

Dear Student

Congratulations on your decision to study towards a national qualification in engineering studies at Oxbridge Academy. We trust that you will enjoy your studies and that you will make the most of your time with us.

Before you start your course, we would like to remind you of some key elements pertaining to the N4 – N6 Educare courses.

## 1. What do the N4 – N6 Educare courses entail?

These courses are designed to prepare you for a career in the Early Childhood Development (ECD) environment.

Please note that the N4 – N6 Educare courses include both a theoretical and a practical component. To complete the practical component, you will be required to spend a certain number of hours at an ECD facility (such as a crèche), and to present a certain number of lessons (under supervision of a qualified teacher, childcare worker, or ECD practitioner). Please see the relevant documents enclosed with this letter.

## 2. How you can benefit by studying towards a national qualification at Oxbridge Academy?

- You can gain industry-relevant knowledge and skills by studying on a part-time basis from home.
- You can complete your course without having to attend any classes.
- You can contact a tutor – and receive a response within 48 hours – by sending an e-mail to [assessor@oxbridgeacademy.edu.za](mailto:assessor@oxbridgeacademy.edu.za).
- You can obtain a qualification that is registered on the NQF.
- You will receive a National Certificate (issued by the DHET in conjunction with the QCTO) after successful completion of each N-level.
- You can apply for a National N-Diploma once you have completed the N6-level course and gained 18 months of relevant practical experience.
- Once you have earned a National N-Diploma, you may be able to apply to study towards a BTech qualification at a university of technology.

Please note:

While the N4 – N6 Educare courses prepare you for working as an au pair, ECD practitioner, childcare worker, day care assistant, or day care manager, they do not prepare you for a career as a teacher.

With an N6 Diploma in Educare, you may be able to work as an assistant teacher at Grade R level, but you will need to study towards a BEd degree at university if you want to work as a teacher.



### 3. Oxbridge Academy's accreditation

Oxbridge Academy is a registered and accredited private college based in South Africa. An accredited college or training provider is one that meets the standards and requirements set by the relevant accrediting body. Therefore, when you study with an accredited college, you can be sure that you are receiving an education that meets the relevant standards.

Please refer to your Distance Learning Survival Guide for more information about Oxbridge Academy's accreditation and registration status.

### 4. How Oxbridge Academy assists you in the registration process for national examinations

Oxbridge Academy undertakes to assist you in the registration process for the National Examinations. In this regard, please find **Addendum A and Addendum B** attached. Please complete these documents, and forward the completed documents to us via:

E-mail: [nated@oxbridgeacademy.edu.za](mailto:nated@oxbridgeacademy.edu.za) or via fax: 086 673 4110

To qualify for the National Examinations, you need to:

- Have successfully completed the assignments for the subjects you want to write.
- Have forwarded the relevant documents (including Addendum A and Addendum B) to the examinations department at Oxbridge Academy.

Please note that students who registered prior to 2015 need to provide proof of payment of the exam fee (R500 per subject) into the Oxbridge Academy bank account. (This amount must be clearly indicated on the deposit slip as "exam fee".)

The exam fee for students registered from 2016 onwards are included in the course price. If you fail to attend the exam, or fail the exam itself, the exam fee will be added to your account.

We will:

- Register you with the Department of Higher Education and Training (DHET) for your exams after we have received the following certified copies from you:
  - your ID document
  - your highest school qualification and
- Forward your year marks to the DHET.
- Inform you of your proof of admission from the DHET after completion of the exam registration process.
- Make the necessary arrangements at the exam venue to accommodate you for the examination.



