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PROSPECTUS



BMT COLLEGE PROSPECTUS 2022

BMT College Prospectus 2022

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Tel: 011 708 0159, Fax: 086 639 4687, E-mail: info@bmtcollege.ac.za

www.bmtcollege.ac.za

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1. BRIEF OVERVIEW

BMT College was established in 1992 and is a private higher education institution, registered with the Department of Higher Education and Training (DHET), registration number 2011/HE07/002. Our qualifications are accredited by the Council on Higher Education (CHE) and registered on the National Qualifications Framework (NQF) with the South African Qualifications Authority (SAQA).

BMT College is a distance education provider, using online e-learning to deliver all our programmes. Online e-learning offers you the flexibility to study towards a recognised higher education qualification from home, work or wherever you are. All your study guides are readily available on our user-friendly Virtual Campus. You also complete all your assignments directly online. This means that you will never lose your study guides or the work you have done on your assignments. **Assignments must be completed, and the progress saved on the Virtual Campus.*

You can start your studies anytime, even though there are two official intakes per year with predetermined assignment due dates. The easiest way to start your studies with BMT College is to register directly online. To register go to our website at www.bmtcollege.ac.za, and click on “Register Now”.

To complete the programme (with the support of our helpful lecturers) you only need to study the relevant material and pass the online assignments. At the end of the programme, you participate in a short panel interview, after which you are invited to your official graduation ceremony.

For the past three decades the majority of BMT College graduates have become successful business owners and entrepreneurs or were promoted to managerial or supervisory positions.

Our programmes are focussed on developing and preparing you for both the current and future world of work.

Our award-winning education systems are focussed on ensuring that you are successful in your studies, successful in your career, and successful in achieving prosperity through knowledge.

If you need any additional information after reading this prospectus, do not hesitate to contact any of our support personnel on 011 708 0159, or send us an e-mail to info@bmtcollege.ac.za, and we will get back to you as soon as possible.

KEY POINTS

- ✓ Established in 1992
- ✓ Registered with DHET –
Reg No. 2011/HE07/002
- ✓ Accredited with CHE
- ✓ Distance education
(Home Studies)
- ✓ Online e-Learning
- ✓ Fully supported studies
- ✓ Start Anytime.

1.1 WORD OF WELCOME FROM THE PRINCIPAL

Welcome to BMT College, where social interaction and student success define our culture.

The unexpected outbreak of the COVID-19 pandemic has caused massive disruptions to peoples' lives and livelihoods and similarly affected the higher education environment. Not only has it tested our resilience and ability to bounce back from unfamiliar and challenging situations, but it also provided us with opportunities to discover new ways of doing things and to serve our students even better through distance education. During 2020, my team and I realised the importance of remaining hopeful and optimistic despite facing adversity and times of uncertainty. Therefore, the

challenges of 2020 were embraced as an opportunity to refine our student support processes and to make our teaching and learning approaches even more engaging and interactive.

Just as the COVID-19 pandemic was, and still is for many, an unfamiliar and daring situation, first-time students often experience the higher education environment with apprehension as it is a new experience. Some students find it difficult to adjust and cope with the academic workload, struggle to find suitable study methods and to manage their time. These struggles could impact on students' well-being, general adjustment and academic success. To help our students cope, adapt and flourish as soon as possible within the higher education environment we formalised virtual induction days and regular Zoom sessions (i.e., live individual and group video sessions) during the early part of 2020. These virtual induction days, live video sessions and several other student success strategies (such as the socially interactive and user-friendly Virtual Campus) ensure that our students stay connected to their lecturers and fellow students, and most importantly motivated to persevere and thrive throughout their study journey.

My team and I reaffirm our commitment to stay up to date with current best practices in higher education and particularly in the e-learning environment to provide you with relevant knowledge and skills that are transferable to the workplace. As a BMT College student, you can enjoy the benefits of learning online and the benefits of academic social interaction with your lecturers and fellow students that will improve your learning experience. Our state-of-the-art e-learning platform will continue to empower you to gain new information technology skills to further enhance your employability for the immediate and future world of work.



I encourage you to log into the Virtual Campus as soon as possible to experience this exciting world of social learning and to download the 2021 calendar to familiarise yourself with the exciting upcoming events and assessment due dates.

The academic team will follow your progress closely and make sure you stay on track. We are here to support you all the way with our innovative remote learning strategies to ensure that you not only complete your studies but also achieve academic success and graduateness that will enable you to study further with BMT College or any other Higher Education institution. I can assure you that with our support and guidance your study journey will be a memorable and positive experience.

I wish you the best with your studies and look forward to capping you at your graduation ceremony.

Kind Regards,

A handwritten signature in black ink that reads "Bvd Linde". The script is elegant and cursive, with the first letters of the first and last names being capitalized and prominent.

Dr Bernadine Van Der Linde (Master HR Professional)

Principal: BMT College

1.2 VICE-PRINCIPAL'S WELCOME



If you are looking for a life-changing experience, you are at the right place.

It may seem like something insignificant, but for me, the fact that you are currently reading this letter, tells me that you want to improve yourself or at the very least are exploring opportunities that offer personal development. It tells me that you want to know more, and you want to be more. It tells me you want to change, and you want to adapt to a world that continuously shifts and evolves.

I am one of those fortunate people who love what I do for a living. I get to see people grow, develop and accomplish more than what they have ever expected to achieve. And best of all, I get to play a small part in shaping your future, a responsibility that all my colleagues at BMT College takes to heart and seriously apply in everything we do for you as our student.

At BMT College, we understand that for many of our students, completing a qualification is the opportunity to become the first graduate in their family. We understand that this may be the first time in a while that you are studying again. We understand that you may be working a full-time job and only have limited time to spend on your studies. We understand that you may have a family at home or other important responsibilities that need your attention. We understand that to study is hard work and that it entails many sacrifices you may have to make.

We understand this because almost every BMT College employee, including myself, has studied through distance education at some point in time. This gives us a unique insight and understanding as we can personally relate to the challenges that you may face during your studies. More important; we know what is possible and what can be done to successfully guide you through your studies with BMT College.

Our team of academics and administrators are dedicated to motivating and inspiring you to commit and persevere throughout your studies. From the first contact with the College until you have completed your qualification, our team is here to walk this journey with you. Our student support systems focus on you as a student and we have various student support strategies in place to help you complete your studies successfully, on time and finally to graduate in the presence of your family, friends and loved ones.

Your own belief in what you can achieve is infinitely more important than what any other person may think of you or your capabilities. Studying and developing your skills and knowledge is a personal affirmation that you can achieve more and that you can always be a better version of yourself than the day before. To study is a rewarding and life-altering experience. Achieving gradueness through BMT College will help you shape and strengthen your confidence in who you are and your ability to take on any challenge; it also empowers you to create a better future for yourself.

Whether you are a first time BMT College student, a returning student or are gathering more information about the College; welcome to BMT College! I look forward to congratulating you on your graduation day.

A handwritten signature in black ink, reading 'Jako Poolman'. The signature is fluid and cursive, with the first letter 'J' being particularly large and stylized.

Jako Poolman
Vice-Principal: BMT College

2. VISION AND MISSION

The Vision and Mission statement of BMT College drives our passion, goals and teaching objectives in working towards a better future. Furthermore, our vision and mission statement influence our strategies, plans and operations. Moreover, our vision and mission statement give tangible shape to our purpose, provides a clear view of the envisioned future and guides our present actions in order for all our employees to flourish.

2.1 VISION

To create prosperity through knowledge.



2.2 MISSION

By allowing any willing, able and qualifying person, regardless of race, sex, disability or age; the opportunity to achieve a recognised higher education qualification.

Such a qualification should provide a practical foundation for qualifying students to enable successful career opportunities.

By providing quality education that is affordable and accessible so that every person, regardless of background, will have an opportunity to achieve career excellence through ethical means.

No matter the source of an opportunity, the person who strives to be successful should be able to skilfully apply relevant knowledge and ability with initiative, determination and steadfast integrity. The development of superior skills and abilities is therefore the foundation to create prosperity through knowledge.

BMT College offers training to create and mould flourishing careers of existing and upcoming managers who want to reach the apex of their profession, personal lives and lifelong learning with integrity and success.

3. ACCREDITATION AND REGISTRATION

BMT College is committed to deliver high quality programmes that is recognised and approved. In accordance with Section 29 of the Constitution of the Republic of South Africa, 1996, BMT College, as a private higher education institution (PHEI), declares that we:

- Do not discriminate on the basis of race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth (section 9(2));
- Are registered with the prescribed Government bodies; and
- Maintain standards that are not inferior to the standards at comparable public educational institutions.

THE AUTHORITIES

NQF SAQA DHET CHE

The National Qualifications Framework Act, 2008 (Act No. 67 of 2008 the “NQF Act”) establishes the National Qualifications Framework (NQF). South African qualifications are organised and recorded on the NQF. In terms of the NQF Act, the NQF is divided into three sub-frameworks and each sub-framework is the responsibility of a Quality Council. The Council on Higher Education (CHE) is responsible for the quality assurance and accreditation of higher education qualifications, which are on levels 5 – 10 of the NQF. *The accreditation status of each qualification offer by BMT College is indicated in the qualification description.

SAQA oversees the implementation of the NQF and ensures the achievement of its objectives. In accordance with the NQF Act, SAQA makes decisions as to which qualifications sub-framework a qualification belongs to and register such qualifications on the NQF. *The NQF registration status of each qualification offered by BMT College is indicated in the qualification description.

The Higher Education Act, 1997 (Act No. 101 of 1997) requires that private higher education institutions (any institution that purports to offer higher education qualifications) be registered with the Department of Higher Education and Training in order to operate legally, in addition to being accredited by the Council on Higher Education.

BMT College has, in accordance with the legal framework, developed stringent structures, policies and procedures to adhere to accreditation and registration requirements. Over and above the legal requirements, BMT College is also committed to deliver world-class higher education services.

3.1 ACCREDITATION

The higher education programmes offered by BMT College are accredited and quality assured by the **Council on Higher Education (CHE)**.

3.2 REGISTRATION (SAQA)

The higher education qualifications offered by BMT College are registered on the Higher Education Qualifications Sub-framework (HEQSF) on the National Qualifications Framework (NQF) as overseen by the **South African Qualifications Authority (SAQA)**.

3.3 REGISTRATION (DHET)

BMT College is registered with the **Department of Higher Education and Training** as a private higher education institution under the Higher Education Act, 1997. Registration certificate no. 2011/HE07/002.



4. HISTORY AND ETHOS

BMT College was established 30 years ago as a distance education provider during 1992. The College's core focus has always been on individuals who want to establish themselves or expand their careers as functional business managers and industry leaders.

Over the years, the College has built a reputation for service excellence, focused on ensuring academic and career success. Furthermore, the College is renowned for its career-focussed and practical programmes.

Although legislative and accreditation compliance is a key starting point to deliver comparable higher education programmes, BMT College strives to continuously improve on programme design and delivery methods. We help you thrive in your career by teaching you skills, knowledge and abilities that are transferrable to the workplace, which are responsive to an ever-changing industry, and that prepares you for the future world of work. In fact, the College has won the award for “*Top Distance*

Education Provider” from the South African Board for People Practices (SABPP - the professional body for Human Resources Management in South Africa) for six years in a row, because of our ability to use innovative and effective teaching methods in the e-learning environment.

