

BUSINESS MANAGEMENT COURSES

WE OFFER:

Short Learning Programmes

National Qualifications (N4 – N6)

Educational Management Development Programmes

Occupational Certificates



Oxbridge
Academy ✓

effortless excellence in education

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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.

BUSINESS MANAGEMENT COURSES



A business management course can help you to:

- Learn how to communicate professionally in a business environment.
- Learn how to manage people, processes, and your finances.
- Gain the basic skills you need to run a business (or business unit) successfully.

With Oxbridge Academy, you have the opportunity to study your business management course via distance learning. This means that you can improve your knowledge and skills while maintaining a full-time job.

Choose from a variety of courses that have been developed to equip you with a range of the skills that you need to succeed in the field of business management.

Courses are available in these categories:

- Short learning programmes
- National qualifications
- Educational Management Development Programmes

These non-accredited skills courses in the field of business management will increase your knowledge and develop your skills in relation to the topic that you choose to study. While the skills courses are non-accredited, they will give you some of the background you need to take up a role in business management.

- 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.

These 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.

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

OXBRIDGE ACADEMY SHORT COURSE: MUNICIPAL SUPPLY CHAIN MANAGEMENT

Municipal supply chain management (MSCM) forms an important part of municipal expenditure management. It is therefore necessary to provide an outline of the requirements and processes based on the policy framework and guidelines that underpin it. Municipalities and municipal entities must ensure that they implement their own MSCM policy based on the national policy framework and guidelines. An understanding of the elements of the South African supply chain model are a prerequisite for the application of the procurement and supply chain management processes by municipalities and municipal entities.

COURSE CODE

CER1020-01

DURATION

6 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Municipal Supply Chain Management

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 1 assignment per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Short Course: Municipal Supply Chain Management** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



*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.

OXBRIDGE ACADEMY SHORT COURSE: MUNICIPAL RISK MANAGEMENT

The term 'institutional risk management' used in the public sector, is derived from the term 'enterprise risk management' that is used in the private sector. The fact that a municipality is not an enterprise with a profit motive, but a public institution that must deliver service, makes the term 'institutional risk management' more appropriate when using it in the context of a municipality.

COURSE CODE

CER1021-01

DURATION

6 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Municipal Risk Management

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 1 assignment per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Short Course: Municipal Risk Management** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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OXBRIDGE ACADEMY SHORT COURSE: MUNICIPAL FINANCIAL MANAGEMENT

The financial management of municipalities forms a critical part of the overall management of a municipality. It is therefore important that not only the financial practitioners of a municipality must have a thorough understanding of it, but also the line-managers that are responsible for the management of departments and other service delivery units. From a line-managers perspective it is necessary to clarify the concept 'municipal financial management' and to obtain a broad understanding of the legislative and regulatory framework that governs it in South Africa.

COURSE CODE

CER1022-01

DURATION

6 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Municipal Financial Management

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 1 assignment per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Short Course: Municipal Financial Management** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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OXBRIDGE ACADEMY SKILLS CERTIFICATE: BUSINESS ADMINISTRATION

When you study this business administration course, you'll learn a variety of practical skills in areas ranging from data processing to office practice.

COURSE CODE

BA100-01

DURATION

8 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Fundamental Business Skills 101

Office Practice 101

Office Data Processing 101

Business Practice 101

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 1-2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Business Administration** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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OXBRIDGE ACADEMY SKILLS CERTIFICATE: ENTREPRENEURSHIP (NEW VENTURE CREATION)

This course equips you with the fundamental skills that you need to turn your business concept into a profitable venture.

COURSE CODE

NVC100-01

DURATION

8 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Fundamental Business Skills 101
Management Practice 101
Office Data Processing 101
Entrepreneurs and Business Management

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 1-2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Entrepreneurship (New Venture Creation)** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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OXBRIDGE ACADEMY SKILLS CERTIFICATE: PRINCIPLES OF BUSINESS MANAGEMENT

This business management course covers a range of basic skills and principles that will assist in preparing you for a career in the corporate world.