## 5. General information about the practical assessments (Section B) of all the Educare subjects.

Please take note of the following:

- 5.1 A mini-poster must be A4 in size, and it must be sturdy (thicker than normal A4 paper). The reason for mini-posters is that it is not possible to send larger posters with your assignment.
- 5.2 The writing on all of the practical assignments must be done neatly in black. If it is for the children, it must be done in Grade 1 writing.
- 5.3 If there is a mark for durability the task must be laminated. The reason for this is to preserve the assignments for years to come and to use it over and over each year.
- 5.4 All of the practical assignments must be done in colour. Use colour paper, colour pictures and illustrations as well as colour koki's and highlighters. Colour adds to the creativity of the assignments. Only written tasks, like a checklist, do not have to be completed in colour. However, it is not wrong to make use of colour.
- 5.5 If it is not a written assignment, please use blank paper without lines.
- 5.6 Always be aware of the mark allocation awarded for each assignment question. Also be aware of all the criteria that must be met for each question.
- 5.7 All photographs (pictures) must be clear and in colour. A mark cannot be awarded for a black and white photograph or picture, as the assessor needs to see the colour in order to assess your creativity.
- 5.8 If you make a small booklet there must be a front page with the title as well as your name and a relevant picture. Make use of colour and pictures and be creative throughout the entire booklet.
- 5.9 All the information for the assignments is available in your textbook. Make sure that you know what the different topics are in the books and make use of the index if you are looking for something specific. If there is not enough information about a certain topic the instructions will indicate that you will need to conduct your own research. However, for most of the assignments this will not be necessary.
- 5.10 The original assignments need to be posted due to the nature of the practical assignments. No photocopied or scanned assignments will be accepted. (Remember to make a copy to keep for your own records).

## 6. Educare N4 guidelines for your teaching practical

Please refer to Assignment 4: Practical Assessment 7.

The following important information will guide you through your teaching practical.

- 6.1 You must be present at the crèche or school for ten school days.
- 6.2 You must be at the crèche or school for at least five hours per a day, for example 08:00 to 13:00.
- 6.3 If possible you must be placed in any class with 1 to 3 year olds.



- 6.4 You must present six lessons in total during your time at the crèche/school. You must discuss the lessons you are going to present with the teachers, facilitators or supervisors at least two days before the lessons are scheduled to take place.
- 6.5 The lessons must be well prepared and planned at home, on the prescribed lesson plan.
- 6.6 You are not allowed to present any lesson without the lesson plan and other necessary preparation.
- 6.7 When you are absent, you must contact your teacher, facilitator or supervisor before 08:00 to let them know.
- 6.8 You must be part of the class and help where you can. No passive behaviour is allowed.
- 6.9 It is your responsibility to ask the teacher, facilitator or supervisor to sign the register and each of the lesson plans.
- 6.10 If it is possible, the teacher or supervisor should be present at the lessons and write a comment on each lesson plan.
- 6.11 You should not present any lessons during the first two days. This time should be used to familiarise yourself with the school and class environment.
- 6.12 You must adhere to the rules and dress code of the school.

We look forward to sharing this journey with you and trust that you will have a great study experience. If you have any questions, please feel free to contact your Student Advisor on 021 1100 200.

Good luck with your studies!

Kind regards  
Oxbridge Academy



## IMPORTANT DATES FOR BUSINESS STUDIES: INTRO N4 – N6

	Semester 1	Semester 2
Exam registration <b>OPENING DATES</b> for INTRO N4 – N6	15 January 2018	16 July 2018
Exam registration <b>CLOSING</b> DATES for INTRO N4 – N6	9 February 2018	8 August 2018
<b>Exam dates</b>	TBA	TBA



Provisionally registered by the DEPARTMENT OF EDUCATION until 31 December 2018, provisional registration certificate no. 2009/FE07/070  
Accredited by UMALUSI - Accreditation no. 17 FET02 00031 • Accredited by QCTO - Accreditation no. QCTO NATED/13/005

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# EXAMINATION FORM: BUSINESS STUDIES

Student no:				Date:			
Name:				Surname:			
ID no:				Contact no:			
E-mail:							
Address:							
Disability:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, explain:		

Please complete the entire form and return it via e-mail to [nated@oxbridgeacademy.edu.za](mailto:nated@oxbridgeacademy.edu.za).  
Also take note of the Examination Rules in **Addendum D**.

