

Dear Student

Congratulations on your decision to study towards a national qualification 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 courses.

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.

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

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

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. When you study with an accredited college, you can therefore be sure that you are receiving an education that meets the relevant standards.



Provisionally registered by the DEPARTMENT OF EDUCATION until 31 December 2018, provisional registration certificate no. 2009/FE07/070.
Provisionally accredited by UMALUSI, accreditation no. 15 FET02 00031 PA.

The Vineyard, Cnr Devon Valley and Adam Tas Road, Stellenbosch, 7600

RSA Tel: 021 110 0200 / 021 200 6236 • International Tel: +2721 883 2454 • Fax: +2721 883 2378

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) • A Isaakidis, BA, BCom (Hons)

Please note that Oxbridge Academy is accredited as a QCTO skills provider to offer various national qualifications from Introductory N4 level to N6. Our accreditation number is QCTO NATED/13/005.

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



Dear Student

Congratulations! You have successfully enrolled at Oxbridge Academy.

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: exams@oxbridgeacademy.co.za

or

Fax: 086 681 8611

To qualify for the National Examinations, you need to:

- Have successfully completed your assessments in the relevant subject(s) in the time frame specified by Oxbridge Academy
- Have forwarded the relevant documents (including Addendum A and Addendum B) to 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 after 2016 are included in the course price. If you fail to attend the exam, the exam fee will be added to your account unless you can send us a valid medical note from a licensed medical doctor.

We will:

- Register you with the DHET for your exams after we have received the following certified copies from you:
 - your ID document
 - your highest school qualification and
 - your previous N-level certificate.
- Forward your year marks to the Department.
- Send you your proof of admission from the Department after completion of the exam registration process.
- Send you your Statement of Results if you are not in arrears with your payments.
- Make the necessary arrangements at the exam venue to accommodate you for the examination.



IMPORTANT DATES FOR BUSINESS STUDIES: INTRO N4 – N6

| | June 2017 | November 2017 |
|---|------------------------|-----------------------------------|
| Exam registration OPENING DATES for INTRO N4 – N6 | 09 January 2017 | 17 July 2017 |
| Exam registration CLOSING DATES for INTRO N4 – N6 | 23 January 2017 | 4 August 2017 |
| Exam dates | 22 May to 22 June 2017 | 13 November to 1 December 2017 |

Kind regards

Oxbridge Academy



NATED EXAM INFORMATION FORM: BUSINESS STUDIES

| | | | |
|-------------|--|-------------|--|
| Student No: | | Date: | |
| Name: | | Surname: | |
| ID No: | | Contact No: | |
| E-mail: | | | |
| Address: | | | |
| | | | |
| | | | |

Please complete the entire form and return it via e-mail to exams@oxbridgeacademy.co.za.

Addendum A: Examination venue

Please select your preferred examination venue:

| NORTH WEST | | KWAZULU NATAL | |
|------------------------------|--|-------------------------------|--|
| Taletso: Mafikeng | | Esayidi FET: Port Shepstone | |
| Taletso: Lichtenburg | | Mthasana FET: Vryheid | |
| Vuselela TVET College: Taung | | Umfolozi Richtek: Richardsbay | |

| NORTHERN CAPE | | FREE STATE | |
|------------------|--|---------------------------------|--|
| Urban: Kimberley | | Flavius Mareka: Sasolburg | |
| Rural: Upington | | Maluti FET: Bethlehem | |
| Rural: Kathu | | Whitestone College Bloemfontein | |
| Rural: Namaqwa | | | |

| MPUMALANGA | | GAUTENG | |
|--------------------------|--|---------------------------------|--|
| Ehlanzeni FET: Nelspruit | | Tshwane South FET: Centurion | |
| Ehlanzeni FET: Mlumati | | Whitestone College Johannesburg | |

| LIMPOPO | | EASTERN CAPE | |
|-------------------------|--|---------------------------|--|
| Lephalale FET: Ellisras | | Buffalo City: East London | |

| WESTERN CAPE (private college) | |
|--------------------------------|--|
| Oxbridge Academy: Stellenbosch | |

Addendum B: Subjects

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 indicating the month of examination.

Please write "J" for June examinations and "N" for November examinations.

| Introductory N4 | | J or N |
|-----------------|--|--------|
| 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 | | J or N |
|----------|---|--------|
| 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 | |
| 7080094 | Education N4 | |
| 9070244 | Child Health N4 | |
| 4110384 | Day Care Personnel N4 | |

| N4 | | J or N |
|---------|--------------------------|--------|
| 7080104 | Educare Didactics N4 | |
| 7080094 | Education N4 | |
| 9070244 | Child Health N4 | |
| 4110384 | Day Care Personnel | |
| 7080104 | Educational Didactics N4 | |
| 7080094 | Education N4 | |
| 9070244 | Child Health N4 | |
| 4110384 | Day Care Personnel N4 | |

| N5 | | J or N |
|----------|---|--------|
| 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 & 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 | |

| N5 (continued) | | J or N |
|-----------------------|---|---------------|
| 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 & 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 | |

| N6 | | J or N |
|-----------|---|---------------|
| 4090336 | Entrepreneurship and Business Management N6 | |
| 4110466 | Personnel Management N6 | |
| 4110476 | Personnel Training N6 | |
| 6020286 | Information Processing N6 | |
| 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 | |

| N6 (continued) | | J or N |
|----------------|-----------------------------------|--------|
| 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 & 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 | |

