

# TOURISM AND HOSPITALITY COURSES

## WE OFFER:

Short Learning Programmes  
National Qualifications (N4 – N6)



**Oxbridge**  
**Academy** ✓

effortless excellence in education

Proudly part of the  
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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.

# TOURISM AND HOSPITALITY COURSES



Tourism and hospitality is a broad industry that offers you a variety of exciting career opportunities. It incorporates fields such as catering, hotel management, restaurant management, and tourism management.

At Oxbridge Academy, you can choose from a selection of courses that are designed to equip you with the essential skills you will need to work in the tourism and hospitality industry.

## **Courses are available in these categories:**

- Short learning programmes
- National qualifications

These non-accredited skills courses equip you with the basic skills you need to work in a specific area of tourism or hospitality 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: CATERING MANAGEMENT

This course introduces you to the field of catering management, and equips you with some of the essential skills you will need in this field.

## COURSE CODE

TRV102

## DURATION

6 months

## REQUIREMENTS

No matric

## COURSE SUBJECT

Catering Management

## STATUS

Non-accredited short learning programme

## ASSESSMENT AND AWARD

- 2 assignments
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Short Course Certificate: Catering Management** 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.

# OXBRIDGE ACADEMY SHORT COURSE: HOTEL MANAGEMENT

This short course introduces you to the field of hotel management, and equips you with some of the basic knowledge and skills that you will need if you want to work in this environment.

## COURSE CODE

TRV101

## DURATION

6 months

## REQUIREMENTS

No matric

## COURSE SUBJECT

Hotel Management

## STATUS

Non-accredited short learning programme

## ASSESSMENT AND AWARD

- 2 assignments
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Short Course Certificate: Hotel Management** 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.



# OXBRIDGE ACADEMY SHORT COURSE: TOURISM MANAGEMENT

This course introduces you to tourism management, and equips you with some of the basic knowledge and skills that you will need if you want to work in this field.

## COURSE CODE

TRV103

## DURATION

6 months

## REQUIREMENTS

No matric

## COURSE SUBJECTS

Tourism Management 1

Tourism 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 Short Course Certificate: Tourism Management** 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.

# OXBRIDGE ACADEMY SKILLS CERTIFICATE: CATERING MANAGEMENT

This catering management course equips you with many of the skills that you will need if you want to work as a caterer within the hospitality industry.

## COURSE CODE

CER4069-11

## DURATION

8 months

## REQUIREMENTS

No matric

## COURSE SUBJECTS

Services 1

Services 2

Resources

Catering Management

## 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: Catering Management** 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.

# OXBRIDGE ACADEMY SKILLS CERTIFICATE: FOOD & BEVERAGE MANAGEMENT

This course introduces you to food and beverage management, and equips you with the basic knowledge and skills that you will need if you want to work in this area of the hospitality industry.

## COURSE CODE

CER4045-11

## DURATION

8 months

## REQUIREMENTS

No matric

## COURSE SUBJECTS

Services 1  
Services 2  
Resources  
Business Practice

## 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: Food & Beverage Management** 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.

# OXBRIDGE ACADEMY SKILLS CERTIFICATE: HOTEL & CATERING MANAGEMENT

This course equips you with a range of skills that will help you get ahead in the hospitality industry. The topics that you will cover include hotel management, catering management, HR management, and PR management.

## COURSE CODE

CER4043-11

## DURATION

8 months

## REQUIREMENTS

No matric

## COURSE SUBJECTS

Human Resource Management 1

Public Relations Management 1

Hotel Management

Catering Management

## 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: Hotel & Catering Management** 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.

# OXBRIDGE ACADEMY SKILLS CERTIFICATE: HOTEL MANAGEMENT

This course covers many of the essential aspects of working in hotel or guest house management within the hospitality industry.

## COURSE CODE

CER4046-11

## DURATION

8 months

## REQUIREMENTS

No matric

## COURSE SUBJECTS

Services 1  
Services 2  
Resources  
Hotel Management

## 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: Hotel Management** 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.

# OXBRIDGE ACADEMY SKILLS CERTIFICATE: RESTAURANT MANAGEMENT

This course introduces you to the essential aspects of working in the service industry, and covers the basic knowledge and skills that you need if you want to work in the field of restaurant management.

## COURSE CODE

CER4047-11

## DURATION

8 months

## REQUIREMENTS

No matric

## COURSE SUBJECTS

Services 1

Services 2

Resources

Restaurant Management

## 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: Restaurant Management** 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.