## Addendum A: Examination venue

Please select your preferred examination venue.

NORTH WEST		NORTHERN CAPE	
Taletso: Mafikeng	<input type="checkbox"/>	Urban: Kimberley	<input type="checkbox"/>
Taletso: Lichtenburg	<input type="checkbox"/>	Rural: Upington	<input type="checkbox"/>
Vuselela TVET College: Taung	<input type="checkbox"/>	Rural: Kathu	<input type="checkbox"/>
Springfield College: Rustenburg	<input type="checkbox"/>	Rural: Namaqwa	<input type="checkbox"/>

KWAZULU NATAL		LIMPOPO	
Thekwini City College: Durban Campus 1	<input type="checkbox"/>	Lephalale FET: Ellisras	<input type="checkbox"/>
Mthasana FET: Vryheid	<input type="checkbox"/>	Rostec College: Polokwane	<input type="checkbox"/>
Umfolozu Richtek: Richardsbay	<input type="checkbox"/>	Thekwini City College: Thohoyandou	<input type="checkbox"/>
Thekwini City College: Jozini	<input type="checkbox"/>	Thekwini City College: Polokwane	<input type="checkbox"/>
Innovatus FET College: Newcastle	<input type="checkbox"/>		

FREE STATE		GAUTENG	
Flavius Mareka: Sasolburg	<input type="checkbox"/>	Tshwane South FET: Centurion	<input type="checkbox"/>
Maluti FET: Bethlehem	<input type="checkbox"/>	Whitestone College Johannesburg	<input type="checkbox"/>
Whitestone College Bloemfontein	<input type="checkbox"/>	Springfield College: Kempton Park	<input type="checkbox"/>

MPUMALANGA		EASTERN CAPE	
Ehlanzeni FET: Nelspruit	<input type="checkbox"/>	Buffalo City: East London	<input type="checkbox"/>
Ehlanzeni FET: Mlumati	<input type="checkbox"/>	Thekwini City College: Mthatha	<input type="checkbox"/>

WESTERN CAPE (private college)	
Oxbridge Academy: Stellenbosch	<input type="checkbox"/>

\*Please note that venues are subject to change at short notice.

## Addendum B: Subjects

Please select the month in which you want to write examinations (only select one):

June

November

Please select the number of subjects for which you want to register:

1	2	3	4
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Please select the subject(s) for which you want to register by making a ✓.

You may only select four subjects, and you must have passed all the assignments for the subject before registering for the examination.

	Introductory N4	✓
4010154	Introductory Accounting N4	
4030044	Introductory Marketing N4	
4090294	Introductory Entrepreneurship N4	
4110364	Introductory Personnel Management N4	
6030134	Introductory Computer Practice N4	
6050014	Introductory Information Processing N4	
5140314	Introductory Communication N4	
21010014	Introductory Public Administration N4	

	N4	✓
4010164	Financial Accounting N4	
4090304	Entrepreneurship and Business Management N4	
6030154	Computerised Financial Systems N4	
6030204	Computer Practice N4	
13030094	Mercantile Law	
5140364	Management Communication N4	
4021214	Office Practice N4	
4110424	Personnel Management N4	
6020254	Information Processing N4	
21010024	Public Administration N4	
4030054	Marketing Management N4	
5140184	Tourism Communication N4	
22030134	Travel Services N4	
4021154	Travel Office Procedures N4	
5140344	Communication N4	
9090154	Medical Practice N4	
22030044	Tourist Destinations N4	
7080104	Educare Didactics N4	
7080094	Education N4	
9070244	Child Health N4	
4110384	Day Care Personnel	
7080104	Educational Didactics N4	

N4 (continued)		✓
7080094	Education N4	
9070244	Child Health N4	
4110384	Day Care Personnel N4	

