PROSPECTUS & COURSE LIST 2019

Oxbridge Academy
effortless excellence in education
CONTENTS

Welcome to Oxbridge Academy 3
Accreditation and Registration 6

DISTANCE LEARNING COURSE FIELDS
- Advertising & Marketing Management 7
- Assessor & Moderator 7
- Beauty Therapy 7
- Bookkeeping & Accounting 8
- Business Management 8
- Childhood Development 10
- Computer 10
- Contact Centre Operations 10
- Engineering 11
- Events Management 12
- Human Resource Management 12
- Matric & Bridging 13
- Occupational Health & Safety 14
- Project Management 15
- Public Relations 15
- Public Sector Management 16
- Secretarial 17
- Supply Chain Management & Logistics 18
- Tourism & Hospitality 18

ONLINE COURSE FIELDS
- Business Management 19
- Occupational Health & Safety 19

Contact Details 20

KEY

To return to the Contents page, click on the HOME button at the bottom of each page.

Click on a RED button to download the course brochure for a specific field.

Click on the relevant Course Field above to be directed to that field’s information.
WELCOME TO OXBRIDGE ACADEMY

WHO WE ARE

Oxbridge Academy is a respected private distance learning college that provides skills development courses and job-relevant training to students in South Africa and abroad.

Focused on an “excellence driven” business model, we provide a high standard of education to our students through modular study material, qualified assessors, and a well-established infrastructure.

Oxbridge Academy was founded in 1997 and provides courses in a range of further education and training (FET) subjects. We take pride in our skilled and motivated employees, experienced and loyal management team, and enviable track record.

We have a strong student base, including both first-time and returning students. Many of our first-time students come to us upon the recommendation of our current students.

As an established private distance learning institution in South Africa, we are continually expanding our operational environment, spurred on by the private sector and government’s commitment to skills development across the broader tertiary education spectrum.

Oxbridge Academy operates mainly throughout the Southern African region, with administrative offices near Cape Town in the Western Cape.

WHY HOME STUDY?

Distance learning, or home study, is recognised worldwide as an effective manner in which to further your education. It is highly flexible, and is therefore the ideal option if you have a full-time job, live in a small town far away from a residential college or university, or have family responsibilities that prevent you from attending classes.

Some of the benefits of home study are that you:

• Study from home
• Study at your own pace
• Save money on travelling expenses
• Are able to work full-time while you study

CONTACT US

021 110 0200 • www.oxbridgeacademy.edu.za
WHY STUDY WITH US?

At Oxbridge Academy, we give you the opportunity to further your education while you acquire knowledge and skills that are relevant in the workplace.

**Do you want the right skills to:**
- Pursue a rewarding career?
- Earn a promotion in your current job?
- Earn a better income?
- Secure a job that improves your quality of life?
- Start your own business?

With Oxbridge Academy’s flexible home study options, you can study a course that will give you the skills you need to achieve these goals — without having to give up your full-time occupation.

WHAT MAKES US DIFFERENT?

- We are committed to ‘effortless excellence in education’.
- We provide you with a free ‘Distance Learning Survival Guide’ when you register for your course.
- Our courses are constantly updated, and are designed to equip you with workplace-relevant skills.
- Our study material is specifically designed to meet your needs as a distance learning student.
- Our study material is provided in a user-friendly format, is designed to meet international standards, and is included in the course fees.
- Our industry-expert tutors are highly qualified, and are available to provide you with academic support via telephone and email.
- Our fees are affordable, and can be paid in interest-free monthly instalments.

HOW TO ENROL

**Step 1:** Read through this booklet or visit our website.

**Step 2:** Choose your course.

**Step 3:** Complete the registration form.

**Step 4:** Pay the registration fee.

**Step 5:** If you did not register online, send us your registration form and proof of payment of your registration fee via:
- fax (086 262 5550) or
- email (info@oxbridgeacademy.edu.za) or
- post (see back of this booklet for our address).

If you need any assistance, please contact our Student Advisors on: 021 110 0200
WHAT WE OFFER

At Oxbridge Academy, we offer a range of vocational courses – including short learning programmes and National Qualifications – that are designed to enable students to succeed in the workplace.

SHORT LEARNING PROGRAMMES
The short learning programmes are focused on skills development and are intended for personal improvement and improved performance in the workplace. The courses are offered, assessed, and certified by Oxbridge Academy and are not registered on the NQF.

NATIONAL QUALIFICATIONS

Engineering Studies N1 - N3:
These courses are offered and assessed by Oxbridge Academy. After gaining a qualifying year mark, students will be able to write the national examination at any TVET college on Oxbridge Academy’s list of recognised exam centres.

Introductory N4 - N6:
These courses are offered and assessed by Oxbridge Academy. After gaining a qualifying year mark, students will be able to write the national examination at any TVET college on Oxbridge Academy’s list of recognised exam centres.

Assessor and Moderator Courses:
These courses are offered and assessed by Oxbridge Academy, and verified and certified by the ETDP SETA. These courses are registered on the NQF, and can articulate to national qualifications.

ICB Courses:
The Institute of Certified Bookkeepers (ICB) is a well-established independent external examination body for accredited business qualifications in Southern Africa. They’ve been appointed as a quality assurance partner for the QCTO and are authorised to conduct examinations on a number of registered qualifications.

ONLINE COURSES
We offer a range of ISO courses, which are aligned with international industry standards. These courses can be completed via an online platform.