Through their ethos, work ethic and passion for education, the leadership of BMT College (Principal - Dr BA van der Linde, and the Vice-Principal, Mr JJJ Poolman) are continuously striving to ensure that you receive the highest quality of education to achieve prosperity through knowledge.

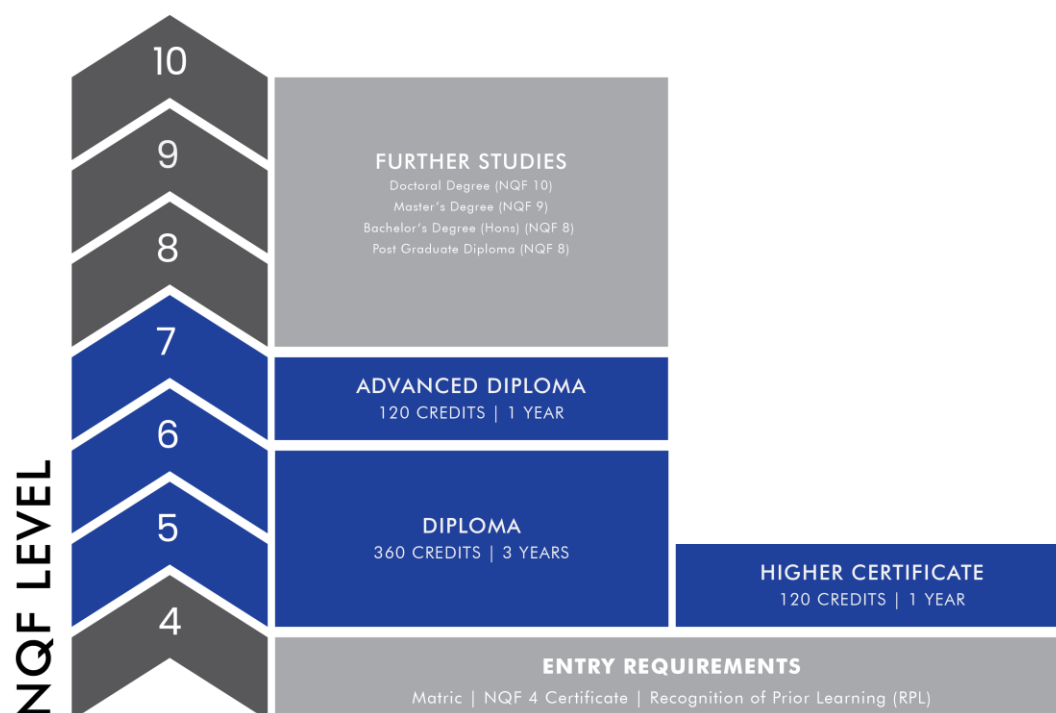
5. BMT COLLEGE ACADEMIC ROAD TO SUCCESS

Our academic road to success ensures that once you complete your studies, your accredited higher education qualification will open doors to a variety of jobs, promotions, and further learning opportunities.

Figure 5.1 illustrates the BMT College academic road to success from registration and access to the programme, completing the qualification and accessing further study opportunities.

The figure shows that you can gain access either through a valid National Senior Certificate or equivalent, or a Higher Certificate or through Recognition of Prior Learning (RPL). *Refer to 8.2 on page 18 for more information about RPL.* Upon the successful completion of one of our Diploma programmes, you may gain access to an NQF 7 Advanced Diploma, after which you will gain access to an Honours degree (NQF 8), etc.

FIGURE 5.1: BMT COLLEGE ROAD TO SUCCESS



Source: Author's own compilation

****Recognition of Prior Learning (RPL) assessment includes evaluation of work experience, and/or other courses completed. Contact BMT College for more information on RPL if you do not have matric. You may still qualify to study with BMT College. Refer to 8.2 on page 18 for more information.**

5.1 PROGRESSION

The BMT College's academic road to success starts the moment you register for your studies. The guidance and support of our academic and administrative staff during your studies, is focussed on your successful completion of the programme. To progress (to advance or be promoted) from one academic year to the next, all assignments must be successfully completed with a pass mark of at least 50%. This include all formative and summative assignments, and the Final Integrated Summative Assignment (FISA) for each year (some qualifications may include research projects, work directed projects or other tasks that must also be completed successfully). To achieve the qualification, all academic years must be completed successfully, including attending a short panel interview during the final year of studies.

5.2 FURTHER STUDIES

Once you have successfully completed and passed all the requirements of the Diploma, you will be able to progress to further studies in the form of an Advanced Diploma (NQF level 7), and then on to postgraduate studies at NQF level 8 (honours and postgraduate diplomas), NQF level 9 (Master degrees) and finally NQF level 10 (Doctoral degrees). *Refer to Figure 5.1*

5.3 BMT GRADUATENESS

Graduateness refers to the quality of personal growth and intellectual development of our graduates, and the relevance of the graduateness skills and attributes they bring to the workplace.

BMT College Graduateness integrates **knowledge, skill and attitude**. Graduateness is the specific and unique character, values, and ethical orientation that is evident in every successful BMT College student.

The BMT Graduate is regarded as a person who creates prosperity through knowledge. The BMT Graduate understands that prosperity is a concept that includes but also goes beyond material or financial wealth. It is a concept that encapsulates personal wellbeing and envisions a state where graduates can thrive beyond their careers, to the benefit of themselves and the society at large. The BMT Graduate not only works towards developing individual prosperity, but also contributes and builds towards a better society, because a more prosperous society will also benefit the graduate.

5.3.1 THE BMT COLLEGE GRADUATENESS STATEMENT

The purpose of our programmes is to prepare you for gradueness. Our programmes emphasize that knowledge is not limited to the competencies of disciplinary-specific knowledge, but are essential attributes intrinsic to every BMT College graduate who can:

1. **Demonstrate theoretical and functioning discipline-specific knowledge**, through:
 - a. analytical (critical and creative) thinking,
 - b. problem-solving within familiar and unfamiliar contexts using new and previously obtained knowledge and skills,
 - c. effective decision making.
2. **Disseminate information in a meaningful manner and interactively communicate** or present ideas, concepts and information in an appropriate manner to a variety of audiences,
3. **Identify personal learning needs** for the purpose of lifelong learning by continuously evaluating and improving skills and knowledge that remains current in an ever-changing environment.
4. **Achieve goals and objectives** through planning, controlling and organising,
5. **Demonstrate ethical and responsible citizenship** through moral leadership, appreciating diversity and striving towards economic and social upliftment.

Through these five core graduate skills and attributes a BMT College Graduate will provide significant value to their careers, work environments and various communities with the ability to stimulate, accommodate and cope with change.

5.4 GRADUATE IN STYLE

After the successful completion of all your assignments and upon satisfying the requirements of BMT College gradueness (including settling of all outstanding fees) you are eligible to attend our prestigious graduation ceremony where the award will be conferred upon you. Graduations are days for celebration. It is a unique and memorable moment of celebration when you will be honoured for your academic achievements. It is also a day to be shared with family, friends, and your fellow graduates and to thank them for their contribution to your outstanding success (guest attendance fees apply). The camaraderie of sharing the graduation with fellow students is an opportunity not to be missed. The graduation fees include rental of the official attire. You will also be able to order official graduation photos from our dedicated photographers. The Official Graduation Ceremonies are held in Johannesburg, at select and prestigious venues, suitable to the occasion.

5.4.1 GRADUATION ATTIRE

Upon successful completion of your programme, you will have the privilege to dress in the full academic regalia (relevant to the programme you completed) with the appropriate hood (sash) of your faculty. The graduation hood represents the qualification or course that you have completed. The hood may only be worn after conferment of your qualification. Blue, white, silver or gold band combinations indicate the type and level of the qualification that you have completed.

Please note, only students who have completed a full qualification will have the honour to wear the graduation cap (hat).

6. COLLEGE STRUCTURE

Student Support

All our administrative staff members are trained to assist you with any query you might have regarding your studies. They are available to assist you promptly, whether your query is related to your account, assignment schedules, assignment results, or regarding the operations of our Virtual Campus. However, if you have a query that relates specifically to an assignment question, you need to contact your lecturer.

Online Support

You can update your details, view your account status, check your results, find additional learning support material, or contact your lecturer on the Virtual Campus.

Financial Support

Please refer to the Fee Schedule to select a payment option that will suit you. We accept Electronic Funds Transfers (EFTs), credit cards, debit cards and debit order payments.

Academic Support

Our team of academics, together with carefully selected industry leaders and experts, are responsible for the development and review of all study material. In addition, these subject matter experts are available to support you with any academic related during your studies. Please refer to the Virtual Campus or *Study for Success Guide* for more details regarding academic support.

6.1 LEADERSHIP

College Principal - Dr BA van der Linde (MCom) joined the College as registrar in 1990 and is currently the CEO of BMT College. Her passion for education and leadership skills drives service excellence at the College and ensures you receive the highest quality in all aspects of your studies.

Vice-Principal - Mr JJJ Poolman (MBA) is an avid driver of organisational change towards the digital frontier. As the Vice-President of NADEOSA, he works with public and private institutions to promote and improve open and distance education.



Financial Director - Mrs M Turner ensures that the College complies with relevant financial legislation. Since she joined the College in 2007, she has transformed the College's financial systems.

Head of Academics: Mrs Z Auths (MCom) is responsible for ensuring that our programmes exceed the quality standards determined by the academic council and accreditation bodies.

6.2 LECTURERS

Our lecturers are here to support and guide you during your studies. Our subject matter experts are selected based on their knowledge and expertise in their field and the contribution that they can make to your academic growth and development.

You will have access to various lecturers, depending on the module and academic year. You can contact the academics listed below with your study related queries.

TABLE 6.1: FULL-TIME BMT COLLEGE ACADEMICS

NAME	QUALIFICATION (S)
Z Auths	<ul style="list-style-type: none"> • M.Com Industrial Psychology NQF 9 • B. Com Hons. Industrial Psychology NQF 8 • B. Com Communication Management NQF 7 • Post Graduate Certificate in Education NQF 6 • Conduct Outcomes-Based Assessment NQF 5
JC Brand	<ul style="list-style-type: none"> • B.A. Hons. Psychology NQF 8 • B.A. Psychology NQF 7 • Conduct Outcomes-Based Assessment NQF 5
V Buys	<ul style="list-style-type: none"> • Bachelor of Law NQF 8
S Dube	<ul style="list-style-type: none"> • B. Com Hons. Economics NQF 8 • B.A. International Studies NQF 7
S Fortune	<ul style="list-style-type: none"> • M.A. Geography NQF 9 • B.A. Hons. Geography NQF 8 • B.A. Geography NQF 7
F Haffejee	<ul style="list-style-type: none"> • B.A. Hons. Social Science General Psychology NQF 8
A Hattingh	<ul style="list-style-type: none"> • B. Com Hons. Industrial Psychology and Labour Relations NQF 8 • B. Com Industrial Psychology and Labour Relations NQF 7
M Muchengeti	<ul style="list-style-type: none"> • Bachelor of Business Administration Honours NQF 8 • Bachelor of Arts: Economics NQF 7 • Conduct Outcomes-Based Assessment NQF 5
GN Ray	<ul style="list-style-type: none"> • Master of Tourism and Hospitality Management NQF 9 • B.A. Hons. Tourism Development NQF 8 • B.A. Tourism Development NQF 7
M Thupa	<ul style="list-style-type: none"> • M. Com Management NQF 9 • B. Com Hons. Management NQF 8 • B. Com Management NQF 7
E van der Merwe	<ul style="list-style-type: none"> • B. Com Hons. Labour Relations Management NQF 8 • B. Com Industrial Psychology and Labour Relations NQF 7

7. MODE OF INSTRUCTION

BMT College is a distance education institution, incorporating online (internet based) e-learning to deliver teaching and learning.

