

# MATRIC AND BRIDGING COURSES

## WE OFFER:

Short Learning Programmes  
National Senior Certificate Rewrites  
Senior Certificate (As Amended)  
National Qualifications



**Oxbridge Academy** ✓  
effortless excellence in education

In partnership with  
ADVTECH, the leader in private  
education in Africa

**ADVTECH**  
GROUP

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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 will have the option to complete the Senior Certificate (as amended) programme in Afrikaans if you enrol for that specific stream.
- 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.



# MATRIC AND BRIDGING COURSES



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

The Matric and 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 towards the following Matric and Bridging Courses:**

- National Senior Certificate Rewrites
- Senior Certificate (as amended)
- Bridging Certificate to N1 Engineering Studies
- Introductory Certificate: N4 Business Studies



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

- 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.

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](#)

# 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

Total Price	R8 000
Registration Fee	R500
Course Price	R7 500
Monthly Instalments	R500 x 15 months



# SENIOR CERTIFICATE OPTIONS

At Oxbridge Academy, we have two options for students who wish to obtain their Matric Certificates:

- National Senior Certificate Rewrites
- Senior Certificate (as amended)

The **National Senior Certificate Rewrite** option is recommended for students who attempted and failed Matric from 2008 onwards or students who want to improve their marks in order to gain access to university. The course content will consist of the CAPS curriculum. To gain entry to this programme, students need valid school-based assessments (SBAs).

The **Senior Certificate (as amended)** option is available to students who are 21 and older and wish to complete Matric. Students need to register for a minimum of six subjects, two of which must be official languages. One of the languages must be taken at Home Language level and the other as a First Additional Language.

A Senior Certificate will be achieved by an adult candidate who meets the following requirements in these exams:

1. Pass three subjects at 40%, one of which must be an official language at Home Language level.
2. Pass two subjects at 30%, one of which must be an official language at First Additional or Home Language level.
3. Obtain a subminimum of 20% in the sixth subject.





# NATIONAL SENIOR CERTIFICATE REWRITES

If you failed Matric or would like to redo a subject to improve your marks in order to gain access to university, you've come to the right place! To be eligible to register for these subjects and qualify for your national senior certificate, you need to have completed your academic year in 2008 and onwards.

## COURSE CODE

NSC-01

## DURATION

8 months

## REQUIREMENTS

Valid school-based assessments (SBAs)

## COURSE MODULES

Life Orientation  
Mathematics  
Mathematical Literacy  
Physical Sciences  
Life Sciences  
Geography  
History  
Accounting  
Business Studies  
Economics  
Agricultural Science

## STATUS

NSC – accredited by SACAI and based on the CAPS curriculum

## ADDITIONAL INFORMATION

If you want to rewrite Afrikaans (Home Language or First Additional Language), English (Home Language or First Additional Language), or isiXhosa (Home Language or First Additional Language), we currently have 5 venues available:

- Centurion (Gauteng Province)
- Pretoria East (Gauteng Province)
- Northcliff (Gauteng Province)
- Johannesburg South (Gauteng Province)
- Claremont (Western Province)

## FEES

Total Price (per subject)	R5 500
Registration Fee	R950
Course Price	R4 550
Monthly Instalments	R650 x 7 months



# SENIOR CERTIFICATE (AS AMENDED)

If you never completed Matric or would like to rewrite subjects in order to obtain your Senior Certificate (as amended), this programme is for you. Exam sessions are held yearly during June/July and exact dates will be communicated as they become available.

## COURSE CODE

ASC-01

## DURATION

12 months

## COURSE MODULES

Home Language (English, Afrikaans, isiXhosa)  
First Additional Language (English, Afrikaans, isiXhosa)  
Mathematics  
Mathematical Literacy  
Physical Sciences  
Life Sciences  
Geography  
History  
Accounting  
Business Studies  
Economics  
Agricultural Science

## ENTRY REQUIREMENTS

To qualify to register for a Senior Certificate (as amended), candidates need to be over the age of 21 and have either:

- a Grade 9/Standard 7 report stating they passed the year, OR
- a General Education and Training Certificate (GETC), OR
- a recognised equivalent obtained at NQF level 1 which requires two official languages.

Candidates may also register if they have an incomplete Senior Certificate or if their School-Based Assessment (SBA) has expired.

## FEES

Total Price (per subject)	R13 000
Registration Fee	R850
Course Price	R12 150
Monthly Instalments	R500 x 24.3 months

*Please note: This fee includes your tuition provision and study material, consisting of textbooks approved by the Department of Basic Education, assignments, and additional study material such as passed exam papers.*



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

No matric

## 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

Total Price	R12 600
Registration Fee	R600
Course Price	R12 000
Monthly Instalments	R700 x 17.1 months



# 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*

[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 telephone and 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

BEAUTY THERAPY

BOOKKEEPING & ACCOUNTING

BUSINESS MANAGEMENT

CHILDHOOD DEVELOPMENT

COMPUTER STUDIES

CONTACT CENTRE OPERATIONS

ENGINEERING STUDIES

EVENTS MANAGEMENT

HUMAN RESOURCE MANAGEMENT

MATRIC & BRIDGING

OCCUPATIONAL HEALTH & SAFETY (OHS)

PROJECT MANAGEMENT

PUBLIC RELATIONS

PUBLIC SECTOR MANAGEMENT

SECRETARIAL STUDIES

SUPPLY CHAIN & LOGISTICS

TOURISM & HOSPITALITY



# CONTACT DETAILS

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