# OXBRIDGE ACADEMY SKILLS CERTIFICATE: TOURISM MANAGEMENT

This course gives you a good introduction to the field of tourism management, and equips you with some of the knowledge and skills that you will need if you want to work in this field.

## COURSE CODE

CER4028-03

## DURATION

8 months

## REQUIREMENTS

No matric

## COURSE SUBJECTS

Marketing Management 1  
Public Relations Management 1  
Tourism Management 1  
Tourism 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: Tourism Management** 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.

# OXBRIDGE ACADEMY SKILLS CERTIFICATE: HOSPITALITY SERVICES

This short learning programme will help you develop a better understanding of aspects such as service skills, menu basics, food and beverage services, the basics of South African wine, and fundamental business skills.

## COURSE CODE

CER4013-01

## DURATION

12 months

## REQUIREMENTS

No matric

## COURSE SUBJECTS

Basic Principles of South African Wine  
Restaurant Management  
Fundamental Business Skills 101  
The Professional Waitron

## 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: Hospitality Services** 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 tourism, 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.

# NATIONAL CERTIFICATE: N4 TOURISM

This course introduces you to the field of tourism, and equips you with a solid foundation on which you can build your tourism career.

## COURSE CODE

EN4028-04

## DURATION

12 months

## REQUIREMENTS

Matric or Introductory Certificate

## COURSE SUBJECTS

Tourism Communication N4

Travel Services N4

Travel Office Procedures N4

Tourist Destinations N4

## STATUS

National Qualification accredited by the QCTO  
(SAQA ID 66910)

## ASSESSMENT AND AWARD

- Three assignments per subject
- One exam per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N4 Tourism** from the DHET. **Please note:** Introductory Computer Practice N4 is a compulsory subject that you need to pass if you want to apply for your National Diploma once you've passed your N6-level course. *(Additional fees will apply.)*

## 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 CERTIFICATE: N5 TOURISM

This course builds on what you learned in the previous level, and further prepares you for a successful career in the tourism industry. Studying this course may be a good option if you want to develop your skills further, and you want to learn more about topics such as communication in the tourism industry, tourist destinations, and customer service in the tourism industry.

## COURSE CODE

EN5021-041

## DURATION

12 months

## REQUIREMENTS

N4 Tourism

## COURSE SUBJECTS

Tourism Communication N5

Travel Services N5

Travel Office Procedures N5

Tourist Destinations N5

## STATUS

National Qualification accredited by the QCTO  
(SAQA ID 66978)

## ASSESSMENT AND AWARD

- Three assignments per subject
- One exam per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N5 Tourism** from the DHET. **Please note:** Introductory Computer Practice N4 is a compulsory subject that you need to pass if you want to apply for your National Diploma once you've passed your N6-level course. *(Additional fees will apply.)*

## 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 CERTIFICATE: N6 TOURISM

This course enables you to develop and refine your skills in tourism communication, travel services, and travel office procedures, and it introduces you to aspects of hotel reception.

## COURSE CODE

EN6021-041

## DURATION

12 months

## REQUIREMENTS

N5 Tourism

## COURSE SUBJECTS

Hotel Reception N6

Travel Services N6

Travel Office Procedures N6

Tourist Destinations N6

## STATUS

National Qualification accredited by the QCTO  
(SAQA ID 67013)

## ASSESSMENT AND AWARD

- Three assignments per subject
- One exam per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N6 Tourism** 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 (360 credits)**. Please note: In order to qualify for a National Diploma, students must pass Introductory Computer Practice.

**Please note:** Introductory Computer Practice N4 is a compulsory subject that you need to pass if you want to apply for your National Diploma once you've passed your N6-level course. (*Additional fees will apply.*)

## FEES

Please contact us for course fees or visit our website:

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# NATIONAL CERTIFICATE: N4 HOSPITALITY AND CATERING SERVICES

When you study this course, you'll gain fundamental knowledge and skills you need to succeed in the hospitality and catering services industry. In addition to learning about essential elements such as catering, nutrition and safety, you'll develop valuable management and communication skills.

## COURSE CODE

EN4017-01

## DURATION

12 months

## REQUIREMENTS

Matric

## COURSE MODULES

Catering Theory N4  
Sanitation and Safety N4  
Nutrition and Menu Planning N4  
Applied Management for Hospitality Services N4

## STATUS

National Qualification accredited by the QCTO  
(SAQA ID 66891)

## ASSESSMENT AND AWARD

- Three assignments per subject
- One exam per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N4 Hospitality and Catering Services** 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.