7.1 LANGUAGE POLICY

English is the primary language of instruction at BMT College. Therefore, all student communication (written and verbal), learning material, including additional study support material, will be provided in English on the Virtual Campus and all other College platforms. Where language presents a potential barrier to fair assessment, it is the responsibility of the student to arrange for a competent interpreter to be present during the assessment process (must be arranged well in advanced).

7.2 E-LEARNING THROUGH DISTANCE EDUCATION

BMT College is a registered Private Higher *Distance* Education (Home Studies) Provider. All programmes and courses are delivered through e-learning on our award-winning online Virtual Campus. You must, therefore, have access to a computer and the Internet to meaningfully participate and engage with your studies. Adequate access to your computer and the Internet equates to between two (2) and five (5) hours per day, depending on your study habits, and the intensity of the module you are studying.

Once your registration has been finalised, you will be able to download your study guides and other support material from the Virtual Campus, free of charge, and then continue with your studies offline. However, all assessments, including the panel interview, must be completed online.

You should use less than an estimated total of 5Gb* of data to complete a year of studies. This will include the download of study and support material, engaging in online forums, conducting research, and the completion of online assessments. **Note this does not account for excessive browsing, other downloads or background processes that does not form part of our Virtual Campus platform. 5Gb of data is only an estimate, as you may end up using a lot less data to complete a year of studies.*

8. ADMISSION REQUIREMENTS

To access higher education studies, you will need a matric certificate. However, if you do not have a matric certificate, you may be accepted through Recognition of Prior Learning (RPL). Refer to Section 8.2 RPL for more information about the BMT College RPL processes.

8.1 FULL QUALIFICATIONS

8.1.1 HIGHER CERTIFICATE ENTRY REQUIREMENTS

The minimum admission requirements for the Higher Certificate (NQF 5) are:

- a National Senior Certificate (NSC) with Higher Certificate admission as certified by the Council for General and Further Education and Training (Umalusi) or an equivalent qualification as evaluated by the South African Qualifications Authority (SAQA).
- a minimum total admission point score (APS) of 15 for a combination of six recognised 20-credit National Senior Certificate subjects*
- a minimum APS of 2 (30-39%) for English Home Language* or an APS of 3 (40-49%) for English First Additional Language*.
- a minimum APS of 2 (30-39%) for Mathematics* or an APS of 3 (40-49%) for Mathematical Literacy*

Please refer to Table 8.1 for comparative Admission Point Scores.

8.1.2 DIPLOMA ENTRY REQUIREMENTS

The minimum admission requirements for entry into Diploma (NQF 6) studies are:

- a National Senior Certificate (NSC) (matric) as certified by the Council for General and Further Education and Training (Umalusi),
- with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20-credit subjects,
- **OR** an equivalent qualification as evaluated by the South African Qualifications Authority (SAQA).

In addition, to qualify for entry into Diploma studies at BMT College:

- you must have at minimum a total admission point score (APS) of 16 for six recognised senior certificate 20-credit subjects and hold the relevant certificate as indicated in Table 8.1 below.
- You must have a minimum **APS of 2 for English Home Language or an APS of 3 for English First Additional Language**, or equivalent as evaluated by SAQA.

- You must have a minimum **APS of 2 for Mathematics or an APS of 3 for Mathematical Literacy**, or equivalent as evaluated by SAQA.

Further entry requirements may be required for a particular programme (refer to programme descriptions).

TABLE 8.1: APS SCORES

APS	NSC/ IEB/SC(a)	NC (V)	SC HG	SC SG	AS Level	A Levels	HIGCSE / NSSC	IGCSE/ NSSC (OL)
10						A		
9						B		
8						C		
7	7 (80-100%)		A		A	D	1	
6	6 (70-79%)		B	A	B	E	2	
5	5 (60-69%)		C	B	C		3	A
4	4 (50-59%)	5	D	C	D		4	B
3	3 (40-49%)	4	E	D	E			C
2	2 (30-39%)	3	F	E				D/E
1	1 (0-29%)	2	G	F				F/G

Source: Author's own compilation

Certificate Abbreviation:

- NSC** – National Senior Certificate (Completed matric after 2007)
- IEB** – Independent Examinations Board
- SC(a)** – Senior Certificate Amended (Adult Matric)
- NC(V)** – National Certificate (Vocational)
- SC HG/SG** – Senior Certificate Higher Grade/Standard Grade (Completed matric before 2008)
- AS Level** – Advanced Subsidiary Level (Cambridge)
- A Level** – Advanced Level (Cambridge)
- HIGCSE** - Higher International General Certificate of Secondary Education
- IGCSE** - International General Certificate of Secondary Education
- NSSC (HL/OL)** – Namibia Senior Secondary Certificate (Higher Level/Ordinary Level)

8.1.3 ADVANCED DIPLOMA ENTRY REQUIREMENTS

- **An appropriate Diploma in a related field:** Completion of an appropriate 360-credit NQF 6 Diploma will meet the minimum entry requirement for admission to the Advanced Diploma. Candidates who completed an appropriate 240-credit NQF 6 Diploma may enter the Advanced Diploma upon successful completion of a work-integrated learning component or a combination of work-integrated learning and coursework equivalent to 120 credits that are approved and accredited by an education provider and a Quality Council.
- An accredited bachelor's degree.
- It is possible to gain entry to this programme through a process of Recognition of Prior Learning (Refer to section 8.2).

8.1.4 SELECTION CRITERIA

A qualifying student is selected for entry into a programme based on the information provided in the Registration Contract. A prospective student is required to submit a completed registration form, a copy of the student's ID, a copy of the entry qualification needed for admission into a programme, and any other relevant information requested to confirm the student's registration.

8.1.5 PROVISIONAL ACCEPTANCE

A student may be provisionally accepted onto a programme, subject to the recommendations made by the Academic Council (AC), or RPL evaluation, and once a student's capacity to complete a programme has been determined by the AC. The academic progress of a provisional student will be monitored. The Academic Council may then, during the course of the student's studies, make a recommendation that the student be placed either on a lower-level programme or be converted to a fully accepted student on the programme.

8.1.6 PROGRAMMES WITH LIMITED INTAKE

Where only a limited number of students can be accommodated onto a programme, students will be selected based on:

- the results of their entry qualifications,
- the College's aim to achieve fair demographic representation in a given cohort. Thus, preference may be given to previously disadvantaged individuals (PDI).

The final decision for student selection and intake will remain with the Academic Council.

8.1.7 REJECTED APPLICATIONS

Students who registered for studies with BMT College and who were rejected for entry into the programme will be informed in writing of:

- the reasons for the application being rejected and the actions required for the applicant to receive a positive outcome,
- the process to appeal the declined or rejected application.

8.2 RECOGNITION OF PRIOR LEARNING (RPL)

BMT College acknowledges that all learning has value and therefore endeavours to recognise prior learning by allowing students entry into the programme in accordance to the College's RPL Policy. For instance, qualifications issued by an accredited institution at NQF level 4 or higher in a similar or relevant subject matter, may be considered for RPL admission to the programme.

8.2.1 RPL APPLICATION AND ASSESSMENT FOR ENTRY INTO A PROGRAMME

The College endeavours to recognise prior learning to give students entry into programmes through a process in which knowledge and skills already attained are recognised.

The following documents are required upon registration by RPL applicants:

- certified copy of ID,
- a copy of latest CV,
- certified copies of highest qualifications obtained, and
- any other relevant evidence to support the application.

The competencies that the prospective student already have through formal studies, work experience or life experience will be evaluated by an experienced RPL assessor. In addition, the prospective student may be required to complete some assessments as part of the process. Moreover, evidence will be assessed for the student's ability to communicate in English. The evidence must also be sufficient, relevant and current to present competence of the specified learning outcomes of the programme that the potential student wishes to enrol for.

Prior learning can be recognised and credited through any of the following formats of assessment which may include, but should not be limited to:

- Assignments or projects,
- Demonstration of skills,
- Validation of previous qualifications,
- Work experience or projects,
- Entry/admission tests,
- Learning portfolios,
- Structured interview with RPL assessor, and
- A combination of above.

The assessment process uses the registered NQF qualifications as benchmarks. Upon completion of the RPL assessment process, a prospective student will be granted entry into a programme based on the prior learning that they were able to demonstrate.

The process entails the following:

1. **Identifying:** The programme for which the student believes that they will meet the requirements. A student must collect and structure evidence to provide competence for the programme they wish to gain entry into.
2. **Matching:** An assessor will then match the student's skills, knowledge and experience to the specific entry requirements of the programme.
3. **Assessing:** The student will be assessed and screened on the provided evidence.
4. **Crediting:** The student will receive entry into the specific programme that he/she applied for. However, if a student does not meet the entry requirements for a specific programme, they will be advised to submit additional evidence or to do additional preparations for the intended studies before re-applying for RPL.

The following fees are applicable:

- An application fee for the RPL assessment process will be applicable.
- If the Academic Council requires additional assessments to be completed, the student will be informed and quoted separately.

8.2.2 SELECTION THROUGH RPL

Please note, admission of students through an RPL route may not constitute more than 10% of the student intake for a particular programme (CHE, 2004) as per the College RPL policy and CHE guidelines and recommendations. Therefore, the academic council (AC) will only consider a limited number of applications (for RPL purposes) per cohort.

8.2.3 RPL APPLICATION AND ASSESSMENT FOR CREDIT ACCUMULATION AND TRANSFER (CAT)

The purpose of CAT is to determine if previous studies can be recognised and transferred by means of credits. Therefore, a student may request that credits previously obtained may be recognised as meeting the requirements for a different programme or meeting parts of the requirements for a different programme. An experienced RPL assessor, who serves on the Academic Council (AC), will evaluate such applications of a prospective student for Credit Accumulation and Transfer (CAT). The prospective student will be charged an administration fee by the Academic Council to review such an application and to make further recommendations.

BMT College recognises two categories of CAT namely **Inter-institutional** credit accumulation and transfer and **Intra-institutional** credit accumulation and transfer and allows students to apply for either one.

8.2.3.1 Inter-Institutional Credit Accumulation and Transfer

Credits previously obtained at another institution may be recognised as meeting part of the requirements of a BMT College programme.

A student must submit the following documents for CAT evaluation to Academic Council of the College:

- Completed Academic Council Review Application Form.
- Proof of payment for Academic Council Review.
- An academic transcript from the training institution and/or statement of results from the specific Quality Council.
- The names(s) of the modules completed, the syllabus of the programme, and the learning outcomes of the modules completed.
- A list of the prescribed textbooks of the programme.
- The duration of each of the module/s completed.
- The NQF level of each module/programme completed.
- SAQA ID number of the programme or unit standard completed.
- The number of SAQA credits that the module/ programme carries.