COURSE CODE

CER4072-03

DURATION

8 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Legal Principles
Marketing Management 1
Financial Management 1
Management Principles

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Principles of Business Management** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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OXBRIDGE ACADEMY SKILLS CERTIFICATE: RETAIL SUPERVISOR

The purpose of this qualification is to equip a learner with knowledge and skills to operate as a Retail Supervisor. This course was developed for wholesale and retail staff that would like to advance their career and become retail supervisors. It will also enable those already in retail supervisor positions to upskill by equipping them with the skills needed to increase their productivity and efficiency, improve the quality of their work, and boost their problem-solving abilities.

COURSE CODE

CER4020-01

DURATION

12 months

REQUIREMENTS

No matric

COURSE MODULES

- Concepts and principles of supervising wholesale or retail staff
- Concepts and principles of monitoring and improving performance
- Implementation and maintenance of retail or wholesale operations of consolidating daily takings
- Concepts and principles of enhancing customer service

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 4 assignments
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Retail Supervisor** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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OXBRIDGE ACADEMY SKILLS CERTIFICATE: RISK MANAGEMENT

This course develops your corporate skill set by teaching you the fundamentals of risk management and the associated legal principles.

COURSE CODE

CER4048-08

DURATION

8 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Legal Principles
Management Principles
Risk Management 1
Risk Management 2

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Risk Management** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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OXBRIDGE ACADEMY SKILLS CERTIFICATE: SUPERVISORY MANAGEMENT

This course aims to develop your management skills by focusing on supervisory management, HR management, and relevant legal principles. Study this course to acquire operational skills that will allow you to become more effective in a supervisory role.

COURSE CODE

CER4027-04

DURATION

8 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Management Principles
Human Resource Management 1
Supervisory Management 1
Supervisory Management 2

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Supervisory Management** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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OXBRIDGE ACADEMY SKILLS CERTIFICATE: SMALL BUSINESS MANAGEMENT

This course equips you with the fundamental knowledge and skills that you need to display leadership and implement management theories in a business environment.

COURSE CODE

CER4030-13

DURATION

8 - 12 months

REQUIREMENTS

No matric

COURSE MODULES

This course offers 16 learning units and cover topics such as budgeting, operations and supply chain, quality management, organisational structures and cultures, business ethics, and many more.

STATUS

Non-accredited short learning programme **endorsed by The Independent Institute of Education (IIE)**

ASSESSMENT AND AWARD

- 2 assignments
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Small Business Management** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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EDUCATIONAL MANAGEMENT DEVELOPMENT PROGRAMMES

Education managers are often faced with the challenge of having to respond effectively to regulatory requirements that govern both the management of schools as well as the teaching and learning processes. Individuals therefore need to equip themselves with the necessary skills and knowledge to respond to such requirements effectively.

If you are an educator fulfilling the role of Head of Department (HOD), Deputy Principal and/or School Principal and you are looking to complete a quality professional development learning programme to enhance your management skills, these courses are ideal for you.

- Oxbridge Academy Skills Certificate: Whole School Management
- Oxbridge Academy Skills Certificate: School Operations Planning
- Oxbridge Academy Skills Certificate: Education Mentoring and Leadership
- Oxbridge Academy Skills Certificate: Teaching and Learning Development

OXBRIDGE ACADEMY SKILLS CERTIFICATE: WHOLE SCHOOL MANAGEMENT

Studying this course will teach you more about factors influencing the organisational climate within an educational institution, the influence of socio-economic and political factors on the development of excellence within the school system, the Department of Basic Education's National Policy on Whole School Management and more.

COURSE CODE

CER1011-01

DURATION

8 - 12 months

REQUIREMENTS

Minimum of four years teaching qualification

COURSE MODULES

Whole School Management

The Learning School: A Psycho-social Approach

STATUS

Non-accredited short learning programme.

ASSESSMENT AND AWARD

Students will be required to submit a Portfolio of Evidence (PoE).

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Whole School Management** from **Oxbridge Academy**.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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OXBRIDGE ACADEMY SKILLS CERTIFICATE: SCHOOL OPERATIONS PLANNING

Studying this course will teach you more about the basic principles of operations planning within a school environment, key challenges and complexities affecting day-to-day operations, analysing existing operational processes within a school and making recommendations for enhanced processes and systems, designing an effective operations plan for a school for an entire academic year.

COURSE CODE

CER1013-01

DURATION

8 - 12 months

REQUIREMENTS

Minimum of four years teaching qualification

COURSE MODULES

School Operations Planning

STATUS

Non-accredited short learning programme.