OUR VISION

To be recognised as a leader in the field of distance education and supported learning by clients, regulatory bodies and employees.
ACCREDITATION AND REGISTRATION

Oxbridge Academy is registered and/or accredited by the following bodies:

**DHET**
We are registered with the Department of Higher Education and Training as a Private College in terms of Section 31(6)(a) of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006).
*Our registration number is DHET-2009/FE07/070.*

**Umalusi**
Umalusi is the Council for Quality Assurance in General and Further Education and Training. We are accredited by Umalusi to offer the National Certificate: Engineering Studies qualifications from N1 to N3 for electrical and mechanical trades.
*Our accreditation number is 15 FET02 00031.*

**QCTO**
The QCTO is the Quality Council for Trades and Occupations. We are accredited by the QCTO to offer the following courses from Introductory N4 level to N6 level:
- Introductory Certificate: Business Studies
- National Certificate: Business Management
- National Certificate: Educare
- National Certificate: Farming Management
- National Certificate: Hospitality and Catering Services
*Our accreditation number is QCTO NATED/13/005.*

**ETDP SETA**
The ETDP SETA is the Education, Training and Development Practices Sector Education and Training Authority. We have learning programme approval from the ETDP SETA to offer the following programmes:
- Conduct Assessments of Outcomes-Based Assessment
- Conduct Moderation of Outcomes-Based Assessment

**APPETD**
We are a member of the Association of Private Providers of Education, Training and Development (APPETD).
*Our membership number is MR2019/001.*

**ICB**
We are an accredited theory provider for the Institute of Certified Bookkeepers (ICB). The ICB has been appointed as a quality assurance partner for the Quality Council for Trades and Occupations (QCTO), and is authorised to conduct examinations on a number of registered qualifications that are on the NQF. We offer the following programmes:
- National Certificate: Bookkeeping NQF 3
- National Certificate: Small Business Financial Management NQF 4
*Our accreditation number is 300435.*

**Saiosh**
Oxbridge Academy is a registered member with the South African Institute of Occupational Safety and Health (Saiosh). The following courses are accredited by Saiosh:
- Oxbridge Academy Skills Certificate: Health and Safety
- Oxbridge Academy Skills Certificate: Health and Safety for Management
- Oxbridge Academy Skills Certificate: Health and Safety for Management - Intermediate
- Oxbridge Academy Skills Certificate: Health and Safety for Management - Advanced
*Our membership number is 41333225.*

**The IIE**
The Independent Institute of Education (IIE) is South Africa’s largest registered and accredited private provider of higher education. They are registered with the Department of Higher Education and Training (DHET) and is a subsidiary of ADvTECH, a public company listed on the Johannesburg Stock Exchange. Oxbridge Academy offers a number of IIE-endorsed courses.

**SACE**
The South African Council for Educators (SACE) aims to enhance the status of the teaching profession through appropriate registration, management of professional development and inculcation of a code of ethics for all educators. Registered educators can build towards credit on their Continuing Professional Teacher Development (CPTD) accounts by earning professional development (PD) points upon completion of relevant programmes.

To see all the relevant supporting documentation:  
[Oxbridge Academy Accreditation](#)
## ADVERTISING & MARKETING MANAGEMENT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Management</td>
<td>ADV101</td>
<td>Oxbridge Academy</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• Marketing Management 1 &amp; 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Short Course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising Management</td>
<td>ADV102</td>
<td>Oxbridge Academy</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• Advertising Management 1 &amp; 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Short Course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Management</td>
<td>CER4017-03</td>
<td>Oxbridge Academy Skills</td>
<td>8 - 12</td>
<td>No Matric</td>
<td>• 10 Learning units - See website for list</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificate (Endorsed by The IIE)</td>
<td>Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Certificate: N4</td>
<td>EN4026-04</td>
<td>National Qualification</td>
<td>12 Months</td>
<td>Matric or Introductory N4</td>
<td>• Entrepreneurship and Business Management N4</td>
</tr>
<tr>
<td>Marketing Management</td>
<td></td>
<td>SAQA ID 66872</td>
<td></td>
<td></td>
<td>• Marketing Management N4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Management Communication N4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Computer Practice N4 / Introductory Computer Practice N4 *</td>
</tr>
<tr>
<td>National Certificate: N5</td>
<td>EN5026-04</td>
<td>National Qualification</td>
<td>12 Months</td>
<td>N4 Marketing</td>
<td>• Entrepreneurship and Business Management N5</td>
</tr>
<tr>
<td>Marketing Management</td>
<td></td>
<td>SAQA ID 66952</td>
<td></td>
<td>Management</td>
<td>• Marketing Management N5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Sales Management N5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Computer Practice N5 / Computer Practice N4*</td>
</tr>
<tr>
<td>Marketing Management</td>
<td></td>
<td>SAQA ID 66996</td>
<td></td>
<td>Management</td>
<td>• Sales Management N6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Marketing Communication N6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Marketing Research N6</td>
</tr>
</tbody>
</table>

*Note:* Students who want to apply for the N6 Diploma after completing their N4 - N6 certificates must pass Introductory Computer Practice N4.

## ASSESSOR & MODERATOR COURSES

| Conduct outcome-based assessment | EDU501      | Part of National Qualification Certified by ETDP SETA SAQA ID 115753 | 3 Months | Diploma, degree or relevant occupational qualification | L5 (15 credits) |
| Assessor                        |             |                                                            |          |                                                            |                |
| Conduct moderation of outcome-based assessment | EDU601      | Part of National Qualification Certified by ETDP SETA SAQA ID 115759 | 3 Months | Diploma, degree or relevant occupational qualification AND completed the Assessor course | L6 (10 credits) |
| Moderator                       |             |                                                            |          |                                                            |                |