A) The process

The above submitted evidence will be duly assessed and compared to the programme for which the prospective student intends to register with BMT College. The purpose of the assessment is to determine which outcomes/modules were sufficiently mastered in the previously completed programme/qualification and which outcomes/modules the prospective student still remains to complete. The comparison of the programme/qualification will also take into account the purpose and broader application of each programme/qualification and the context for which the programme/qualification was designed. Please note, according to the Council on Higher Education's (CHE, 2016) recommendation, only a maximum of 50% of credits of a completed programme/qualification may be transferred and credited.

B) Applicable fees

- An application fee, in order for the Academic Council to review the student's request for credit transfer.

- The applicable study fees will be recommended by the Academic Council. This amount will be subject to the number of assessments that the student remains to complete and how many modules the student will be exempted from. Each case will be assessed individually and quoted for accordingly.

8.2.3.2 Intra-Institutional Credit Accumulation and Transfer

A student may apply for credits previously obtained through completion of a BMT College programme/qualification to be recognised as meeting part of the requirements of another BMT College programme/qualification.

A student needs to submit the following documents to the College for evaluation:

- A duly completed Academic Council Review Application Form.
- Proof of payment for Academic Council Review.
- The academic transcript or statement of results previously obtained from the College.

The same process and fees will apply as explained in section 8.2.1.

The Academic Council will also consider the following factors during the assessment process:

- Currency of studied material (legislation etc.) including evidence submitted and date of completed programme/qualification (how long ago was the module/programme/qualification completed); and
- Results obtained for previous assessments (Academic Transcript evidence).

9. REGISTERED PROGRAMMES

9.1 HIGHER CERTIFICATE IN BUSINESS MANAGEMENT

9.1.1 OVERVIEW

The purpose of this programme is to train effective managers and to develop the basic management skills and competencies needed to manage diverse individuals, including team leaders, supervisors and other first line managers. The Higher Certificate in Business Management provides students with a learning pathway across various occupations, sectors and industries. The programme is specifically designed to develop management skills and competencies and to build a foundational knowledge of core business functions. The scope of the Higher Certificate in Business Management on NQF level 5 includes building essential knowledge of marketing management, human resource management, operations management, business communication, business information systems, financial management and project management.

The qualifying student will be able to excel in various departments of an organisation as a valuable team member, including the ability to operate in junior and middle management positions. Graduates of this programme will be able to:

- Plan, organise, control and lead within an organisational department to ensure operational effectiveness of the department.
- Perform core human resource management tasks including general HR administration, acquisition, development and retention of human resources required for the effective functioning of an organisational department.
- Apply various marketing concepts and functions within a business organisation, which includes understanding customer needs, providing excellent customer service and developing a straightforward marketing strategy while considering the elements of the marketing mix.
- Manage inventory and calculate inventory costs to ensure business operations can continue without undue interruptions.
- Apply the principles of financial management, which includes the preparation of budgets, recording of financial transactions, using financial statements and information to measure, analyse and interpret the financial performance of an organisation or department.
- Communicate effectively within a multicultural and diverse organisation or department, using various communication mediums and technology to establish and improve employee relations.
- Manage information through the utilisation of various software applications to create documents and to record information.
- Apply the practices and principles of project management to complete a project within a department.

The qualification aims to develop the following attributes and values in graduates:

- Conceptual skills required for thinking and planning to ensure that the organisation is prepared for the future and can adapt to changes in the environment.
- Interpersonal skills, including good listening-, communications, negotiation-, motivation- and conflict resolution skills to deal with people effectively, specifically with a diverse workforce.
- The ability to plan, organise and control to achieve personal and career goals.
- The ability to obtain information, using various sources and technology and use information and acquired knowledge to attain goals.
- Problem-solving skills to identify and solve problems; take responsibility for challenges that arise and take ethical approaches to decision-making and problem-solving.
- Goal-directed behaviour and orientation to become a life-long learner by continuously evaluating and improving personal and career skills and knowledge.
- Ethical and responsible citizenship through moral leadership and an appreciation for diversity.

The qualifying student will be able to pursue a career and areas of activities such as:

- Supervisor.
- Junior manager.
- Middle manager.
- Business administrator.
- Office manager.
- Junior project manager.
- Junior operations manager.

9.1.2 PROGRAMME ACCREDITATION AND REGISTRATION

- SAQA ID: 118141 - NQF Level 5 - 120 Credits
- Accrediting Quality Council: Council on Higher Education (CHE)

The Higher Certificate in Business Management is a higher education qualification and is therefore accredited by the Higher Education Quality Council (HEQC), under the mandate of the Council on Higher Education (CHE). The programme is registered on the National Qualifications Framework (NQF) as an NQF level 5 qualification of 120 credits.

9.1.3 STUDY DURATION

- **Normal Study Duration:** 1 Year

The total study duration is calculated from the first date of enrolment for a specific programme and will include the duration of a normal study extension. The Final Date of Completion will be calculated upon registration and communicated to you.

For the College to guarantee that the completed programme is current and valid, you must study continuously (without any breaks between the academic years). For example, if you should decide to take a break in between your studies (between academic years) that exceed 6 (six) months, then your programme will be considered incomplete. Should you later wish to continue with your studies, you will have to apply for RPL which may include re-submitting some or all modules that you have already completed, to ensure your studies remain current.

Moreover, you will be expected to complete all the relevant study activities (such as assignments, projects, FISA, panel interview, etc.) on or before the Final Date of Completion (communicated to you upon registration) , including all allowable assessment attempts. The Final Date of Completion may be extended as per the conditions of a Special Study Extension Decision recommended by the Academic Council (AC).

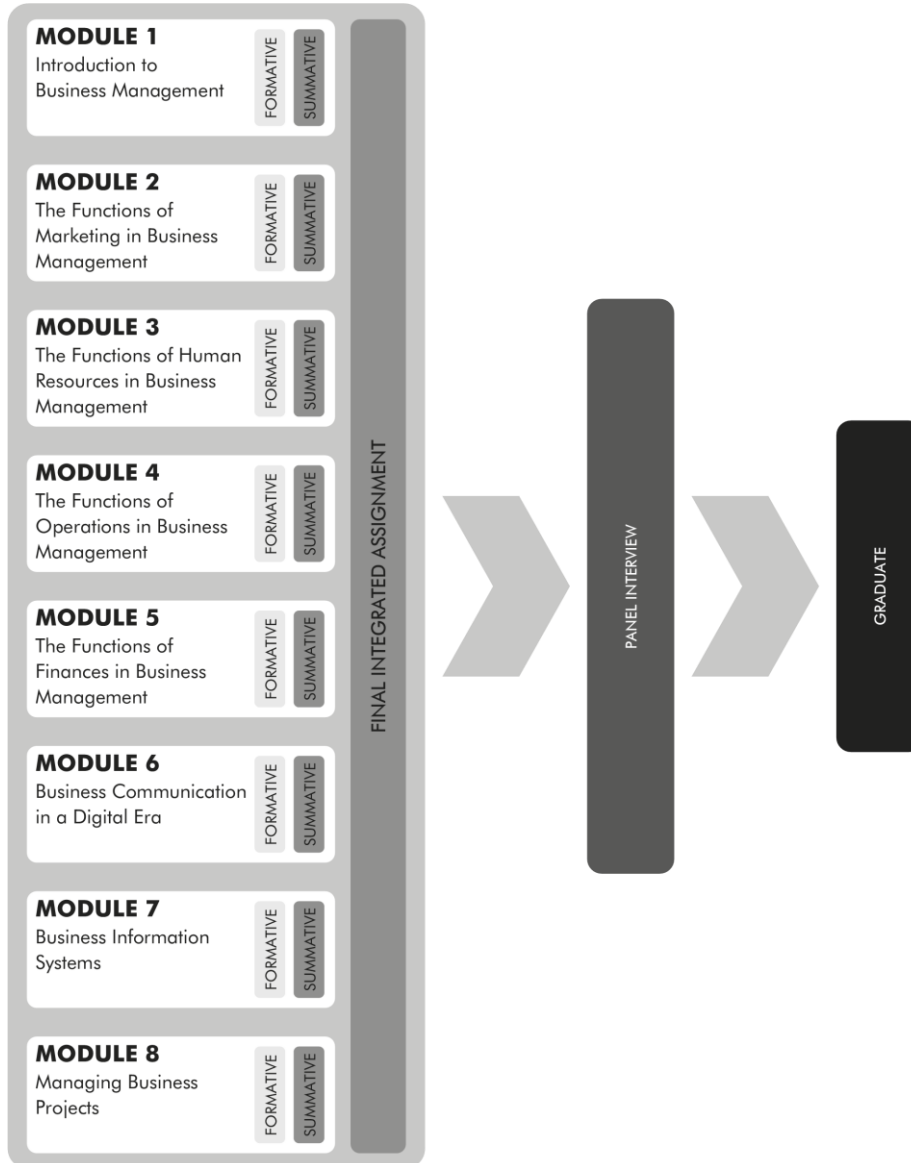
NOTE: If you are unable to complete the programme within the maximum allowable study duration:

- The College will issue you with an academic transcript upon request.
- You must restart the programme from year one.
- The Academic Council may under special circumstance and discretion grant partial credit for modules completed, not exceeding 50% per level or academic year, where it is considered to be relevant and current as contemplated by the Academic Council.
- No credits will be granted for any modules previously completed in the final academic year.
- No refunds will be considered for incomplete studies.

All assignments must be completed according to the assignment due date schedule.

9.1.4 QUALIFICATION STRUCTURE

FIGURE 9.1: HIGHER CERTIFICATE IN BUSINESS MANAGEMENT



Source: Own Compilation

9.1.4.1 Module 1: Introduction to business management

This module introduces the role of business in society and explains how a business employs its resources to satisfy the needs for products and services. The economic systems of the world are explained, including how small businesses function within a market economy. The module further describes the role of management in the business environment and the basic management functions and the skills and competencies needed by management on different levels within a business.

9.1.4.2 Module 2: The functions of marketing in business management

The purpose of this module is to introduce students to the fundamentals of marketing management within a business context. This module covers the nature and the function of marketing management within the organisation. Furthermore, the marketing process is discussed in this module as well as the components of the marketing environment. The collection, analysis and interpretation are used to segment the market according to consumer behaviour. The elements of the marketing mix (product, price, promotion and distribution decisions) are covered in this module and how to develop a simple marketing strategy. The module is concluded with a discussion regarding customer service and the importance thereof.

9.1.4.3 Module 3: The functions of human resources in business management

The purpose of this module is to provide students with an overview of the tasks associated with human resource management. The module starts with the scope and task of human resource management. The determining and formulating policy task, advising task; rendering a service and controlling employee affairs management tasks are discussed in relation to the HR function and the implication on other functional areas of management. This is followed by a discussion on human resource provision, retention and governance affecting human resource management.

9.1.4.4 Module 4: The functions of operations in business management

The purpose of this module is to provide students with an understanding of the operations function in relation to other major business functions. Students are introduced to concepts related to operations management, including supply chain, supply chain management, logistics, supply and demand and various demand forecasting techniques. To conclude the module, students learn about inventory management and how to calculate inventory costs.

9.1.4.5 Module 5: The functions of finances in business management

The purpose of this module is to introduce students to financial management from a secondary or support perspective such as technology, human resource management and legal services. On completion of the module, students must be able to explain the scope of financial management, apply basic principles and practices of financial management and explain budget planning and control issues. Financial statements are analysed as a source of information for financial management and students must be able to measure and interpret the financial performance of an organisation.