N5		✓
4021225	Office Practice N5	
4090315	Entrepreneurship and Business Management N5	
4110435	Personnel Management N5	
4110445	Personnel Training N5	
4110455	Labour Relations N5	
6020275	Information Processing N5	
13030115	Legal Practice N5	
13030105	Mercantile Law N5	
21010045	Public Finance N5	
4030065	Marketing Management N5	
4090325	Sales Management N5	
5140195	Tourism Communication N5	
6030165	Computer Practice N5	
4020025	Travel Office Procedures N5	
22030115	Tourist Destinations N5	
22030145	Travel Services N5	
5140395	Communication N5	
9090165	Medical Practice N5	
5070035	Public Relations N5	
21010035	Public Administration N5	
21010055	Municipal Administration N5	
4010185	Cost and Management Accounting N5	
4010175	Financial Accounting N5	
6030175	Computerised Financial Systems N5	
7080115	Educare Didactics N5	
20060105	Education Psychology N5	
5140225	Day Care Communication N5	
4090315	Entrepreneurship and Business Management N5	
4021225	Office Practice N5	
4090315	Entrepreneurship and Business Management N5	
4110435	Personnel Management N5	

N6		✓
4090336	Entrepreneurship and Business Management N6	
4110466	Personnel Management N6	
4110476	Personnel Training N6	
6020286	Information Processing N6	

N6 (continued)		✓
4090346	Sales Management N6	
4030076	Marketing Management N6	
4030086	Marketing Research N6	
5140295	Marketing Communication N6	
4021236	Office Practice N6	
13030126	Legal Practice N6	
22030086	Travel Services N6	
6030196	Computer Practice N6	
4021176	Travel Office Procedures N6	
4061066	Hotel Reception N6	
22030126	Tourist Destinations N6	
4110486	Labour Relations N6	
9090176	Medical Practice N6	
13030136	Public Law N6	
21010066	Public Administration N6	
5070046	Public Relations N6	
21010086	Municipal Administration N6	
4010216	Financial Accounting N6	
4010196	Cost and Management Accounting N6	
5140346	Communication N6	
6030186	Computerised Financial Systems N6	
21010046	Public Finance N6	
7080126	Educare Didactics N6	
20060116	Educational Psychology N6	
5140236	Day Care Communication N6	
4110396	Day Care Management N6	

I hereby confirm that all the details on this form are correct.

Signed:

Date:

## Addendum C: Open and closed book examinations

No	Subject	Open	Closed	Reference materials allowed
1	Communication N4 - Paper 1	√		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
2	Communication N4 - Paper 2		√	2 Dictionaries (bilingual and/or explanatory)
3	Communication N5 - Paper 1	√		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
4	Communication N5 - Paper 2		√	2 Dictionaries (bilingual and/or explanatory)
5	Communication N6 - Paper 1	√		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
6	Communication N6 (Paper 2)		√	2 Dictionaries (bilingual and/or explanatory)
7	Daycare Communication N5 - English, Afrikaans and isiXhosa	√		3 References
8	Daycare Communication N6 - English, Afrikaans and isiXhosa	√		3 References
9	Entr and Business Management N4 - Paper 1		√	None
10	Entr and Business Management N4 - Paper 2	√		5 Reference works, dictionaries, pocket calculator, textbooks, student files containing lesson notes
11	Entr and Business Management N5 - Paper 1		√	None
12	Entr and Business Management N5 - Paper 2	√		5 Reference works, dictionaries, pocket calculator, textbooks, student files containing lesson notes
13	Entr and Business Management N6 - Paper 1		√	None
14	Entr and Business Management N6 - Paper 2	√		5 Reference works, dictionaries, pocket calculator, textbooks, student files containing lesson notes
15	Interior Styles and Studies N4	√		Class notes and 5 additional resources
16	Interior Styles and Studies N5	√		Class notes and 5 additional resources
17	Interior Styles and Studies N6	√		Class notes and 5 additional resources
18	Introductory Communication N4	√		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
19	Management Communication N4 - Paper 1	√		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
20	Management Communication N4 - Paper 2		√	2 Dictionaries (bilingual and/or explanatory)
21	Tourism Communication N4	√		Student portfolio containing class notes, textbooks, assignments, GSA magazine, travel brochures, 2 dictionaries
22	Tourism Communication N5	√		Student portfolio containing class notes, textbooks, assignments, GSA magazine, travel brochures, 2 dictionaries
23	Tourist Destinations N4	√		Student portfolio containing class notes, textbooks, assignments, GSA magazine, travel brochures, 2 dictionaries
24	Tourist Destinations N5	√		Student portfolio containing class notes, brochures, guides, case studies, assignments and tests, textbooks, GSA magazine, travel voucher, 2 dictionaries, and an atlas
25	Tourist Destinations N6	√		Student portfolio containing class notes, maps, brochures guides, case studies, assignments and tests, textbooks, GSA magazine, pocket calculator, and an atlas
26	Travel Office Procedures N4		√	None
27	Travel Office Procedures N5		√	None
28	Travel Office Procedures N6		√	None
29	Travel Services N4		√	January 2018 GSA magazine, DTT Fares handout, Calendar of the current year
30	Travel Services N5	√		DTT/DTS Manual, student portfolio containing class notes, maps, brochures guides, case studies, assignments & tests, pocket calculator
31	Travel Services N6		√	January 2018 GSA magazine, pocket calculator and extracts from websites

## Addendum D: Examination Rules

### Instructions to candidates

1. Candidates will not be admitted into the examination room without a valid identity document.
2. Candidates must be in the examination room at least 30 minutes before commencement of the examination session.
3. No candidate will be admitted to the examination room if he/she is more than one hour late and no candidate will be permitted to leave the room before the expiry of the examination session.
4. Candidates will not be allowed to write examination paper 2 if they arrive late for the session.
5. Candidates may not be in possession of any of the following whilst in the examination room: notes, textbooks, documents or any pieces of paper excluding unused paper supplied by the invigilator.
6. No candidate may assist another candidate, or be assisted by a fellow candidate or any other person. Candidates requiring anything during the examination session should raise their hands to attract the attention of the invigilator. (No enquiry about the examination questions will be answered by the invigilator.)
7. Candidates may only write in blue or black ink. No other colour is acceptable.
8. Candidates wishing to cancel an answer to any question must draw diagonal lines boldly across the answer. It is not sufficient to write the word 'omit' or 'cancel' at the end of an answer. No page(s) may be torn out of the script(s).
9. Before leaving the examination room, candidates must hand all answer books, whether used or unused, to the invigilator.
10. Candidates involving themselves in any irregular acts or actions, place all their results of the entire examination in serious jeopardy such as possible cancellation. Such candidates also expose themselves to expulsion from the examination room as well as possible expulsion for a period of time to be determined by the Chief Directorate: Educational Measurement, Assessment and Public Examinations (CD: NEA) from participation in any future examinations.  
Said irregular acts or actions include the following (amongst others):
  - 10.1 Unruly, threatening, aggressive or intimidating behaviour
  - 10.2 Misbehaviour which disturbs fellow candidates and invigilators and which consequently disrupts the examination
  - 10.3 Interfering, for whatever reason, with fellow candidates or invigilators
  - 10.4 Involvement in any possible form of irregularity which is contrary to the rules and regulations laid down by the CD: NEA to ensure that everybody is given the opportunity of writing fair, free and honest examinations
  - 10.5 Disobedience of any instruction(s) by the invigilator.
11. No cellular telephones or similar electronic devices (ex. Programmable calculators) may be taken into the examination room.
12. No eating or drinking is allowed in the examination room.