## BEAUTY THERAPY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>CER4201-09</th>
<th>Oxbridge Academy Skills Certificate</th>
<th>8 Months</th>
<th>No Matric</th>
<th>Professional Salon Skills, Anatomy and Physiology, Nail Technology 1, Nail Technology 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nail Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facial Skincare</td>
<td>CER4202-09</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>Professional Salon Skills, Anatomy and Physiology, Facial Skincare Theory, Facial Skincare Techniques</td>
</tr>
<tr>
<td>Massage Techniques</td>
<td>CER4203-09</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>Professional Salon Skills, Anatomy and Physiology, Full Body Massage Techniques, Sport Massage</td>
</tr>
<tr>
<td>Make-Up Application</td>
<td>CER4204-09</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>Professional Salon Skills, Anatomy and Physiology, Make-Up Application 1, Make-Up Application 2</td>
</tr>
<tr>
<td>Make-Up Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# BOOKKEEPING & ACCOUNTING COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost and Management Accounting</td>
<td>ACC101</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• Cost and Management Accounting</td>
</tr>
<tr>
<td>Payroll &amp; Monthly SARS</td>
<td>ACC102</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• Payroll &amp; Monthly SARS</td>
</tr>
<tr>
<td>Basic Accounting Skills</td>
<td>CER2011-03</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• Accounting 101&lt;br&gt;• Accounting 201</td>
</tr>
<tr>
<td>National Certificate: N4</td>
<td>EN4015-04</td>
<td>National Qualification SAQA ID 66874</td>
<td>12 Months</td>
<td>Matric with Accounting or Introductory Accounting N4</td>
<td>• Entrepreneurship and Business Management N4&lt;br&gt;• Management Communication N4&lt;br&gt;• Computerised Financial Systems N4&lt;br&gt;• Financial Accounting N4</td>
</tr>
<tr>
<td>National Certificate: N5</td>
<td>EN5015-04</td>
<td>National Qualification SAQA ID 66954</td>
<td>12 Months</td>
<td>N4 Financial Management</td>
<td>• Entrepreneurship and Business Management N5&lt;br&gt;• Financial Accounting N5&lt;br&gt;• Cost and Management Accounting N5&lt;br&gt;• Computerised Financial Systems N5</td>
</tr>
<tr>
<td>National Certificate: Bookkeeping (NQF3)</td>
<td>ICB3001-33</td>
<td>National Qualification SAQA ID 58375</td>
<td>13 Months</td>
<td>Grade 10 or equivalent</td>
<td>• Bookkeeping to Trial Balance&lt;br&gt;• Payroll and Monthly SARS&lt;br&gt;• Computerised Bookkeeping&lt;br&gt;• Business Literacy</td>
</tr>
<tr>
<td>National Certificate: Small Business Financial Management (NQF4)</td>
<td>ICB4005-33</td>
<td>National Qualification SAQA ID 48736</td>
<td>10 Months</td>
<td>Grade 11 or equivalent</td>
<td>• Bookkeeping to Trial Balance&lt;br&gt;• Business Literacy&lt;br&gt;• Business Management OR Entrepreneurship</td>
</tr>
</tbody>
</table>

# BUSINESS MANAGEMENT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>BA100-01</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>• Fundamental Business Skills 101&lt;br&gt;• Office Practice 101&lt;br&gt;• Business Practice 101</td>
</tr>
<tr>
<td>Entrepreneurship (New Venture Creation)</td>
<td>NVC100-01</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>• Fundamental Business Skills 101&lt;br&gt;• Management Practice 101&lt;br&gt;• New Venture Creation 101</td>
</tr>
<tr>
<td>Legal Studies</td>
<td>CER4071-08</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>• Legal Principles&lt;br&gt;• Legal Practice&lt;br&gt;• Governance&lt;br&gt;• Business Practice</td>
</tr>
<tr>
<td>Principles of Business Management</td>
<td>CER4072-03</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>• Legal Principles&lt;br&gt;• Marketing Management 1&lt;br&gt;• Financial Management 1&lt;br&gt;• Management Principles</td>
</tr>
<tr>
<td>Risk Management</td>
<td>CER4048-08</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>• Legal Principles&lt;br&gt;• Management Principles&lt;br&gt;• Risk Management 1 &amp; 2</td>
</tr>
<tr>
<td>Supervisory Management</td>
<td>CER4027-03</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>• Legal Principles&lt;br&gt;• Human Resource Management 1&lt;br&gt;• Supervisory Management 1 &amp; 2</td>
</tr>
<tr>
<td>Small Business Management</td>
<td>CER4030-13</td>
<td>Oxbridge Academy Skills Certificate (Endorsed by The IIE)</td>
<td>8 - 12 Months</td>
<td>No Matric</td>
<td>• 16 Learning outcomes - See website for list</td>
</tr>
</tbody>
</table>
## BUSINESS MANAGEMENT COURSES (CONTINUED)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
</table>
| National Certificate: N4        | EN4072-04   | National Qualification  | 12 Months| Matric or Introductory N4             | • Entrepreneurship and Business Management N4  
• Management Communication N4  
• Computer Practice N4  
• Financial Accounting N4 / Introductory Accounting N4 |
• Sales Management N5  
• Labour Relations N5  
• Computer Practice N5 |
| National Certificate: N6        | EN6072-04   | National Qualification  | 12 Months| N5 Business Management                 | • Entrepreneurship and Business Management N6  
• Labour Relations N6  
• Computer Practice N6  
• Sales Management N6 |
| National Certificate: N4        | EN4019-01   | National Qualification  | 12 Months| Matric or Introductory N4             | • Management: Farming N4  
• Data Management: Farming N4  
• Maintenance Management: Farming N4  
• Financial Management: Farming N4 |
| National Certificate: N5        | EN5019-01   | National Qualification  | 12 Months| N4 Farming Management                  | • Management: Farming N5  
• Data Management: Farming N5  
• Maintenance Management: Farming N5  
• Financial Management: Farming N5 |
• Management: Farming N6  
• Data Management: Farming N6  
• Financial Management: Farming N6 |
| Whole School Management         | CER1011-01  | Oxbridge Academy Skills | 8 -12 Months| Minimum of four years teaching qualification | Whole School Management  
The Learning School: A Psycho-social Approach |
| Finance for Educational Managers| CER1012-01  | Oxbridge Academy Skills | 8 -12 Months| Minimum of four years teaching qualification | Finance for Educational Managers  
Financial School Management Explained |
| School Operations Planning      | CER1013-01  | Oxbridge Academy Skills | 8 -12 Months| Minimum of four years teaching qualification | School Operations Planning |

*With DQS as quality partner and aligned with international standards
# Childhood Development Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childcare Pre-School/Au Pair</td>
<td>AUP100</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>Caring, Stimulating Childhood Development, Nutrition, Health and Safety</td>
</tr>
<tr>
<td>National Certificate: N4 Educare</td>
<td>EN4010-04</td>
<td>National Qualification SAQA ID 66883</td>
<td>12 Months</td>
<td>Matric or Introductory N4</td>
<td>Educare Didactics N4, Child Health N4, Education N4, Day Care Personnel Development N4</td>
</tr>
<tr>
<td>National Certificate: N6 Educare</td>
<td>EN6010-04</td>
<td>National Qualification SAQA ID 67007</td>
<td>12 Months</td>
<td>N5 Educare</td>
<td>Educare Didactics N6, Day Care Management N6, Educational Psychology N6, Day Care Communication N6</td>
</tr>
</tbody>
</table>

