

BRIDGING COURSES

WE OFFER:

GETC - ABET

Short Learning Programmes

National Qualifications



Oxbridge
Academy ✓

effortless excellence in education

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ADVTECH Group,
the leader in private
education in Africa.

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Welcome to Oxbridge Academy	3
Entry requirements	4
Bridging courses	5
G General Education and Training Certificate (ABET)	6
S Short learning programmes	8
N National qualifications	10
What is a bridging course?	13
Other options for furthering your studies if you don't have Matric	14
What our students have to say	15
How do you register for a course?	16
What makes us different?	17
Study fields at Oxbridge Academy	18
Contact details	19
<i>Accreditation and registration</i>	

WELCOME TO OXBRIDGE ACADEMY

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.



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



ENTRY REQUIREMENTS

To study with Oxbridge Academy, you need to meet the following minimum entry requirements:

- You need to be at least 16 years old.
- You need to be able to read and write in English (as all the course material is in English).
- You need to be willing to study independently from home (with assistance from a tutor via email).

There are many courses that you can study even if you haven't completed Matric. For some courses, though, additional entry requirements apply. Please have a look at the course information pages in this brochure to see the full entry requirements for each course.

BRIDGING COURSES



Do you want to study towards a National Qualification, despite not having completed your Matric?

The Bridging Courses at Oxbridge Academy are designed for students who did not complete Matric at school. The aim of these courses is to give students the opportunity to reach the academic level that they need to continue with their studies at N1 or N4-level.

At Oxbridge Academy, you can study the following Bridging Courses:

- The General Education and Training Certificate: Adult Basic Education: Academic Curriculum
- Bridging Certificate to N1 Engineering Studies
- Introductory Certificate: N4 Business Studies

GENERAL EDUCATION AND TRAINING CERTIFICATE (ABET): ACADEMIC CURRICULUM

The General Education and Training Certificate: Adult Basic Education and Training: Academic Curriculum is suitable for adult learners and will provide them with fundamental basics of general education learning. The qualification is registered at Level 1 of the NQF. It is comparable to Grade 9 or the old Standard 7. A person who has successfully passed all the required subjects will be on the same academic level as someone who has passed Grade 9 at school.

Purpose of this qualification:

The purpose of the qualification is to equip learners with foundational learning by acquiring knowledge, skills and values in specified learning areas. In addition, it also allows learners to choose elective unit standards which relate to occupational type learning relevant to their area of interest or specialisation.

COURSE CODE

GETC05-01

DURATION

24 months

REQUIREMENTS

The minimum requirements for entry into the General Education and Training Certificate: Adult Basic Education and Training: Academic Curriculum qualification are:

- An official learning area statement at ABET level 3 for the fundamental component issued by a registered institution/centre; OR
- An ABET level 3 report card issued by an accredited centre; OR

- Proof of level of achievement equivalent to ABET level 3; OR
- The results of placement assessment, administered by the centre, indicating readiness for entry into the GETC: ABET level 4 learning programme.

STATUS

- NQF Level 1 – accredited by Umalusi
- SAQA ID: 73249
- 120 Credits

COURSE MODULES

We offer students the option to choose from one of two streams. They are:

Continue on next page

GENERAL EDUCATION AND TRAINING CERTIFICATE - ABET: ACADEMIC CURRICULUM

Stream 1: Commercial	Stream 2: Sciences
<ul style="list-style-type: none">• Communication in English	<ul style="list-style-type: none">• Communication in English
<ul style="list-style-type: none">• Mathematical Literacy	<ul style="list-style-type: none">• Mathematical Literacy
<ul style="list-style-type: none">• Life Orientation	<ul style="list-style-type: none">• Life Orientation
<ul style="list-style-type: none">• Economic and Management Sciences	<ul style="list-style-type: none">• Natural Sciences
<ul style="list-style-type: none">• Small, Medium and Macro Enterprises	<ul style="list-style-type: none">• Human and Social Sciences
<ul style="list-style-type: none">• Human and Social Sciences	<ul style="list-style-type: none">• Small, Medium and Macro Enterprises

ASSESSMENT

Students are required to complete the following:

- 4 or 5 site-based assessments per subject that is submitted in the form of a Portfolio of Evidence (PoE).

Upon completion of this course, students will be awarded a **General Education and Training Certificate: Adult Basic Education and Training: Academic Curriculum** from **Umalusi**.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

SHORT LEARNING PROGRAMMES



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.

- You will be assessed through **written assignments**, which you can submit via post or email, or via the Online Student Portal.
- You will not be required to write any exams.

[CLICK HERE TO FIND OUT MORE ABOUT SHORT LEARNING PROGRAMMES](#)

BRIDGING CERTIFICATE TO N1 ENGINEERING STUDIES

If you don't have Grade 10 with Maths, Science and Drawings, this non-accredited skills course will equip you with the foundational knowledge and skills you need to gain entry to the N1 Engineering Studies courses at Oxbridge Academy.

COURSE CODE

BN1000-03

DURATION

12 months

REQUIREMENTS

No matric (At least Grade 9 passed)
16 years and older

COURSE SUBJECTS

Introductory Engineering Science
Introductory Mathematics
Introductory Industrial Communication
Introductory Engineering Drawing

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 3 assignments per subject
- No examinations

Upon completion of this course, students will be awarded a **Bridging Certificate to N1 Engineering Studies** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

NATIONAL QUALIFICATIONS (N4-N6)

N

The N4 – N6 courses are registered on the National Qualifications Framework (NQF). These formal qualifications are designed to prepare you for a career in business management, and are therefore focused on equipping you with the skills that you need to succeed in the workplace.