9.1.4.6 Module 6: Business communication in a digital era

The purpose of this module is to introduce management students to the importance of effective communication within a business environment. This module covers the basics of communication, including various communication mediums within an organisation, communication in the digital era, how to deal with multicultural communication within the organisation, how to overcome barriers to effective communication and how to conduct meetings.

9.1.4.7 Module 7: Business information systems

Information technology is an essential component of the modern organisation. The evaluation, implementation and management of Information Systems (IS) have become an important part of business management. This module introduces students to the importance of reliable and accurate information in a business, the information needs of an organisation and the relationship between the information function and other business functions. The student will also be able to differentiate between the various components of information systems and understand relevant IS terminology. The systems concept is discussed in terms of objectives and characteristics. Contemporary issues such as information in an online world and information as a management resource are also discussed.

9.1.4.8 Module 8: Managing business projects

The purpose of this module is to introduce business management students to the basic concepts and principles applicable to manage a project within a business environment. A detailed overview is given of the project management life cycle and steps in planning, managing and controlling a project, using the relevant methods and tools to manage projects based on scenarios related to real-life business situations. At the end of this module, students will be required to apply project management principles and practices to complete a basic project for a given scenario as part of the summative assessment.

9.1.4.9 Assignments

- 8 Formative assignments
- 8 Summative assignments
- Final Integrated Summative Assignment
- Panel interview

9.1.5 ASSESSMENT AND PROGRESSION

Each module has a **formative assignment**. The purpose of formative assignments is to test your knowledge on the content of the specific modules. These are usually quick assignments that should take you between one to two hours to complete. You also have unlimited attempts to complete these assignments, up until the due date. There are set delays between attempts to give you time to work through the study material again.

Each module also has a **summative assignment**. Summative assignments test your understanding and ability to apply the concepts and theory of the relevant subject. These assignments can usually be completed in four to five days (excluding study time and preparation). There are specific due dates when summative assignments are due. You will have two attempts to pass the summative assignment of a subject, one on the due date, and one on the resubmission date. *Note, the summative assignments for resubmissions are not the same as the normal summative assignment and second attempts are capped at 65%.*

Final Integrated Summative Assignments (FISA) test your integrated knowledge, understanding and application of the various subjects. Because the FISA is more elaborate and covers a wide range of application and theory, the FISA assignment usually take between three to four weeks to complete.

The Work Directed Theoretical Learning (WDTL) component is integrated assessment tasks that form part of the normal summative assessments, which may include case studies, written- and oral discussions and debates about current affairs and topics and reports on e-site visits.

The pass rate for all assignments or projects is 50%. This includes the formative, summative, and FISA assignments. If you do not pass an assignment with the available attempts, then you may apply for an additional attempt through the Academic Council.

All assignments are completed and submitted directly online on the Virtual Campus. (Access to a computer and internet required).

You are required to attend an online panel interview at the end of your programme to verify and ensure the integrity and authenticity of your work.

There are no sit-down exams required to complete this programme. However, in rare and extreme cases, where a lecturer is concerned about the authenticity and validity of your work, and/or upon the review and recommendation of the Academic Council, you may be required to complete an assignment under exam conditions.

9.1.6 FURTHER STUDY OPTIONS

Students can further their studies by completing an Advanced Certificate on NQF level 6 or one of the Diplomas on NQF 6 that BMT College currently offers, this includes the Diploma in Business Management (SAQA ID 83266) and the Diploma in Human Resources Management (SAQA ID 83286).

This programme also serves as a bridging course for students who do not qualify for the NQF 6 Diploma programmes and wish to gain access to these programmes.

9.2 DIPLOMA IN BUSINESS MANAGEMENT

9.2.1 OVERVIEW

The renowned Diploma in Business Management is BMT College's flagship programme and will qualify you for various suitable managerial positions, including advancement in marketing, operational, financial, human resources or general management organisational functions.

The programme has been recognised for its contribution to the business sector for transforming individuals into exceptional business managers that are able to thrive in their careers once they complete our programme. Our graduates have unprecedented successful careers through their operational business management acumen in the fields of strategic management, financial management, marketing management, information management, human resources management, and public relations management.

This programme covers the following three disciplines of management:

1. The process of **leading and directing an organisation or business unit** through the manipulation of human resources, financial resources, material resources and intellectual resources.
2. The **functions of management** by measuring and adjusting the initial plan in order to reach an indented goal by planning, organising, leading, co-ordinating and controlling.
3. The **tasks of management** which include strategic management, financial management, marketing management, information management and operations management.

At the end of the programme you will have practical knowledge of:

- The management process and the areas of management.
- The nature of the operations function.
- The marketing concept and marketing communications.
- The fundamental principles of financial management.
- The Human resources management and the legislative framework.

9.2.2 PROGRAMME ACCREDITATION AND REGISTRATION

- SAQA ID: 83266 - NQF Level 6 - 360 Credits
- **Quality Council:** Council on Higher Education (CHE)

The Diploma in Business Management is a higher education qualification and is therefore accredited by the Higher Education Quality Council (HEQC), under the mandate of the Council on Higher Education (CHE). The programme is registered on the National Qualifications Framework (NQF) as an NQF level 6 qualification bearing 360 credits.

9.2.3 STUDY DURATION

- **Normal Study Duration:** 3 Years

The total study duration is calculated from the first date of enrolment for a specific programme and will include the duration of a normal study extension. The Final Date of Completion will be calculated upon registration and communicated to you.

For the College to guarantee that the completed programme is current and valid, you must study continuously (without any breaks between the academic years). For example, if you should decide to take a break in between your studies (between academic years) that exceed 6 (six) months, then your programme will be considered incomplete. Should you later wish to continue with your studies, you will have to apply for RPL which may include re-submitting some or all modules that you have already completed, to ensure your studies remain current.

Moreover, you will be expected to complete all the relevant study activities (such as assignments, projects, FISA, panel interview, etc.) on or before the Final Date of Completion (communicated to you upon registration), including all allowable assessment attempts. The Final Date of Completion may be extended as per the conditions of a Special Study Extension Decision recommended by the Academic Council (AC).

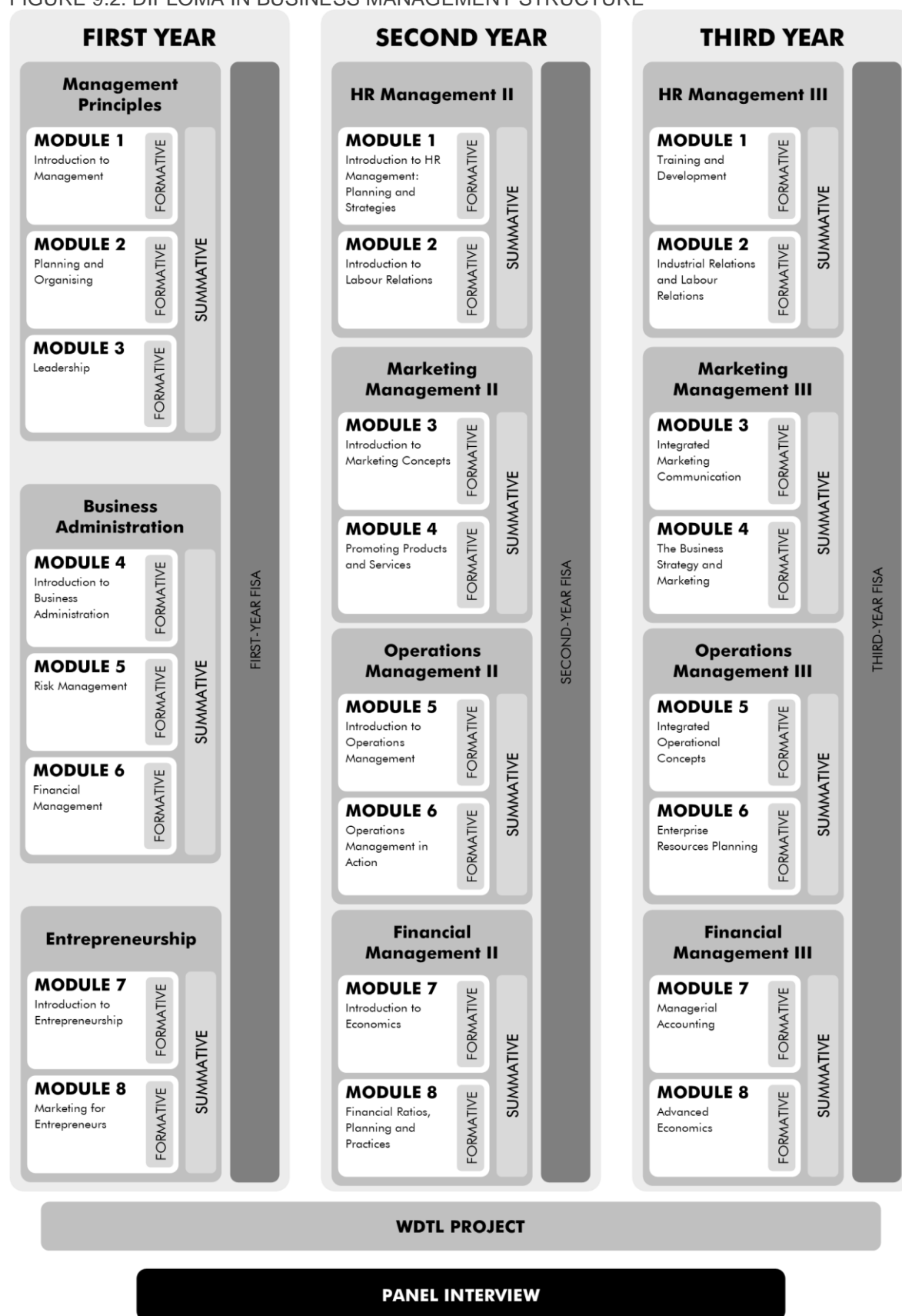
NOTE: If you are unable to complete the programme within the maximum allowable study duration:

- The College will issue you with an academic transcript upon request.
- You must restart the programme from year one.
- The Academic Council may under special circumstance and discretion grant partial credit for modules completed, not exceeding 50% per level or academic year, where it is considered to be relevant and current as contemplated by the Academic Council.
- No credits will be granted for any modules previously completed in the final academic year.
- No refunds will be considered for incomplete studies.

All Assignments must be completed according to the assignment due date schedule.

9.2.4 QUALIFICATION STRUCTURE

FIGURE 9.2: DIPLOMA IN BUSINESS MANAGEMENT STRUCTURE



9.2.4.1 First Year Programme Layout

A) Management Principles

This subject consists out of three modules namely an Introduction to Management, Planning and Organising and Leadership. These three modules provide a foundation to prepare you for the world of business by placing emphasis on fundamental managerial functions such as establishing a business, being an entrepreneur, and creating a business plan through strategic planning, organising, leading and control.

- **Module 1: Introduction to Management**

This module introduces you to the important role that businesses play in society. The module further introduces the fundamental management functions (planning, leading, organising and controlling) and the skills and competencies needed by management, on different levels, to operate a business successfully. In this module we also discuss how a business can employ its limited resources to satisfy customer needs for products and services. The different layers of a business and the various management theories (classical and contemporary approached) are discussed in detail. The broad economic systems of the world (free market, socialism, market, command, etc.) are explained. The module concludes with a discussion on the essential function of small businesses within a market economy.