# Computer Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Studies</td>
<td>COM100</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>Office Data Processing 101, 201 &amp; 301</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>CER4028-13</td>
<td>Oxbridge Academy Skills Certificate (Endorsed by The IIE)</td>
<td>8 - 12 Months</td>
<td>No Matric</td>
<td>The capabilities of different types of Information Systems, The roles of Information Systems in organisations, The development concepts relevant to Information Systems, The professional issues relevant to Information Systems</td>
</tr>
<tr>
<td>National Certificate: N4 Management Assistant (Computer Practice)</td>
<td>EN4099-043</td>
<td>National Qualification SAQA ID 66876</td>
<td>12 Months</td>
<td>Matric with Computers or Introductory Computer Practice N4</td>
<td>Office Practice N4, Communication N4, Information Processing N4, Computer Practice N4</td>
</tr>
<tr>
<td>National Certificate: N6 Management Assistant (Computer Practice)</td>
<td>EN6099-043</td>
<td>National Qualification SAQA ID 67001</td>
<td>12 Months</td>
<td>N5 Management Assistant</td>
<td>Office Practice N6, Public Relations N5, Information Processing N6, Computer Practice N6</td>
</tr>
</tbody>
</table>

# Contact Centre Operations Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Centre Operations</td>
<td>CCO201</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>Contact Centre Operations 101, Contact Centre Operations 201</td>
</tr>
<tr>
<td>Client Services and Human Relations</td>
<td>CCO202</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>Client Services &amp; Human Relations 101</td>
</tr>
<tr>
<td>Consumer Behaviour</td>
<td>CCO203</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>Consumer Behaviour 201</td>
</tr>
<tr>
<td>Contact Centre Operations</td>
<td>CCO100-01</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>Contact Centre Operations 101, Client Services &amp; Human Relations 101, Advertising and Promotions 101, Office Data Processing 301</td>
</tr>
<tr>
<td>Course</td>
<td>Course Code</td>
<td>Status</td>
<td>Duration</td>
<td>Requirements</td>
<td>Modules</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------------</td>
<td>-------------------------</td>
<td>----------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>National Certificate: N1 - N3 Engineering</td>
<td>EN1-TRIC</td>
<td>National Qualification</td>
<td>12 - 18</td>
<td>Grade 10 with Maths, Science and Drawings</td>
<td>• Electrical Trade Theory N1- N3</td>
</tr>
<tr>
<td>Studies (Electrical Engineering)</td>
<td>EN2-TRIC</td>
<td>SAQA ID 67109, 67375,</td>
<td>Months</td>
<td></td>
<td>• Engineering Drawings N1- N3</td>
</tr>
<tr>
<td></td>
<td>EN3-TRIC</td>
<td>67491</td>
<td></td>
<td></td>
<td>• Engineering Science N1- N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Mathematics N1- N3</td>
</tr>
<tr>
<td>National Certificate: N1 - N3 Engineering</td>
<td>EN1-TRON</td>
<td>National Qualification</td>
<td>12 - 18</td>
<td>Grade 10 with Maths, Science and Drawings</td>
<td>• Electrical Trade Theory N1- N3</td>
</tr>
<tr>
<td>Studies (Electronical Engineering)</td>
<td>EN2-TRON</td>
<td>SAQA ID 67109, 67375,</td>
<td>Months</td>
<td></td>
<td>• Engineering Drawings N1- N3</td>
</tr>
<tr>
<td></td>
<td>EN3-TRON</td>
<td>67491</td>
<td></td>
<td></td>
<td>• Engineering Science N1- N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Industrial Electronics N1- N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Mathematics N1- N3</td>
</tr>
<tr>
<td>National Certificate: N1 - N3 Engineering</td>
<td>EN1-MMP</td>
<td>National Qualification</td>
<td>12 - 18</td>
<td>Grade 10 with Maths, Science and Drawings</td>
<td>• Engineering Drawings N1- N3</td>
</tr>
<tr>
<td>Studies (Motor Mechanic: Petrol)</td>
<td>EN2-MMP</td>
<td>SAQA ID 67109, 67375,</td>
<td>Months</td>
<td></td>
<td>• Engineering Science N1- N3</td>
</tr>
<tr>
<td></td>
<td>EN3-MMP</td>
<td>67491</td>
<td></td>
<td></td>
<td>• Mathematics N1- N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Motor Trade Theory N1- N3</td>
</tr>
<tr>
<td>National Certificate: N1 - N3 Engineering</td>
<td>EN1-MMD</td>
<td>National Qualification</td>
<td>12 - 18</td>
<td>Grade 10 with Maths, Science and Drawings</td>
<td>• Electrical Trade Theory N1- N3</td>
</tr>
<tr>
<td>Studies (Motor Mechanic: Diesel)</td>
<td>EN2-MMD</td>
<td>SAQA ID 67109, 67375,</td>
<td>Months</td>
<td></td>
<td>• Engineering Drawings N1- N3</td>
</tr>
<tr>
<td></td>
<td>EN3-MMD</td>
<td>67491</td>
<td></td>
<td></td>
<td>• Engineering Science N1- N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Mathematics N1- N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Motor Trade Theory N1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Diesel Trade Theory N2- N3</td>
</tr>
<tr>
<td>National Certificate: N1 - N3 Engineering</td>
<td>EN1-MILLED</td>
<td>National Qualification</td>
<td>12 - 18</td>
<td>Grade 10 with Maths, Science and Drawings</td>
<td>• Electrical Trade Theory N1- N3</td>
</tr>
<tr>
<td>Studies (Millwright: Engineering Drawing)</td>
<td>EN2-MILLED</td>
<td>SAQA ID 67109, 67375,</td>
<td>Months</td>
<td></td>
<td>• Engineering Drawings N1- N3</td>
</tr>
<tr>
<td></td>
<td>EN3-MILLED</td>
<td>67491</td>
<td></td>
<td></td>
<td>• Engineering Science N1- N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Mathematics N1- N3</td>
</tr>
<tr>
<td>National Certificate: N1 - N3 Engineering</td>
<td>EN1-MILLIE</td>
<td>National Qualification</td>
<td>12 - 18</td>
<td>Grade 10 with Maths, Science and Drawings</td>
<td>• Electrical Trade Theory N1- N3</td>
</tr>
<tr>
<td>Studies (Millwright: Industrial Engineering)</td>
<td>EN2-MILLIE</td>
<td>SAQA ID 67109, 67375,</td>
<td>Months</td>
<td></td>
<td>• Engineering Drawings N1- N3</td>
</tr>
<tr>
<td></td>
<td>EN3-MILLIE</td>
<td>67491</td>
<td></td>
<td></td>
<td>• Engineering Science N1- N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Mathematics N1- N3</td>
</tr>
<tr>
<td>National Certificate: N1 - N3 Engineering</td>
<td>EN1-FAT</td>
<td>National Qualification</td>
<td>12 - 18</td>
<td>Grade 10 with Maths, Science and Drawings</td>
<td>• Fitting and Machining N1- N2</td>
</tr>
<tr>
<td>Studies (Fitting and Turning)</td>
<td>EN2-FAT</td>
<td>SAQA ID 67109, 67375,</td>
<td>Months</td>
<td></td>
<td>• Mechanotechnology N3</td>
</tr>
<tr>
<td></td>
<td>EN3-FAT</td>
<td>67491</td>
<td></td>
<td></td>
<td>• Engineering Science N1- N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Engineering Drawings N1- N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Mathematics N1- N3</td>
</tr>
<tr>
<td>National Certificate: N1 - N3 Engineering</td>
<td>EN1-BOIL</td>
<td>National Qualification</td>
<td>12 - 18</td>
<td>Grade 10 with Maths, Science and Drawings</td>
<td>• Metal Workers Theory N1</td>
</tr>
<tr>
<td>Studies (Boilermaker)</td>
<td>EN2-BOIL</td>
<td>SAQA ID 67109, 67375,</td>
<td>Months</td>
<td></td>
<td>• Platers Theory N2</td>
</tr>
<tr>
<td></td>
<td>EN3-BOIL</td>
<td>67491</td>
<td></td>
<td></td>
<td>• Mathematics N1- N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Engineering Science N1- N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Plating &amp; Structural Steel Drawings N1-N3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Mechanotechnology N3</td>
</tr>
</tbody>
</table>
## EVENTS MANAGEMENT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
</table>
| Events Management       | EM100       | Oxbridge Academy Skills Certificate | 8 Months | No Matric    | • A Career in Events  
• The World of Events  
• Events Management 1  
• Events Management 2 |