You will be assessed through a combination of **written assignments and exams**. You will be able to write your exams at your nearest designated exam centre. The exam centres are situated all over South Africa.

N courses are offered and assessed by Oxbridge Academy. After gaining a qualifying year mark, students will be admitted to write the national examination at an approved venue. Read our [N4-N6 Exam letter](#) for information on writing the exams.

Need assistance with gaining practical work experience?

We give support and advice to our N4 – N6 students who are busy with their National Qualifications and who want to apply for their National Diplomas at the end of their studies. While we focus on our N6 students, we also assist our N4 and N5 students by explaining the criteria so that if they do have an opportunity to gain practical work experience at an employer, they already have the necessary information regarding the requirements.

We also provide our N4 – N6 students with the necessary documentation to be able to apply for the 18 month work integrated learning programme at a suitable employer. This documentation includes: Guidelines to the student on how to apply for the National Diploma; Letter to the employer; Checklist per subject for the student and employer.

For students who are looking for work integrated learning opportunities, we also recommend having a look at the DHET's placement service: <https://webapps.dhet.gov.za/iWIL>.

INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES

This course prepares students for entry into the N4 – N6 programmes. It is an ideal option for students who do not have Matric, and who want to go on and earn their national N4 – N6 qualifications.

COURSE CODE

See list on next page

DURATION

12 months

REQUIREMENTS

NQF level 3/Gr11

COURSE SUBJECTS

See list on next page

STATUS

National Qualification (Introductory N4)
(SAQA ID 22451)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **National Introductory Certificate: Business Studies** from the DHET.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

INTRODUCTORY CERTIFICATE: N4 BUSINESS STUDIES (CONTINUED)

COURSE MODULES

Compulsory subjects:

Introductory Entrepreneurship N4
Introductory Communication N4

Plus choose one of the following fields:

Business Studies (course code IN43072-03)

Introductory Computer Practice N4
Introductory Accounting N4

Financial Management (course code IN43015-03)

Introductory Accounting N4
Introductory Personnel Management N4

Human Resources (course code IN43016-03)

Introductory Personnel Management N4
Introductory Computer Practice N4

Public Management & Business Management (course code IN43012-03)

Introductory Public Administration N4
Introductory Accounting N4

Management Assistant & Secretarial (course code IN43071-03)

Introductory Information Processing N4
Introductory Computer Practice N4

Marketing Management (course code IN43026-03)

Introductory Marketing N4
Introductory Computer Practice N4

Public Management & Human Resource Management (course code IN43038-03)

Introductory Public Administration N4
Introductory Personnel Management N4

Public Relations (course code IN43021-03)

Introductory Public Administration N4
Introductory Information Processing N4

Tourism (course code IN43028-03)

Introductory Personnel Management N4
Introductory Computer Practice N4

WHAT IS A BRIDGING COURSE, AND WHY SHOULD YOU STUDY ONE?

A bridging course in the form of the Introductory Certificate: N4 Business Studies is an **alternative to Matric** — in the sense that it gives you access to further studies at N4 level at Oxbridge Academy.

In other words, if you complete this bridging course, you will **be able to enrol** for the **National N4 Certificate** course in the corresponding field of study, even if you don't have a Matric certificate.



OTHER OPTIONS FOR FURTHERING YOUR STUDIES IF YOU DON'T HAVE MATRIC:

At Oxbridge Academy, you can enrol for a wide range of skills development courses and vocational programmes, even if you haven't completed your Matric. For many of these courses, the minimum entry requirements are simply that you need to be over the age of 16, and that you need to be able to read and write in English.

[*Click here to find out more about studying without matric*](#)

WHAT OUR STUDENTS HAVE TO SAY



“Everyone whom i speak to is always willing to help and would go out of their way to make sure i was satisfied. Statements like, is there anything else i can help you with means they’re always prepared to make sure that when you cut off the call you’re 100% satisfied and to me that is world class service.”

– Katekani Happyson Rihlampfu

HOW DO YOU REGISTER FOR A COURSE?

Choose one of the options below:

- **Download** and complete the registration form, and send us your registration form and proof of payment via post or email:
- **Post:** PO Box 12723, Die Boord, 7613
- **Email:** registrar@oxbridgeacademy.edu.za

OR

- **Call** our Student Advisors on 021 1100 200 to register via telephone

OR

WHAT IS THE REGISTRATION FEE?

The registration fee represents an initial deposit, and contributes towards the activation of your course. Payment of the registration fee secures your Welcome Pack, which includes:

- Your personalised student card
- Your registration letter and information pack
- An outline of your payment plan
- A study programme
- Distance Learning Survival Guide

Note:

Your registration will only be complete once you have paid the registration fee and have undertaken to pay the balance of the course fees in monthly instalments. (You also have the option to pay your course fees in full up front.)

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 email.
- Our fees are affordable, and can be paid in interest-free monthly instalments.

OUR VISION

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





STUDY FIELDS AT OXBRIDGE ACADEMY

Advertising & Marketing Management

Assessor & Moderator

Bookkeeping & Accounting

Bridging

Business Management

Childhood Development

Computer Studies

Contact Centre Operations

Engineering Studies

Events Management

Health & Wellness

Human Resource Management

Matric

Occupational Health & Safety (OHS)

Project Management

Public Relations

Public Sector Management

Secretarial Studies

Supply Chain & Logistics

Tourism & Hospitality

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