# NATIONAL CERTIFICATE: N5 HOSPITALITY AND CATERING SERVICES

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

## COURSE CODE

EN5017-01

## DURATION

12 months

## REQUIREMENTS

N4 Hospitality and Catering Services

## COURSE MODULES

Entrepreneurship and Business Management N4

Catering: Theory and Practical N5

Food and Beverage Service N5

Applied Management N5

## STATUS

National Qualification accredited by the QCTO  
(SAQA ID 66973)

## ASSESSMENT AND AWARD

- Three assignments per subject
- One exam per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N5 Hospitality and Catering Services** 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.

# NATIONAL CERTIFICATE: N6 HOSPITALITY AND CATERING SERVICES

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

## COURSE CODE

EN6017-01

## DURATION

12 months

## REQUIREMENTS

N5 Hospitality and Catering Services

## COURSE MODULES

Computer Practice N4 OR Introductory Computer Practice

Catering: Theory and Practical N6

Applied Management N6

Communication and Human Relations N6

## STATUS

National Qualification accredited by the QCTO  
(SAQA ID 67008)

## ASSESSMENT AND AWARD

- Three assignments per subject
- One exam per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N6 Hospitality and Catering Services** from the **DHET**.

In addition, after students have submitted proof that they have gained 18 months of relevant practical experience, they will be awarded a **National Diploma (360 credits)** 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.

# HOW CAN YOU BENEFIT FROM STUDYING A TOURISM AND HOSPITALITY COURSE?

- You can gain industry-relevant knowledge and skills by studying your tourism and hospitality course in your own time at home.
- You can get academic support from a tutor within 48 hours if you need help with your coursework or assignments.
- You can choose whether you want to pay for your course upfront or in monthly instalments.



# WHAT DOES THE TOURISM AND HOSPITALITY INDUSTRY ENTAIL?

The tourism and hospitality industry is a service-driven industry focused on providing pleasant and enjoyable experiences to guests and tourists. It is interdisciplinary in nature, and incorporates elements of events planning, marketing, finance, management, and PR.

## **Areas that fall under the tourism and hospitality industry include:**

- Entertainment and Leisure
- Food and Beverage Management
- Hotel and Guest House Management
- Restaurant Management
- Transport
- Travel and Tourism

## **The diverse nature of the tourism and hospitality industry means that it involves a wide range of activities in the areas mentioned above. Activities can include:**

- Providing the catering for an event
- Running a guest house
- Greeting guests when they arrive at a restaurant
- Managing reservations for a hotel
- Providing assistance to guests at a health resort or spa
- Leading tour groups and showing them various tourist attractions
- Preparing and serving food at a restaurant
- Assisting passengers on a cruise ship

These are only a few examples – keep in mind that the activities will differ from one area of specialisation within the tourism and hospitality industry to another.

# WHAT CAREER OPPORTUNITIES ARE AVAILABLE?

In South Africa, the tourism and hospitality industry is expanding rapidly. It currently provides plenty of exciting career opportunities at both junior and senior level, and the number of available opportunities is expected to increase. Due to the nature of the industry, there is also plenty of room for career growth and specialisation.

## Some of the career opportunities that are available include:

- Barista
- Bartender
- Caterer
- Chef
- Concierge
- Event Planner
- Flight Attendant
- Hotel Manager
- Hotel Receptionist
- Lodge Manager
- Reservations Clerk
- Restaurant Manager
- Spa Assistant
- Theme Park Assistant
- Tour Guide
- Travel Agent
- Waiter

**Note:** For some of these careers, you will need specialised training that is not available at Oxbridge Academy.



**A career in hospitality and tourism involves working closely with different people, and is also likely to involve working long hours or shifts.**

# WHAT SKILLS DO YOU NEED TO SUCCEED?

## You will need:

- Good communication skills
- Organisational skills
- Time management skills
- Problem solving and decision making skills
- Patience
- Enthusiasm
- Flexibility and adaptability
- A well-groomed appearance
- Respect for different cultures
- Ability to work on your own and in a team



## WHAT OUR STUDENTS HAVE TO SAY



*"I would like to thank each and every one at Oxbridge Academy for the gift you had given me and I would like to congratulate you for becoming my only choice for enrolling in distance learning. The support I have received from my first course with you is the reason why I keep enrolling for new courses with Oxbridge Academy."*

*- Ntladi Abe Mantsho*

[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 And Wellness

Human Resource Management

Matric

Occupational Health & Safety (Ohs)

Project Management

Public Relations

Public Sector Management

Secretarial Studies

Supply Chain & Logistics

Tourism & Hospitality

# CONTACT DETAILS

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