## HUMAN RESOURCE MANAGEMENT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding the Principles of Human Resource Management</td>
<td>CER3016-02</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• See website for list of learning units covered by this course</td>
</tr>
<tr>
<td>Implementing a Human Resource Plan</td>
<td>CER3026-02</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• See website for list of learning units covered by this course</td>
</tr>
<tr>
<td>Recruitment and Selection</td>
<td>CER3036-02</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• See website for list of learning units covered by this course</td>
</tr>
<tr>
<td>Performance and Reward Services</td>
<td>CER3046-02</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• See website for list of learning units covered by this course</td>
</tr>
<tr>
<td>Releasing People from an Organisation</td>
<td>CER3056-02</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• See website for list of learning units covered by this course</td>
</tr>
</tbody>
</table>
| Principles of Labour Relations                   | CER4012-03 | Oxbridge Academy Skills Certificate | 8 Months   | No Matric    | • Legal Principles  
• Management Principles  
• Labour Relations OXB5                                                                  |
| Community Development                             | CER4025-03 | Oxbridge Academy Skills Certificate (Endorsed by The IIE) | 8 - 12 Months | No Matric    | • See website for list of learning units covered by this course                                                                         |
| Understanding HIV/AIDS                            | CER4021-13 | Oxbridge Academy Skills Certificate (Endorsed by The IIE) | 8 - 12 Months | No Matric    | • See website for list of learning units covered by this course                                                                         |
| Human Resource Management                         | CER4016-13 | Oxbridge Academy Skills Certificate (Endorsed by The IIE) | 8 - 12 Months | No Matric    | • See website for list of learning units covered by this course                                                                         |

**National Certificate: N4 Human Resource Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Qualification SAQA ID 66873</td>
<td>EN4016-041</td>
<td>Matric or Introductory N4</td>
<td>12 Months</td>
<td>N4 Human Resource Management</td>
<td></td>
</tr>
</tbody>
</table>