- **Module 2: Planning and Organising**

The strategic planning process and the organisation of various business resources are two of the four core management functions. In this module we explain the nature of planning as a management function and describes the importance of planning as the first step in the management process. We further discuss the setting and use of objectives, the levels of plans in an organisation, and introduces the eight steps in the planning process. You will also learn how to develop and implement a strategic plan using three types of generic strategies. The value chain approach, resource-based view and the evaluation of functional segments approaches are discussed in detail. The fundamentals of the organising function are introduced with a discussion about the various reporting structures and relationships. The module concludes with a discussion about change management, diversity and the importance of developing a corporate culture within an organisation.

- **Module 3: Leadership**

Another one of the core management functions, leadership, is covered in this module. In this module we introduce you to the different bases of power, the roles and qualities of a leader, and the various approaches (traits-, behavioural-, situational- and contingency theories) to leadership. You will gain an understanding of the leadership challenges, demands and requirements to engage constructively as a leader in your organisation. This module also serves to broaden your understanding of leadership requirements for different generations and cultures. One of the functions of leadership is to motivate relevant stakeholders of an organisation, and therefore, motivation and the various motivational theories

are also discussed. In addition to leadership, we also introduce you to control, the fourth core management function. The module concludes with a discussion about ethics and corporate social responsibility.

B) Business Administration

Business administration plays a vital role in the success of any organisation. This subject consists out of three modules namely the Introduction to Business Administration, Risk Management and Financial Management. The aim of this subject is to explain the role of the administrative function, to empower you with a practical approach to set and achieve objectives, to understand and evaluate risk in a business environment and to define and explain financial management concepts as well as to do basic financial accounting, compile and understand financial statements and do basic business calculations.

- **Module 4: Introduction to Business Administration**

The module introduces the administrative function which renders a service to the other business functions of an organisation (such as the human resources (HR)-, marketing- and financial function) by supplying information which is needed to make strategic decisions. The roles, objectives and responsibilities of the administrative manager are discussed. The module provides an overview of the importance of information management, including the flow and types of information needed in an organisation. Knowledge management is discussed in detail including the importance of protection of knowledge. The module introduces you to events management and the various types of communication (written-, verbal-, and electronic communication) that are needed to host events. You will be empowered with various soft skills needed in the business environment such as how to draw up an agenda for a meeting, how to plan and host a meeting, including how to management your time, how to solve problems and finally how to take effective decisions.

- **Module 5: Risk Management**

In this module the concept of risk and the various levels of risk are explained. Risk management, benefits of risk management, and the various areas of risk management are discussed. You will also be introduced to various types of risks, risk categories and the processes involved with risk assessment and evaluation. Various risk assessment models (Work breakdown structure (WBS), SWOT, HAZOP, FMEA, etc) are discussed. You will also be taught you how to use these models effectively. Risk mitigation and response is discussed as well as the various types of insurances you can take out against loss. On completion of this module you will be empowered to develop a risk management plan and to assess the impact of legislation (such as the Consumer Protection Act and various other acts that may be relevant to an industry) on the risk management plan you designed.

- **Module 6: Financial Management**

The purpose of this module is to introduce you to financial management from a secondary or supportive perspective such as technology, human resource management and legal services. In other words, this module helps you understand financial management and its concepts if you work in another department

such as IT, human resources, marketing or the legal department. You will be introduced to basic financial concepts such as income, expenses, liabilities, equity, capital, etc. On completion of this module, you will be able to explain the scope of financial management, record transactions, balance accounts, prepare and control budgets, draw up a statement of profit and loss and draw up a statement of financial position (previously called balance sheet). Finally, financial statements are explained as a source of information for financial management and you will be able to measure and analyse and interpret the financial performance of an organisation. Various basic business calculations (working with percentages, averages, calculating interest and financial ratios) are explained with examples.

C) Entrepreneurship

The subject consists of two modules, both discussing entrepreneurship and the entrepreneur as a successful business manager. The basic business concepts required of the prospective entrepreneur are underlined as well as entrepreneurial skills, product, price, promotion and advertising decisions when it comes to marketing your business. You will be able to identify feasible business ideas and become familiar with essential managerial aspects of entrepreneurship including operational-, financial- and human resource management.

- **Module 7: Introduction to Entrepreneurship**

This module introduces you to the different legal forms of ownership and various related concepts of entrepreneurship. The role, benefits and key behaviours of entrepreneurs, including many misconceptions about entrepreneurs are discussed in detail. The small business is introduced to you with its many creative and innovative processes. The module also investigates viability and implementation of business ideas. You will be empowered with this module to draw up a complete business plan, including a section that enables you to apply for a business loan.

- **Module 8: Marketing for Entrepreneurs**

The purpose of this module is to introduce you to the fundamentals of marketing management. It investigates the nature and the function of marketing management within various types of organisations. Furthermore, the marketing process is introduced in this module as well as the components of the marketing environment. We discuss how the collection, analysis and interpretation of marketing information are used to segment the market according to consumer behaviour, in order to provide for more effective marketing campaigns. The elements of the marketing mix (product, price, promotion and distribution decisions) are discussed in detail in this module, including how to develop a simple marketing strategy. The module concludes with a discussion on various elements of marketing communication.

D) First-year Assignments:

- 8 Formative assignments (after each module)
- 4 Summative assignments (after each subject)

- 1 FISA (Final Integrated Summative Assignment)
- No sit-down exams

9.2.4.2 Second Year Programme Layout

A) Human Resources Management II:

This subject includes two modules, namely, an Introduction to Human Resource Management and Labour Legislation. Human Resource Management will be discussed in a broader context. This module will develop your understanding of the planning and analysing processes that translate into developing human resource strategies and policies. The second module provides you with an in-depth explanation of employee grievances, principles of employment equity and the implementation of codes of conduct.

- **Module 1: Introduction to HRM: Planning and Strategies**

This module discusses the human resource environment and processes managers use to create and shape the human resource strategy. The purpose of this module is to enhance your understanding of the variables that impact on the competitiveness of organisations which ultimately affect the survival and growth strategy of organisations. This module discusses the responsibilities of HR departments, the expectations managers have of HR including how HR can support organisations' business strategies. The importance of strategic human resource planning (SHRP), process of linking strategic planning with human resources and HR research methods and metrics are also discussed in detail. Job design and job analysis are discussed in detail. This module concludes with an in-depth discussion on work teams.

- **Module 2: Introduction to Labour Relations**

The purpose of this module is to provide you with an understanding of the impact various environment has on the parties to the labour relations system. In this module you will explore the linkages between environmental factors such as economic, political and social factors that affect labour relations in South Africa. The module discusses the history of law, the Constitution of South Africa and the legislation process. Diversity management is introduced to you with a discussion about perception and conflict. The module further provides you with an understanding of labour relations and the dynamics of social dialogue at all levels. The module concludes with a discussion of all the relevant acts that impact on labour relationships.

B) Marketing Management II:

Marketing management consists out of the Introduction to Marketing Concepts and Promoting Products and Services modules. The first module focuses on the nature of marketing, the marketing landscape, consumer behaviour, market segmentation, targeting and positioning. The second module concentrates on product decisions, building, measuring and managing brand equity, value-creation in services marketing and pricing decisions.

- **Module 3: Introduction to Marketing Concepts**

The purpose of this module is to introduce you to the fundamentals of marketing management within a business context. This module covers the nature and the function of marketing management within the organisation in terms of the overall business strategy of the organisation. The module also redefines the micro, macro and market environments in terms of marketing strategies. You will be introduced to consumer behaviour in order to understand how to accurately collect, analyse and interpret marketing information. You will also learn how to use the information to **segment** the market environment to **target** an appropriate audience for **positioning** the organisation's product or services. Various marketing strategies are discussed on how to develop, break into or penetrate a market using the appropriate marketing mix (product, price, promotions and distribution decisions).

- **Module 4: Promoting Products and Services**

Building on Module 3, this module delves deeper into product decisions and service offerings. The different classifications of products are discussed, such as convenience, essential, emergency, specialisation and luxury products. The distinction between the core product and augmented products are also discussed. Marketing-related product decision are discussed including features, branding, packaging and label decisions. An understanding of the product life-cycle is discussed as a foundation to understand the various product planning models. The module continues to elaborate on the importance of value creation in service marketing and customer satisfaction. The module concludes with a chapter on various place and distribution decisions such as choice of distribution channel, channel leadership and market coverage. The module concludes with a discussion on the importance and function of the supply chain.

C) Operations Management II:

Operational management consists out of two modules which include an Introduction to Operational Management and Operational Management in Action. Where the Marketing Management subject concentrates on *marketing* and making a product or service more lucrative for a consumer to purchase, operations management focusses on similar aspects (e.g., product development, product lifecycle) but is more concerned about efficiency, productivity, and quantitative and qualitative factors from a business perspective. You will be introduced to productivity measures, forecasting, Total Quality Management (TQM), service quality as well as quality tools and techniques.

- **Module 5: Introduction to Operational Management**

This module aims to provide you with an understanding of the operations function, the importance thereof, and the role of the operations manager. The module discusses process strategy and capacity planning as well as mass customisation, productivity (single factor-, labour- and material productivity) and the utilisation of scarce resources. The transformation model is discussed in the detail, including a discussion on the boundaries of the operations system. Goods and services are discussed from an operations viewpoint, including a discussion on differentiating characteristics. You will be introduced to

the concept of forecasting as a part of the planning function. Various forecasting approaches and techniques are explained, including both qualitative and quantitative forecasting techniques.

- **Module 6: Operational Management in Action**

Where Module 4 introduced you to the promotion of products and services, this module focusses on the operational function of developing products and services, striking a balance between product design, development and sustainability. You will be empowered with the skill to 'develop a new product' by applying the relevant generic processes, such as planning, designing testing and implementing a product. The Product Life Cycle (PLC) management tool introduced in Module 4 is discussed again, but this time from the point of view of Operational Management with advanced concepts and application of knowledge case studies. The module continues to provide you with an advanced understanding of the how to the design process work, how to implement an operational strategy, including how to control the production process. The notion of quality is introduced with additional concepts related to Total Quality Management (TQM) as well as the various steps to ensure TQM. On completion of the module, you will be able to identify gaps in products and services by using quality tools (flow charts, check sheets, histograms, pareto analysis, etc.) and techniques (benchmarking and best practices) with confidence.

D) Financial Management II:

Financial management consists of two modules namely an Introduction to Economics and a module about Financial Ratios, Planning and Practices. You will gain practical knowledge about the interdependence between major sectors, microeconomics, macroeconomics, measuring the performance of the economy and the importance of supply and demand. In the second module, you will learn how to prepare budgets, monitor actual costs, handle the administration of VAT and conduct a financial analysis.

- **Module 7: Introduction to Economics**

This module introduces you to the fundamentals of economics. The major participants in the economy, the major elements of the circular flow of income and spending, and major flows in the economy are discussed. You will be introduced to various concepts of macroeconomics such as economic growth, full employment, price stability, equitable distribution of income, etc. The production possibility frontier is introduced with an explanation on opportunity costs. This module also introduces you to microeconomics. Fundamental microeconomics concepts are discussed, such as supply and demand, equilibrium, movements and shifts along the demand and supply curve, elasticity of demand and utility. The module concludes with an explanation of broad concepts of the marketplace, in terms of perfect competition, monopoly and oligopoly. These concepts are explained with practical and relatable examples.