ASSESSMENT AND AWARD

Students will be required to submit a Portfolio of Evidence (PoE).

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: School Operations Planning** from **Oxbridge Academy**.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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OXBRIDGE ACADEMY SKILLS CERTIFICATE: EDUCATION MENTORING AND LEADERSHIP

If you are an educator fulfilling the role of Head of Department (HOD), Deputy Principal and/or School Principal and you are looking to complete a quality professional development learning programme to enhance your management skills, this course is ideal for you.

COURSE CODE

CER1015-01

DURATION

8 - 12 months

REQUIREMENTS

Minimum of four years teaching qualification

COURSE MODULES

School-based Management Leadership in Context
A Leadership Model for a Decentralised SBM School
The Role of the Integrated Quality Management System as a Performance Management Tool
Coaching and Mentoring – A Tool to Stimulate Teacher Growth and Development

STATUS

Non-accredited short learning programme.

ASSESSMENT AND AWARD

Students will be required to submit a Portfolio of Evidence (PoE).

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Education Mentoring and Leadership** from **Oxbridge Academy**.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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OXBRIDGE ACADEMY SKILLS CERTIFICATE: TEACHING AND LEARNING DEVELOPMENT

If you are an educator fulfilling the role of Head of Department (HOD), Deputy Principal and/or School Principal and you are looking to complete a quality professional development learning programme to enhance your management skills, this course is ideal for you.

COURSE CODE

CER1016-01

DURATION

8 - 12 months

REQUIREMENTS

Minimum of four years teaching qualification

COURSE MODULES

Introduction to Teaching and Learning
The Educator as: a Mediator of Learning; as a Leader, Administrator, and Manager ; an Interpreter and Designer of Learning Programmes and Materials; as an Assessor; as a Scholar, Researcher and Lifelong Learner
Designing and Operational Plan

STATUS

Non-accredited short learning programme.

ASSESSMENT AND AWARD

Students will be required to submit a Portfolio of Evidence (PoE).

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Teaching and Learning Development** from **Oxbridge Academy**.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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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>.

NATIONAL CERTIFICATE: N4 BUSINESS MANAGEMENT

This course equips you with valuable business management skills, and gives you the opportunity to learn more about essential elements of the workplace, such as communication, computer practice, and financial accounting.

COURSE CODE

EN4072-04

DURATION

12 months

REQUIREMENTS

Matric or Introductory Certificate

COURSE SUBJECTS

Entrepreneur and Business Management N4
Management Communication N4
Computer Practice N4
Financial Accounting N4 / Introductory Accounting N4

STATUS

National Qualification accredited by the QCTO
(SAQA ID 66871)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N4 Business Management** from the **DHET**.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



*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 CERTIFICATE: N5 BUSINESS MANAGEMENT

This course builds on the knowledge and skills you gained in the previous level, and introduces you to the topics of Sales Management and Labour Relations.

COURSE CODE

EN5072-04

DURATION

12 months

REQUIREMENTS

N4

COURSE SUBJECTS

Entrepreneur and Business Management N5

Sales Management N5

Labour Relations N5

Computer Practice N5

STATUS

National Qualification accredited by the QCTO
(SAQA ID 66929)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N5 Business Management** from the **DHET**.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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NATIONAL CERTIFICATE: N6 BUSINESS MANAGEMENT

This course builds on the knowledge and skills you gained in the previous levels, and helps you to fine-tune your corporate skill set. If combined with 18 months of relevant practical experience, this course can also lead to a National Diploma.

COURSE CODE

EN6072-04

DURATION

12 months

REQUIREMENTS

N5

COURSE SUBJECTS

Entrepreneur and Business Management N6
Labour Relations N6
Computer Practice N6
Sales Management N6

STATUS

National Qualification accredited by the QCTO
(SAQA ID 66995)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N6 Business Management** from the DHET.

After students have completed this course, and submitted proof that they have gained 18 months of relevant practical experience, they will be awarded a **National N6 Diploma** from the DHET.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



*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 CERTIFICATE: N4 FARMING MANAGEMENT

When you study this course, you'll gain valuable business management skills, and you'll learn about essential elements that have a direct bearing on managing a farm, such as financial management, farming technology, and plant and animal production.