**National Certificate: N5 Human Resource Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
</table>

**National Certificate: N6 Human Resource Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Course Code</td>
<td>Status</td>
<td>Duration</td>
<td>Requirements</td>
<td>Modules</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------------</td>
<td>----------</td>
<td>----------</td>
<td>---------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>National Senior Certificate Rewrites</td>
<td>NSC-01</td>
<td>NSC</td>
<td>8 Months</td>
<td>Written matric in 2017-2018</td>
<td>• View website for all 11 subjects</td>
</tr>
<tr>
<td>Senior Certificate (as amended)</td>
<td>ASC-01</td>
<td>Matric</td>
<td>12 Months</td>
<td>21 years and older Grade 9 (Std 7)</td>
<td>• View website for all 12 subjects</td>
</tr>
</tbody>
</table>
| Bridging Certificate to N1 Engineering Studies | BN1000-03  | Oxbridge Academy Skills Certificate | 12 Months | 16 years and older                    | • Introductory Engineering Science  
• Introductory Mathematics  
• Introductory Industrial Communication  
• Introductory Engineering Drawing |
| Introductory Certificate: N4 Business Studies | IN43072-03  | National Introductory Certificate | 12 Months | Grade 11                               | COMPULSORY SUBJECTS:  
• Introductory Entrepreneurship N4  
• Introductory Communication N4  
PLUS CHOOSE ONE OF THE FOLLOWING FIELDS:  
**Business Studies**  
• Introductory Computer Practice N4  
• Introductory Accounting N4  
**Financial Management**  
• Introductory Accounting N4  
• Introductory Personnel Management N4  
**Human Resources**  
• Introductory Personnel Management N4  
• Introductory Computer Practice N4  
**Public Management & Business Management**  
• Introductory Public Administration N4  
• Introductory Accounting N4  
**Management Assistant & Secretarial**  
• Introductory Information Processing N4  
• Introductory Computer Practice N4  
**Marketing Management**  
• Introductory Marketing N4  
• Introductory Computer Practice N4  
**Public Management & Human Resource Management**  
• Introductory Public Administration N4  
• Introductory Personnel Management N4  
**Public Relations**  
• Introductory Public Administration N4  
• Introductory Information Processing N4  
**Tourism**  
• Introductory Personnel Management N4  
• Introductory Computer Practice N4 |
<p>|                                          | IN43015-03  |          |          |                                       |                                                                         |
|                                          | IN43016-03  |          |          |                                       |                                                                         |
|                                          | IN43012-03  |          |          |                                       |                                                                         |
|                                          | IN43017-03  |          |          |                                       |                                                                         |
|                                          | IN43026-03  |          |          |                                       |                                                                         |
|                                          | IN43021-03  |          |          |                                       |                                                                         |
|                                          | IN43028-03  |          |          |                                       |                                                                         |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHE Awareness</td>
<td>OHS101</td>
<td>Oxbridge Academy</td>
<td>6 Months</td>
<td>No Matric</td>
<td>SHE Awareness</td>
</tr>
<tr>
<td>SHE Representative</td>
<td>OHS102</td>
<td>Oxbridge Academy</td>
<td>6 Months</td>
<td>No Matric</td>
<td>SHE Representative</td>
</tr>
<tr>
<td>SHE Investigation</td>
<td>OHS103</td>
<td>Oxbridge Academy</td>
<td>6 Months</td>
<td>No Matric SHE Awareness SHE Representative</td>
<td>SHE Investigation</td>
</tr>
<tr>
<td>HIRA (Hazard Identification and Risk Assessment)</td>
<td>OHS104</td>
<td>Oxbridge Academy</td>
<td>6 Months</td>
<td>No Matric SHE Awareness SHE Representative</td>
<td>HIRA</td>
</tr>
<tr>
<td>Safety Audit Inspection</td>
<td>OHS105</td>
<td>Oxbridge Academy</td>
<td>6 Months</td>
<td>No Matric SHE Awareness SHE Representative</td>
<td>Safety Audit Inspection</td>
</tr>
<tr>
<td>Safety Management</td>
<td>CER2039-08</td>
<td>Oxbridge Academy</td>
<td>6 Months</td>
<td>No Matric</td>
<td>Safety Management 1 &amp; 2</td>
</tr>
<tr>
<td>Security Management</td>
<td>CER2040-08</td>
<td>Oxbridge Academy</td>
<td>6 Months</td>
<td>No Matric</td>
<td>Security Management 1 &amp; 2</td>
</tr>
<tr>
<td>Safety Management Skills</td>
<td>CER4039-08</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>Legal Principles • Management Principles • Safety Management 1 &amp; 2</td>
</tr>
<tr>
<td>Security Management Skills</td>
<td>CER4040-08</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>Legal Principles • Human Resource Management • Security Management 1 &amp; 2</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>CEROHS-08</td>
<td>Oxbridge Academy Skills Certificate (accredited by Saiosh)</td>
<td>8 Months</td>
<td>No Matric</td>
<td>SHE Awareness • SHE Representative • SHE Investigation • HIRA (Hazard Identification &amp; Risk Assessment) • Safety Audit Inspection</td>
</tr>
<tr>
<td>Health and Safety for Management</td>
<td>OHS100-01</td>
<td>Oxbridge Academy Skills Certificate (accredited by Saiosh)</td>
<td>8 Months</td>
<td>No Matric</td>
<td>Fundamental Business Skills 101 • Management Practice 101 • Office Data Processing 101 • Safety 101</td>
</tr>
<tr>
<td>Health and Safety for Management - Intermediate</td>
<td>OHS201-01</td>
<td>Oxbridge Academy Skills Certificate (accredited by Saiosh)</td>
<td>8 Months</td>
<td>OHS100-01</td>
<td>Fundamental Business Skills 201 • Management Practice 201 • Office Data Processing 201 • Safety 201</td>
</tr>
<tr>
<td>Health and Safety for Management - Advanced</td>
<td>OHS301-01</td>
<td>Oxbridge Academy Skills Certificate (accredited by Saiosh)</td>
<td>8 Months</td>
<td>OHS201-01</td>
<td>Fundamental Business Skills 301 • Office Data Processing 301 • Management Practice 301 • Safety 301</td>
</tr>
</tbody>
</table>

* With DQS as quality partner and aligned with international standards
### PROJECT MANAGEMENT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Project Management Concepts</td>
<td>PRO101</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>Project Management 201</td>
</tr>
</tbody>
</table>
| Principles of Project Management | PRO110      | Oxbridge Academy Skills Certificate | 8 Months | No Matric | Management Practice 101 & 201  
Project Management 201 & 301 |
| Project Management            | PM100-01    | Oxbridge Academy Skills Certificate | 8 Months | No Matric | Fundamental Business Skills 101  
Management Practice 101  
Office Data Processing 101  
Project Management 201 |