- **Module 8: Financial Ratios, Planning and Practices**

This module aims to provide you with an understanding of basic financial management principles. You will be introduced to the accounting framework, financial ratios and reporting structures. You will also

learn how to calculate interest, draw up budgets, record, prepare and analyse cost information. The module further introduces you to the various types of costs and how to allocate costs. The module provides an in-dept discussion on pricing decisions that ties in with both the marketing and operations management modules. The practical administration of VAT is discussed including various aspects relating to input and output VAT. The module concludes with basic statistical techniques in business, banking, economics, and state administration.

E) Second-year Assignments:

- 8 Formative assignments (after each module)
- 4 Summative assignments (after each subject)
- 1 FISA (Final Integrated Summative Assignment)
- No sit-down exams

9.2.4.3 Third Year Programme Layout

A) Human Resources Management III:

The subject consists out of two modules. The first of which is Human Capital Development which will give you a holistic overview of organisations and the impact of training and development in the organisations. The second module focuses on Industrial and Labour Legislation and covers aspects like collective bargaining, disciplinary and grievance procedures.

- **Module 1: Training and Development**

This module expands on the concept of the learning organisation. The importance of developing a learning culture is investigated and analysed. Strategies to promote and improve the learning culture is also discussed including barriers to implement and foster a learning culture. In the second part of the module you will be introduced to all elements of training and development from a micro and macro perspective. In this module you will learn how to plan, facilitate, and evaluate training interventions, including how to draw up an organisational training and development plan. This module concludes with a chapter on the nature and importance of skill development in South Africa, including retaining employees, and various aspects relating to learnerships and assessments.

- **Module 2: Industrial Relations and Labour Relations**

This module provides an in-depth discussion of collective bargaining and negotiations. Challenges underlying the management-union relationship are investigated. The conflict handling and resolution process is explained with practical examples. The negotiation process in terms of labour and industrial relations, including various approaches to negotiation, including the various tactics to obtain a compromise or settlement are investigated. The bargaining structures (NEDLAC, workplace forums, Etc.) are also discussed. You will be introduced to various collective bargaining participatory structures and their functions. The module further investigates industrial action and strike management. The

module also includes chapters about grievances and disciplinary procedures. The final chapters of this module provide you with an in-depth understanding of business ethics. Business ethics is a subset of ethics that focuses on deciding between right and wrong in the business environment. You will learn how responsibility can be viewed as an ethical value. The aim of this module is to enhance your understanding of the importance of good employment relations to support organisational goals and objectives.

B) Marketing Management III:

Marketing management consists out of two modules, Integrated Marketing Management and Marketing as a Business Strategy. Together these two modules provides you with an international perspective of the marketing mix, different means of communicating in marketing, cyber marketing and how to plan, implement and control a marketing strategy.

- **Module 3: Integrated Marketing Communication**

The purpose of this module is to provide you with an enhanced understanding of the concepts and themes that were introduced in the second years' marketing modules of this programme. This module starts with an overview of integrated marketing communication and then introduces you to the various tools of marketing communication such as advertising, personal selling, sales promotions, etc. The module continues with a chapter on cyber marketing and introduces exciting themes such as e-commerce, the Internet-, and social media marketing. Where the second-year marketing subject concentrated on the *product*, *promotion* and *placement* of the marketing mix, this module continues with a more in-depth view of *pricing* decisions. Furthermore, we investigate the meaning and function of price. The module concludes with chapters on retailing and branding as it related to marketing. On completion of this module you will be empowered to plan a marketing communication campaign and to design a simple website.

- **Module 4: The Business Strategy and Marketing**

In this module we build on the previous modules of marketing and focus our attention on marketing information and research. The purpose of this module is to provide you with an opportunity to conduct marketing research by gathering data and information from a variety of sources and arranging the information in a logical argument, with the view to determine market demand, market potential and provide a market forecast for a product or service. The second part of this module continues with an in-depth discussion of developing sustainable marketing strategies to effectively utilise the information gathered during the marketing research process. In the final part of this module and concluding the marketing subject for the diploma in business management, we follow a discussion on domestic vs international marketing with its challenges, benefits, a description of the international environment, researching the international environment and managing international marketing efforts.

C) Operations Management III:

The subject consists out of two modules, Operational Concepts and Enterprise Resource Planning. After completing these modules, you will have a clear understanding of concepts such as supply chain and inventory management, and short-term scheduling, including planning for the allocation of various resources.

- **Module 5: Integrated Operational Concepts**

Continuing from the foundational concepts covered in year two, this Module delves into advanced concepts of operations management. We discuss the importance and function of the supply chain, including performance measurement and improvement, outsourcing and procurement. The module introduces inventory management including classification, types and reasons for holding inventory. To further our discussion on the concept of inventory, you will also learn to calculate carrying costs, ordering costs, and the cost of shortages and shrinkage. Finally, you will be able to calculate the Economic Ordering Quantity (EOQ). The module concludes with a chapter on short term scheduling, sequencing and Gantt charts.

- **Module 6: Enterprise Resources Planning**

Building on the knowledge of the previous operations management modules, specifically as it relates to inventory and forecasting, this module delves deeper into material requirements planning, including material requirements, manufacturing resources requirements and enterprise resources planning. The module also explores the concept of capacity, how to measure it and plan accordingly to enable constraint management. The module continues with a chapter on aggregate planning and how to choose the right strategy for aggregate planning. Concluding the Operations Management subject of the Business Management Diploma, we discuss various contemporary operations management issues and challenges, specifically as it relates to productivity, “green management” or environmental challenges, safety management and technological management.

D) Financial Management III:

The subject consists out of two modules, with the first one being Managerial Accounting where you will learn about the basic concepts of cost with the focus on cost accumulation, cost analysis and cost control. The second module covers Advanced Economics which provides you with an in-depth knowledge of the monetary, fiscal and foreign sectors. Aspects of inflation, unemployment and economic development are also discussed in-depth.

- **Module 7: Managerial Accounting**

The module introduces you to the concept of managerial accounting, which although similar to financial accounting, is rather used for managerial or executive decision-making processes. Building on concepts and techniques learned in the human resources, marketing and operational management modules, this module delves into various types of costs, including manufacturing, material, labour, marketing,

absorption costs. The important management functions of planning and control is expanded upon with drawing up functional and practical budgets for the various aspects of an organisation. The module concludes with a discussion on performance measurement (profit centres and rate of return) as well as responsibility centres and decentralisation.

- **Module 8: Advanced Economics**

Business organisations have an important role to play in the development and growth of the economic sector. An advanced understanding of the place and function of an organisation in this system is important to develop viable and economic sustainable plans and strategies. The module starts with a discussion about money and introduces you to the supply of money in South Africa. The module focusses on financial intermediaries (the South African Reserve Bank), the demand and supply for money, the interest rate, including the monetary policy framework of South Africa. The module further delves into inflation, how it is measured and how to forecast inflation. The important aspect of unemployment in terms of the economy is discussed, including various types of policies to reduce unemployment. This module concludes with a chapter on economic growth and development, firstly distinguishing between the two concepts and then discussing how economic growth is measured, the various economic cycles, including stimulants to economic growth and limitations to economic growth.

E) Third-year Assignments:

- 8 Formative assignments (after each module)
- 4 Summative assignments (after each subject)
- 1 FISA (Final Integrated Summative Assignment)
- 1 WDTL Project
- 1 Panel Interview
- No sit-down exams

9.2.5 ASSESSMENT AND PROGRESSION

Each module has a **formative assignment**. The purpose of formative assignments is to test your knowledge on the content of the specific modules. These are usually quick assignments that should take you between one to two hours to complete. You also have unlimited attempts to complete these assignments, up until the due date. There are set delays between attempts to give you time to work through the study material again.

Each subject has a **summative assignment**. A subject may have one or more modules (refer to the programme layout in Figure 9.2). Summative assignments test your understanding and ability to apply the concepts and theory of the relevant subject. These assignments can usually be completed in four to five days (excluding study time and preparation). There are specific due dates when summative assignments are due. You will have two attempts to pass the summative assignment of a subject, one on the due date, and one on the resubmission date. *Note, the summative assignments for*

resubmissions are not the same as the normal summative assignment and second attempts are capped at 65%.

Final Integrated Summative Assignments (FISA) test your integrated knowledge, understanding and application of the various subjects. Because the FISA is more elaborate and covers a wide range of application and theory, the FISA assignment usually take between three to four weeks to complete.

The Work Directed Theoretical Learning (WDTL) assignment is an integrated research project. You will receive detailed information in the third year on the project or assignment and by when it needs to be submitted. The project or assignment will be based on the latest developments in the field of study to ensure that learning is based on current activities and economic conditions and relevant to today's challenges in the business world. The WDTL project forms part of the third year of study only. The WDTL project is usually released at the beginning of your third year of studies and can take between twelve to sixteen weeks to complete.

The pass rate for all assignments or projects is 50%. This includes the formative, summative, FISA and WDTL assignments. If you do not pass an assignment with the available attempts, then you may apply for an additional attempt through the Academic Council.

All assignments are completed and submitted directly online on the Virtual Campus. (Access to a computer and internet required).

You are required to attend an online panel interview at the end of your programme to verify and ensure the integrity and authenticity of your work.

There are no sit-down exams required to complete this programme. However, in rare and extreme cases, where a lecturer is concerned about the authenticity and validity of your work, and/or upon the review and recommendation of the Academic Council, you may be required to complete an assignment under exam conditions.

9.2.6 FURTHER STUDY OPTIONS

Available at BMT College:

- Advanced Diploma: Human Resource Management, NQF Level 7.

Available for further study at various universities and colleges:

- Advanced Diploma: Business Management, NQF Level 7.
- Advanced Diploma: Finance, NQF Level 7.
- Advanced Diploma: Marketing, NQF Level 7.
- Advanced Diploma: Human Resource Management, NQF Level 7.

9.3 DIPLOMA IN HUMAN RESOURCES MANAGEMENT

9.3.1 OVERVIEW

Our Diploma in Human Resources Management (HRM) has gained immense popularity in recent years, specifically on the backdrop of South Africa's critical shortage of qualified, skilled and competent Human Resources Managers. Our sought after HRM Diploma curriculum includes practical, current and future orientated HR management skills, including strategic Human Resources (HR) planning, standard and advanced HR practices, labour and industrial relations, managing people productivity and conducting HR administration. The BMT College Diploma in Human Resources Management is recognised by various organisation and key individuals for its exceptional, industry-related academic knowledge that can be practically applied in any organisation.

The shortage of competent HR managers has become more evident since the official professional designations for HR practitioners has been recognised by SAQA. This programme meets the qualification requirements to register as an HR Professional (HRP) with the SA Board for People Practices (SABPP).

Students who hold this qualification will be able to operate competently across the four main aspects of the core Human Resources Management processes and practices, which include:

- Strategic planning for human resources management and practices.
- Acquisition, development and utilisation of people.
- Establishment and improvement of labour and employee relations.
- Compensation and administration related to human resources management and practices.

At the end of this programme you will be capable of:

- Conducting human resource planning.
- Conducting human resources practices within a workplace.
- Contributing to the improvement of labour and employee relations.
- Measuring and managing people productivity.