COURSE CODE

EN4019-01

DURATION

12 months

REQUIREMENTS

Matric

COURSE SUBJECTS

Farming Management
Computer Practice: Farming
Farming Technology and Mechanisation
Financial Management: Farming
Plant and Animal Production

STATUS

National Qualification accredited by the QCTO
(SAQA ID 66829)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N4 Farming Management** from the **DHET**.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



*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 CERTIFICATE: N5 FARMING MANAGEMENT

Curriculum Update coming in June 2023.

This course builds on the knowledge and skills you gained in the previous level, and further prepares you for a career in farming management.

COURSE CODE

EN5019-01

DURATION

12 months

REQUIREMENTS

N4

COURSE SUBJECTS

Management: Farming N5

Data Management: Farming N5

Maintenance Management: Farming N5

Financial Management: Farming N5

STATUS

National Qualification accredited by the QCTO
(SAQA ID 66914)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N5 Farming Management** from the **DHET**.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



*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 CERTIFICATE: N6 FARMING MANAGEMENT

This course builds on what you learned in the previous levels, and helps you to develop your corporate skill set. You want to become an effective and efficient farm manager, and you want to develop your managerial skills.

COURSE CODE

EN6019-01

DURATION

12 months

REQUIREMENTS

N5

COURSE SUBJECTS

Human Resource Management: Farming N6
Management: Farming N6
Data Management: Farming N6
Financial Management: Farming N6

STATUS

National Qualification accredited by the QCTO
(SAQA ID 66993)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N6 Farming Management** from the DHET.

After students have completed this course, and submitted proof that they have gained 18 months of relevant practical experience, they will be awarded a **National N6 Diploma** from the DHET.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



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OCCUPATIONAL CERTIFICATES

0

These formal qualifications are registered on the [National Qualifications Framework](#) (NQF), and are accredited by the Quality Council for Trades and Occupations (QCTO). Occupational qualifications are associated with a trade, occupation or profession resulting from work-based learning and consisting of knowledge unit standards, practical unit standards, and work experience unit standards.



When you register for one of our Occupational Certificates, you will be expected to complete one theoretical and two practical components. The theoretical component is assessed by means of assignments, whereas the practical components require you to submit evidence that you have met the practical and workplace requirements of the course. Should you not be employed at a registered business during the time that you complete your studies, Oxbridge Academy will assist you with placements if you meet our placement criteria.

How do I qualify and register for the external integrated summative assessment?

- This qualification requires you to write one external assessment (exam) that covers all the learning material in the course.
- You have to complete and pass all three components of the course (one theoretical and two practical) before you will become eligible to register for the external assessment.
- Once you qualify to register for the external assessment, Oxbridge Academy will notify the QCTO. The QCTO will then visit Oxbridge Academy to verify whether you qualify for the external assessment.
- Please note that although you may have passed the assessments and practical components, the final decision to allow you entry to the external assessment lies with the QCTO. Oxbridge Academy undertakes to give you feedback on the reasons why and provide you with another opportunity to redo your assessments.
- If the QCTO qualifies you to write the external assessment, they will notify you directly. The QCTO will also allocate a venue where you will write the final external assessment.
- Oxbridge Academy will assist you with the registration process for the external summative assessment. Please note that it can take up to three months before you can write your final external assessment.

OCCUPATIONAL CERTIFICATE: BANK TELLER

The purpose of this qualification is to prepare a learner to operate as a Bank Teller. A Bank Teller accurately processes customer deposits and encashments (physically and using electronic devices), cheques, transfers, credit card payments, money orders, certified cheques and other related banking transactions. They count money physically and electronically.

COURSE CODE

BANTEL-01

DURATION

12 months

REQUIREMENTS

NQF Level 4 with Mathematics or Mathematical Literacy

COURSE SUBJECTS

5 Knowledge modules

3 Practical skills modules

4 Work experience modules

See *website for details*.

STATUS

NQF Level 4 Occupational certificate accredited by the QCTO (SAQA ID 101673)

ASSESSMENT AND AWARD

Students are required to complete the following:

- 5 theoretical assignments
- 3 practical assignments
- 4 workplace assignments

Upon completion of this course, students will be awarded a **Occupational Certificate: Bank Teller** from the **QCTO**.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



*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.

OCCUPATIONAL CERTIFICATE: CASH OFFICE CLERK

A Cash Office Clerk processes back office transactions in order to balance Point of Sale transactions, deposit daily takings and prepare deposits, requisition and control floats, change and petty cash in order to fulfil business and customer requirements.