### PUBLIC RELATIONS COURSES

| Basics of Public Relations   | PR101       | Oxbridge Academy Short Course | 6 Months | No Matric | Public Relations 1 & 2 |
| Principles of Public Relations | CER4021-03  | Oxbridge Academy Skills Certificate | 8 Months | No Matric | Marketing Management 1  
Advertising Management 1  
Public Relations 1 & 2 |
| National Certificate: N4 Public Relations | EN4021-041 | National Qualification SAQA ID 66879 | 12 Months | Matric or Introductory N4 | Office Practice N4  
Communications N4  
Entrepreneurship and Business Management N4  
Information Processing N4 |
Communication N5  
Public Relations N5  
Information Processing N5 |
Public Relations N6  
Entrepreneurship and Business Management N5  
Information Processing N6 |
<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance</td>
<td>LEG101</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• Governance</td>
</tr>
</tbody>
</table>
| Principles of Public Management             | CER4038-08  | Oxbridge Academy Skills Certificate | 8 Months | No Matric                  | • Legal Principles  
• Management Principles  
• Governance  
• Public Management |
| Municipal Management (Public Administration) | CER4037- 08 | Oxbridge Academy Skills Certificate | 8 Months | No Matric                  | • Municipal Financial Management 101  
• Municipal Management 101  
• Public Sector Human Resources Management 101  
• Self Management 101 |
| Municipal Management                        | MM100-01   | Oxbridge Academy Skills Certificate | 8 Months | No Matric                  | • Public Financial Management 101  
• Public Management 101  
• Public Sector Human Resources Management 101  
• Self Management 101 |
| Public Management                           | PBM100-01  | Oxbridge Academy Skills Certificate | 8 Months | No Matric                  | • Public Financial Management 101  
• Public Management 101  
• Public Sector Human Resources Management 101  
• Self Management 101 |
| National Certificate: N4 Public Management | EN4038-041 | National Qualification SAQA ID 66875 | 12 Months | Matric with Accounting or Introductory Accounting N4 | • Management Communication N4  
• Public Administration N4  
• Financial Accounting N4  
• Introductory Computer Practice N4 / Computer Practice N4 |
• Municipal Administration N5  
• Public Law N5  
• Computer Practice N5 / Computer Practice N4 |
• Municipal Administration N6  
• Public Law N6  
• Computer Practice N6 / Computer Practice N4 |
| National Certificate: N4 Public Management (Accounting) | EN4038-042 | National Qualification SAQA ID 66875 | 12 Months | Matric with Accounting or Introductory Accounting N4 | • Management Communication N4  
• Public Administration N4  
• Financial Accounting N4  
• Introductory Computer Practice N4 / Computer Practice N4 |
| National Certificate: N5 Public Management (Accounting) | EN5038-042 | National Qualification SAQA ID 66955 | 12 Months | N4 Public Management        | • Public Administration N5  
• Municipal Administration N5  
• Public Law N6  
• Public Finance N5 |
| National Certificate: N6 Public Management (Accounting) | EN6038-042 | National Qualification SAQA ID 67000 | 12 Months | N5 Public Management        | • Public Administration N6  
• Municipal Administration N6  
• Public Law N6  
• Public Finance N6 |
| National Certificate: N4 Management Assistant (Public Administration) | EN4099-042 | National Qualification SAQA ID 66876 | 12 Months | Matric or Introductory N4   | • Office Practice N4  
• Communication N4  
• Information Processing N4  
• Public Administration N4 |
| National Certificate: N5 Management Assistant (Public Administration) | EN5099-042 | National Qualification SAQA ID 66956 | 12 Months | N4 Management Assistant     | • Office Practice N5  
• Communication N5  
• Information Processing N5  
• Public Administration N5 |
| National Certificate: N6 Management Assistant (Public Administration) | EN6099-042 | National Qualification SAQA ID 67001 | 12 Months | N5 Management Assistant     | • Office Practice N6  
• Public Relations N5  
• Information Processing N6  
• Public Administration N6 |
## Secretarial Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
</table>
| Executive Secretary (Personal Assistant)   | CER4098-03  | Oxbridge Academy Skills Certificate | 8 Months | No Matric                     | • Basic Business Communication  
• Human Resource  
• Marketing  
• Introduction to Office Administration |
| Professional Secretary (Human Resource)    | CER4099-08  | Oxbridge Academy Skills Certificate | 8 Months | No Matric                     | • Legal Principles  
• Fundamentals of Business English  
• Human Resource Management  
• Fundamentals of Office Administration |
| National Certificate: N4 Management Assistant (Entrepreneurial Business Management) | EN4099-041 | National Qualification SAQA ID 66876 | 12 Months | Matric or Introductory N4     | • Office Practice N4  
• Communication N4  
• Information Processing N4  
• Entrepreneurship and Business Management N4 |
| National Certificate: N5 Management Assistant (Entrepreneurial Business Management) | EN5099-041 | National Qualification SAQA ID 66956 | 12 Months | N4 Management Assistant       | • Office Practice N5  
• Communication N5  
• Information Processing N5  
• Entrepreneurship and Business Management N5 |
| National Certificate: N6 Management Assistant (Entrepreneurial Business Management) | EN6099-041 | National Qualification SAQA ID 67001 | 12 Months | N5 Management Assistant       | • Office Practice N6  
• Public Relations N5  
• Information Processing N6  
• Entrepreneurship and Business Management N6 |
| National Certificate: N4 Management Assistant (Public Administration) | EN4099-042 | National Qualification SAQA ID 66876 | 12 Months | N4 Management Assistant       | • Office Practice N4  
• Communication N4  
• Information Processing N4  
• Public Administration N4 |
| National Certificate: N5 Management Assistant (Public Administration) | EN5099-042 | National Qualification SAQA ID 66956 | 12 Months | N5 Management Assistant       | • Office Practice N5  
• Communication N5  
• Information Processing N5  
• Public Administration N5 |
| National Certificate: N6 Management Assistant (Public Administration) | EN6099-042 | National Qualification SAQA ID 67001 | 12 Months | N6 Management Assistant       | • Office Practice N6  
• Public Relations N5  
• Information Processing N6  
• Public Administration N6 |
| National Certificate: N4 Legal Secretary | EN4071-04  | National Qualification SAQA ID 66880 | 12 Months | N4 Legal Secretary            | • Office Practice N4  
• Communication N4  
• Information Processing N4  
• Mercantile Law N4 |
| National Certificate: N5 Legal Secretary | EN5071-04  | National Qualification SAQA ID 66959 | 12 Months | N5 Legal Secretary            | • Office Practice N5  
• Communication N5  
• Information Processing N5  
• Legal Practice N5 |
| National Certificate: N6 Legal Secretary | EN6071-04  | National Qualification SAQA ID 67004 | 12 Months | N6 Legal Secretary            | • Office Practice N6  
• Legal Practice N6  
• Information Processing N6  
• Mercantile Law N5 |
| National Certificate: N4 Medical Secretary | EN4044-04  | National Qualification SAQA ID 66878 | 12 Months | N4 Medical Secretary          | • Office Practice N4  
• Communication N4  
• Information Processing N4  
• Medical Practice N4 |
| National Certificate: N5 Medical Secretary | EN5044-04  | National Qualification SAQA ID 66957 | 12 Months | N5 Medical Secretary          | • Office Practice N5  
• Communication N5  
• Information Processing N5  
• Medical Practice N5 |
| National Certificate: N6 Medical Secretary | EN6044-04  | National Qualification SAQA ID 67002 | 12 Months | N6 Medical Secretary          | • Office Practice N6  
• Medical Practice N6  
• Information Processing N6  
• Computer Practice N4 |
## SUPPLY CHAIN & LOGISTICS COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logistics &amp; Supply Chain Management</td>
<td>BUS103</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• Logistics &amp; Supply Chain Management 1 &amp; 2</td>
</tr>
<tr>
<td>Logistics &amp; Supply Chain Management</td>
<td>CER4095-13</td>
<td>Oxbridge Academy Skills Certificate (Endorsed by The IIE)</td>
<td>8 - 12 Months</td>
<td>No Matric</td>
<td>• 16 Learning units - See website for list</td>
</tr>
<tr>
<td>Shipping and Logistics Environment</td>
<td>CER4015-13</td>
<td>Oxbridge Academy Skills Certificate (Endorsed by The IIE)</td>
<td>8 - 12 Months</td>
<td>No Matric</td>
<td>• See website for list of learning units covered by this course</td>
</tr>
</tbody>
</table>

