sake Afrikaans N3

NATIONAL N DIPLOMA
ADMISSION & APPLICATION
PROCESS

ADMISSIONS

ADMISSION CRITERIA

Your application will be accepted if the following criteria are met,

Until all the documents and entry prerequisites below are received, prospective students will not be issued with the admission letters or enrolment certificates.

The admission criteria are:

- .A completed **REGISTRATION** form
- .Copies of your matric or high school examination certificate
- .Certified copies of your ID or Passport
- .Two ID sized passport photographs
- .Registration fee of R500.00(non-refundable)
- .R90.00 for compulsory student card
- .An initial deposit (remittance) as specified for the course chosen.

REGISTRATION PROCEDURES

Registration can be done through the **FOUR** prescribed methods provided below.

.You can fill in the application form at the front of any of our campus (please refer to the **CAMPUSES** page) and hand in your application in person

.You can download our application forms from :www.springfieldvet.co.za or fill in our online enquiry form or send through the required information to Info@www.springfieldvet.co.za, attaching all necessary and required documents.

.Alternatively, you can also send your application back by post





CONTACT DETAILS

KLERKSDORP CAMPUS
NO 51 ENOCK SONTONGA STREET
CNR BOOM STREET
BEHIND HOME AFFAIRS

018 462 3523 | 078 382 1200

info@springfieldvet.co.za | www.springfieldvet.co.za

MIDDLEBURG | DURBAN | RUSTENBURG | KEMPTON PARK

