

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 course and examinations.

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

These courses are accredited by the Quality Council for Trades and Occupations (QCTO) and are designed to prepare you for a career in a specific industry.

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

- You can access our online Student Portal, through which you can submit your assignments and view your results.
- 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.

## 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.

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<br><b>OPENING DATES</b> for INTRO<br>N4 – N6 | 15 January 2018 | 16 July 2018  |
| Exam registration <b>CLOSING</b><br>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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**Fees Tel:** 021 110 0201 / 021 200 6237 **Fax:** 021 883 2437

**Directors:** BP van den Berg, CA (SA) • EJ Liebenberg, BCom, HED • RJ Douglas, B.Soc.Sci (Economics) (UKZN), MBA (UCT) • DJR Oesch, BCompt (Hons), CA (SA)  
MD Aitken, BCom (Rhodes), CTA, BCompt (hons) (UNISA), CA(SA)

# 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 |
|---|---|---|---|

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<br>- English, Afrikaans and isiXhosa | √    |        | 3 References  |
| 8  | Daycare Communication N6<br>- 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.