## TOURISM & HOSPITALITY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Management</td>
<td>TRV101</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• Hotel Management</td>
</tr>
<tr>
<td>Catering Management</td>
<td>TRV102</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• Catering Management</td>
</tr>
<tr>
<td>Tourism Management</td>
<td>TRV103</td>
<td>Oxbridge Academy Short Course</td>
<td>6 Months</td>
<td>No Matric</td>
<td>• Tourism Management 1 &amp; 2</td>
</tr>
<tr>
<td>Catering Management</td>
<td>CER4069-11</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>• Services 1 &amp; 2</td>
</tr>
<tr>
<td>Hotel Management</td>
<td>CER4046-11</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>• Services 1 &amp; 2</td>
</tr>
<tr>
<td>Food &amp; Beverage Management</td>
<td>CER4045-11</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>• Services 1 &amp; 2</td>
</tr>
<tr>
<td>Restaurant Management</td>
<td>CER4047-11</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>• Services 1 &amp; 2</td>
</tr>
<tr>
<td>Hotel &amp; Catering Management</td>
<td>CER4043-11</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>• Human Resource Management 1</td>
</tr>
<tr>
<td>Tourism Management</td>
<td>CER4028-03</td>
<td>Oxbridge Academy Skills Certificate</td>
<td>8 Months</td>
<td>No Matric</td>
<td>• Marketing Management 1</td>
</tr>
<tr>
<td>National Certificate: N4 Tourism</td>
<td>EN4028-04</td>
<td>National Qualification SAQA ID 66910</td>
<td>12 Months</td>
<td>Matric or Introductory N4</td>
<td>• Tourism Communication N4</td>
</tr>
<tr>
<td>National Certificate: N5 Tourism</td>
<td>EN5028-04</td>
<td>National Qualification SAQA ID 66978</td>
<td>12 Months</td>
<td>N4 Tourism</td>
<td>• Tourism Communication N5</td>
</tr>
<tr>
<td>National Certificate: N6 Tourism*</td>
<td>EN6028-04</td>
<td>National Qualification SAQA ID 67013</td>
<td>12 Months</td>
<td>N5 Tourism</td>
<td>• Hotel Reception N6</td>
</tr>
<tr>
<td>National Certificate: N4 Hospitality and Catering Services</td>
<td>EN4017-01</td>
<td>National Qualification SAQA ID 66891</td>
<td>12 Months</td>
<td>Matric or Introductory N4</td>
<td>• Catering Theory N4</td>
</tr>
<tr>
<td>National Certificate: N5 Hospitality and Catering Services</td>
<td>EN5017-01</td>
<td>National Qualification SAQA ID 66973</td>
<td>12 Months</td>
<td>N4 Hospitality and Catering Services</td>
<td>• Entrepreneurship and Business Management N4</td>
</tr>
<tr>
<td>National Certificate: N6 Hospitality and Catering Services</td>
<td>EN6017-01</td>
<td>National Qualification SAQA ID 67008</td>
<td>12 Months</td>
<td>N5 Hospitality and Catering Services</td>
<td>• Computer Practice N4 OR Introductory Computer Practice</td>
</tr>
</tbody>
</table>

*Note: Students who want to apply for the N6 Diploma after completing their N4 – N6 certificates must pass Introductory Computer Practice N4. Students who have not yet passed this subject can add it to any of the N4 – N6 Tourism courses, at an additional fee.*

---

Oxbridge Academy Course List 2019
## BUSINESS MANAGEMENT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISO 9001:2015 Executive Overview (Leadership Extract)</td>
<td>EO5001-03</td>
<td>Oxbridge Academy Skills Certificate*</td>
<td>8 Hours</td>
<td>No Matric Internet Access</td>
<td>• See website for list of subjects covered by this course</td>
</tr>
<tr>
<td>ISO 22000:2018 Food Safety Management Systems Requirements with Guidance</td>
<td>FSMS5001-03</td>
<td>Oxbridge Academy Skills Certificate*</td>
<td>24 hours</td>
<td>No Matric Internet Access</td>
<td>• See website for list of subjects covered by this course</td>
</tr>
<tr>
<td>ISO 50001:2018 Energy Management Systems (EnMS) Requirements with Guidance</td>
<td>ENMS5001-03</td>
<td>Oxbridge Academy Skills Certificate*</td>
<td>24 hours</td>
<td>No Matric Internet Access</td>
<td>• See website for list of subjects covered by this course</td>
</tr>
<tr>
<td>ISO 31000:2018 Risk Management Principles and Guidelines</td>
<td>RMPG5001-03</td>
<td>Oxbridge Academy Skills Certificate*</td>
<td>8 hours</td>
<td>No Matric Internet Access</td>
<td>• See website for list of subjects covered by this course</td>
</tr>
<tr>
<td>Root Cause Analysis (RCA) Requirements with Guidance</td>
<td>RCA5001-03</td>
<td>Oxbridge Academy Skills Certificate*</td>
<td>8 hours</td>
<td>No Matric Internet Access</td>
<td>• See website for list of subjects covered by this course</td>
</tr>
</tbody>
</table>

* With DQS as quality partner and aligned with international standards

## OCCUPATIONAL HEALTH & SAFETY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Status</th>
<th>Duration</th>
<th>Requirements</th>
<th>Modules</th>
</tr>
</thead>
</table>