COURSE CODE

CASCLE-01

DURATION

12 months

REQUIREMENTS

Relevant NQF Level 1 qualification with Mathematical Literacy and Communication

COURSE SUBJECTS

5 Knowledge modules
4 Practical skills modules
3 Work experience modules
See website for details.

STATUS

NQF Level 2 Occupational certificate accredited by the QCTO (SAQA ID 101863)

ASSESSMENT AND AWARD

Students are required to complete the following:

- 5 theoretical assignments
- 4 practical assignments
- 3 workplace assignments

Upon completion of this course, students will be awarded a **Occupational Certificate: Cash Office Clerk** from the **QCTO**.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



*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.

OCCUPATIONAL CERTIFICATE: RETAIL SUPERVISOR

The appointment of a retail supervisor is usually characterised by choosing the best person in a job and promoting them to supervisor. These people have a major impact on the organisation's ability to provide the correct level of customer service and to operate with productive teams who minimise losses to the organisation and contribute meaningfully to the success of the organisation by leading their teams through good supervision.

COURSE CODE

RETSUP-01

DURATION

16 months

REQUIREMENTS

Relevant NQF Level 4 qualification with Mathematical Literacy and Communication

COURSE SUBJECTS

4 Knowledge modules
5 Practical skills modules
3 Work experience modules
See website for details.

STATUS

NQF Level 4 Occupational certificate accredited by the QCTO (SAQA ID 99573)

ASSESSMENT AND AWARD

Students are required to complete the following:

- 4 theoretical assignments
- 5 practical assignments
- 3 workplace assignments

Upon completion of this course, students will be awarded a **Occupational Certificate: Retail Supervisor** from the **QCTO**.

FEES

Please contact us for course fees or visit our website:

www.oxbridgeacademy.edu.za/fees/fees-list/



*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.

WHAT IS BUSINESS MANAGEMENT?

Business management involves co-ordinating the efforts of people and the use of resources to accomplish business goals and objectives in an efficient manner.

To do this, it combines a wide range of disciplines — ranging from finance and economics to marketing and psychology.

GAIN TRANSFERABLE SKILLS

When you study a business management course, you will also acquire a broad range of transferable knowledge and skills, which may include:

- An understanding of how organisations work
- Critical and analytical thinking skills
- Written and verbal communication skills
- Problem solving and decision making skills
- Digital literacy
- Financial literacy

Transferable skills are skills that you can use in any career or working environment. By studying a business management course, therefore, you will be able to build a solid foundation from which you can develop your career – without limiting yourself to the business environment.

CAREER OPPORTUNITIES

Business is a broad field covering many different roles and responsibilities, and studying business management prepares you for a wide variety of careers in this field.

The careers you will be able to pursue will depend on factors such as:

- Your qualifications
- Your training or specialisation in a particular area of business
- Your level of financial skills
- Your leadership abilities

These are only a few examples of the factors that influence your career choice within the field of business. Other factors that you need to keep in mind when choosing a career include your personal interests, your preferred working environment, and your broader skill set.

Here are a few examples of business management and business-related careers:

(Keep in mind that you may need to study towards additional qualifications, or write additional exams, before you will be considered for many of these positions)

- Admin Assistant
- Banker
- Business Analyst
- Claims Analyst
- Compliance Officer
- Customer Service Consultant
- Financial Advisor
- Financial Manager
- General Manager
- Human Resources Specialist
- Insurance Broker
- Loan Officer
- Logistics and Supply Chain Manager
- Management Consultant
- Market Research Analyst
- Office Manager
- Operations Manager
- Public Relations Officer
- Sales Manager
- Sales Representative
- Small Business Manager
- Tax Consultant

Just like in any other field, you will need to start out in a junior position in the business world, and then work your way up from there. Experience is one of the most important factors that employers will look at when hiring managers and other senior staff members.

WHAT OUR STUDENTS HAVE TO SAY

”

Thank you Oxbridge Academy for giving me this opportunity to learn more about administration. I improved my specialities and gained more skills, now I can express myself to other posts. Thanks for your support.

– Millicent Maqanda

[CLICK HERE TO READ MORE COMMENTS](#)

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

[CLICK HERE TO REGISTER ONLINE](#)

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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