*Signed: Date:

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

Addendum C: Open and closed book examinations

| No | Subject | Open | Closed | Reference Materials allowed |
|----|--|------|--------|---|
| 1 | Communication N4 (Paper 1)/ Kommunikasie N4 (Vraestel 1) | √ | | 2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works |
| 2 | Communication N4 (Paper 2)/ Kommunikasie N4 (Vraestel 2) | | √ | 2 Dictionaries (bilingual and/or explanatory) |
| 3 | Communication N5 (Paper 1)/ Kommunikasie N5 (Vraestel 1) | √ | | 2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works |
| 4 | Communication N5 (Paper 2)/ Kommunikasie N5 (Vraestel 2) | | √ | 2 Dictionaries (bilingual and/or explanatory) |
| 5 | Communication N6 (Paper 1)/ Kommunikasie N6 (Vraestel 1) | √ | | 2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works |
| 6 | Communication N6 (Paper 2)/ Kommunikasie N6 (Vraestel 2) | | √ | 2 Dictionaries (bilingual and/or explanatory) |
| 7 | Daycare Communication N5 - English, Afrikaans & isiXhosa | √ | | 3 References |
| 8 | Daycare Communication N6 - English, Afrikaans & isiXhosa | √ | | 3 References |
| 9 | Entr & Business Management N4 (Paper 1)/ Entr & Ondernemingsbestuur N4 (Vraestel 1) | | √ | None |
| 10 | Entr & Business Management N4 (Paper 2)/ Entr & Ondernemingsbestuur N4 (Vraestel 2) | √ | | 5 Reference works, dictionaries, pocket calculator, textbooks, student files containing lesson notes |
| 11 | Entr & Business Management N5 (Paper 1)/ Entr & Ondernemingsbestuur N5 (Vraestel 1) | | √ | None |
| 12 | Entr & Business Management N5 (Paper 2)/ Entr & Ondernemingsbestuur N5 (Vraestel 2) | √ | | 5 Reference works, dictionaries, pocket calculator, textbooks, student files containing lesson notes |
| 13 | Entr & Business Management N6 (Paper 1)/ Entr & Ondernemingsbestuur N6 (Vraestel 1) | | √ | None |
| 14 | Entr & Business Management N6 (Paper 2)/ Entr & Ondernemingsbestuur N6 (Vraestel 2) | √ | | 5 Reference works, dictionaries, pocket calculator, textbooks, student files containing lesson notes |
| 15 | Interior Styles & Studies N4/ Interieurstyle en –Studies N4 | √ | | Class notes and 5 additional resources |
| 16 | Interior Styles & Studies N5/ Interieurstyle en –Studies N5 | √ | | Class notes and 5 additional resources |
| 17 | Interior Styles & Studies N6/ Interieurstyle en –Studies N6 | √ | | Class notes and 5 additional resources |
| 18 | Introductory Communication N4/ Inleidende Kommunikasie N4 | √ | | 2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works |
| 19 | Management Communication N4 (Paper 1)/ Bestuurskommunikasie N4 (Vraestel 1) | √ | | 2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works |
| 20 | Management Communication N4 (Paper 2)/ Bestuurskommunikasie N4 (Vraestel 2) | | √ | 2 Dictionaries (bilingual and/or explanatory) |
| 21 | Tourism Communication N4 / Toerismekommunikasie N4 | √ | | Student portfolio containing class notes, brochures, guides, case studies, assignments & tests, textbooks, GSA magazine, travel voucher, 2 dictionaries |
| 22 | Tourism Communication N5/ Toerismekommunikasie N5 | √ | | Student portfolio containing class notes, brochures, guides, case studies, assignments & tests, textbooks, GSA magazine, travel voucher, 2 dictionaries |
| 23 | Tourist Destinations N4/ Toeristebestemmings N4 | √ | | Student portfolio containing class notes, brochures, guides, case studies, assignments & tests, textbooks, GSA magazine, travel voucher, 2 dictionaries, and an atlas |
| 24 | Tourist Destinations N5/ Toeristebestemmings N5 | √ | | Student portfolio containing class notes, brochures, guides, case studies, assignments & tests, textbooks, GSA magazine, travel voucher, 2 dictionaries, and an atlas |
| 25 | Tourist Destinations N6/ Toeristebestemmings N6 | √ | | Student portfolio containing class notes, maps, brochures guides, case studies, assignments & tests, textbooks, GSA magazine, pocket calculator, and an atlas |
| 26 | Travel Services N4/ Reisdienste N4 | | √ | GSA magazine |
| 27 | Travel Services N5/ Reisdienste N5 | √ | | DTT/DTS Manual, student portfolio containing class notes, maps, brochures guides, case studies, assignments & tests, pocket calculator |
| 28 | Travel Services N6/ Reisdienste N6 | | √ | GSA magazine, pocket calculator and extracts from websites |