9.3.2 PROGRAMME ACCREDITATION AND REGISTRATION

- SAQA ID: 83286 - NQF Level 6 - 360 Credits
- Quality Council: Council on Higher Education (CHE)

The Diploma in Human Resources Management is a higher education qualification and is therefore accredited by the Higher Education Quality Council (HEQC), under the mandate of the Council on Higher Education (CHE). The programme is registered on the National Qualifications Framework (NQF) as an NQF level 6 qualification of 360 credits.

9.3.3 STUDY DURATION

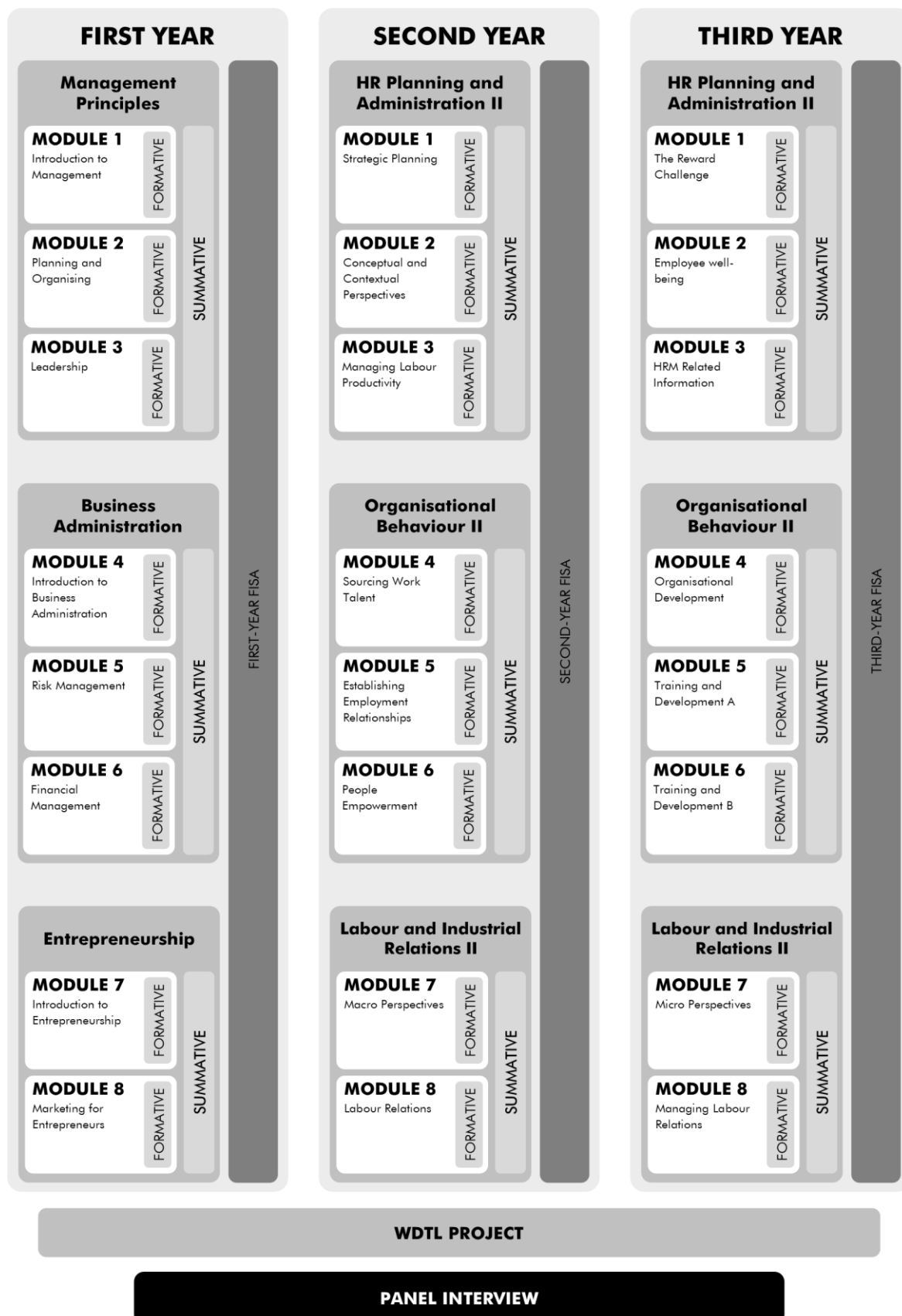
Normal Study Duration: 3 Years

The total study duration is calculated from the first date of enrolment for a specific programme and will include the duration of a Normal Study Extension. A Final Date of Completion will be calculated upon enrolment and communicated to the student.

All assignments must be completed according to the assignment due date schedule.

9.3.4 QUALIFICATION STRUCTURE

FIGURE 9.3: DIPLOMA IN HUMAN RESOURCES MANAGEMENT STRUCTURE



9.3.4.1 First Year Programme Layout

A) Management Principles

This subject consists out of three modules namely an Introduction to Management, Planning and Organising and Leadership. These three modules provide a foundation to prepare you for the world of business by placing emphasis on fundamental managerial functions such as establishing a business, being an entrepreneur, and creating a business plan through strategic planning, organising, leading and control.

- **Module 1: Introduction to Management**

This module introduces you to the important role that businesses play in society. The module further introduces the fundamental management functions (planning, leading, organising and controlling) and the skills and competencies needed by management, on different levels, to operate a business successfully. In this module we also discuss how a business can employ its limited resources to satisfy customer needs for products and services. The different layers of a business and the various management theories (classical and contemporary approached) are discussed in detail. The broad economic systems of the world (free market, socialism, market, command, etc.) are explained. The module concludes with a discussion on the essential function of small businesses within a market economy.

- **Module 2: Planning and Organising**

The strategic planning process and the organisation of various business resources are two of the four core management functions. In this module we explain the nature of planning as a management function and describes the importance of planning as the first step in the management process. We further discuss the setting and use of objectives, the levels of plans in an organisation, and introduces the eight steps in the planning process. You will also learn how to develop and implement a strategic plan using three types of generic strategies. The value chain approach, resource-based view and the evaluation of functional segments approaches are discussed in detail. The fundamentals of the organising function are introduced with a discussion about the various reporting structures and relationships. The module concludes with a discussion about change management, diversity and the importance of developing a corporate culture within an organisation.

- **Module 3: Leadership**

Another one of the core management functions, leadership, is covered in this module. In this module we introduce you to the different bases of power, the roles and qualities of a leader, and the various approaches (traits-, behavioural-, situational- and contingency theories) to leadership. You will gain an understanding of the leadership challenges, demands and requirements to engage constructively as a leader in your organisation. This module also serves to broaden your understanding of leadership requirements for different generations and cultures. One of the functions of leadership is to motivate relevant stakeholders of an organisation, and therefore, motivation and the various motivational theories

are also discussed. In addition to leadership, we also introduce you to control, the fourth core management function. The module concludes with a discussion about ethics and corporate social responsibility.

B) Business Administration

Business administration plays a vital role in the success of any organisation. This subject consists out of three modules namely the Introduction to Business Administration, Risk Management and Financial Management. The aim of this subject is to explain the role of the administrative function, to empower you with a practical approach to set and achieve objectives, to understand and evaluate risk in a business environment and to define and explain financial management concepts as well as to do basic financial accounting, compile and understand financial statements and do basic business calculations.

- **Module 4: Introduction to Business Administration**

The module introduces the administrative function which renders a service to the other business functions of an organisation (such as the human resources (HR)-, marketing- and financial function) by supplying information which is needed to make strategic decisions. The roles, objectives and responsibilities of the administrative manager are discussed. The module provides an overview of the importance of information management, including the flow and types of information needed in an organisation. Knowledge management is discussed in detail including the importance of protection of knowledge. The module introduces you to events management and the various types of communication (written-, verbal-, and electronic communication) that are needed to host events. You will be empowered with various soft skills needed in the business environment such as how to draw up an agenda for a meeting, how to plan and host a meeting, including how to management your time, how to solve problems and finally how to take effective decisions.

- **Module 5: Risk Management**

In this module the concept of risk and the various levels of risk are explained. Risk management, benefits of risk management, and the various areas of risk management are discussed. You will also be introduced to various types of risks, risk categories and the processes involved with risk assessment and evaluation. Various risk assessment models (Work breakdown structure (WBS), SWOT, HAZOP, FMEA, etc) are discussed. You will also be taught you how to use these models effectively. Risk mitigation and response is discussed as well as the various types of insurances you can take out against loss. On completion of this module you will be empowered to develop a risk management plan and to assess the impact of legislation (such as the Consumer Protection Act and various other acts that may be relevant to an industry) on the risk management plan you designed.

- **Module 6: Financial Management**

The purpose of this module is to introduce you to financial management from a secondary or supportive perspective such as technology, human resource management and legal services. In other words, this module helps you understand financial management and its concepts if you work in another department

such as IT, human resources, marketing or the legal department. You will be introduced to basic financial concepts such as income, expenses, liabilities, equity, capital, etc. On completion of this module, you will be able to explain the scope of financial management, record transactions, balance accounts, prepare and control budgets, draw up a statement of profit and loss and draw up a statement of financial position (previously called balance sheet). Finally, financial statements are explained as a source of information for financial management, and you will be able to measure and analyse and interpret the financial performance of an organisation. Various basic business calculations (working with percentages, averages, calculating interest and financial ratios) are explained with examples.

C) Entrepreneurship

The subject consists of two modules, both discussing entrepreneurship and the entrepreneur as a successful business manager. The basic business concepts required of the prospective entrepreneur are underlined as well as entrepreneurial skills, product, price, promotion and advertising decisions when it comes to marketing your business. You will be able to identify feasible business ideas and become familiar with essential managerial aspects of entrepreneurship including operational-, financial- and human resource management.

- **Module 7: Introduction to Entrepreneurship**

This module introduces you to the different legal forms of ownership and various related concepts of entrepreneurship. The role, benefits and key behaviours of entrepreneurs, including many misconceptions about entrepreneurs are discussed in detail. The small business is introduced to you with its many creative and innovative processes. The module also investigates viability and implementation of business ideas. You will be empowered with this module to draw up a complete business plan, including a section that enables you to apply for a business loan.

- **Module 8: Marketing for Entrepreneurs**

The purpose of this module is to introduce you to the fundamentals of marketing management. It investigates the nature and the function of marketing management within various types of organisations. Furthermore, the marketing process is introduced in this module as well as the components of the marketing environment. We discuss how the collection, analysis and interpretation of marketing information are used to segment the market according to consumer behaviour, in order to provide for more effective marketing campaigns. The elements of the marketing mix (product, price, promotion and distribution decisions) are discussed in detail in this module, including how to develop a simple marketing strategy. The module concludes with a discussion on various elements of marketing communication.

D) First-year Assignments:

- 8 Formative assignments (after each module)
- 4 Summative assignments (after each subject)
- 1 FISA (Final Integrated Summative Assignment)
- No sit-down exams

9.3.4.2 Second Year Programme Layout

A) HR Planning and Administration II:

HR Planning and Admin II provides a framework to prepare you for the world of business by placing emphasis on human resources functions such as planning for the future workforce, job analysis, productivity of staff and performance evaluation and measurement.

- **Module 1: Strategic Planning**

In the first part of the module, the functions and activities of the Human Resource Manager (HRM) are discussed, and the changing roles of HR managers are investigated. An overview of South Africa's legislative framework is provided against the background of the historical, economic and political developments. The discussion continues on the vast range of statutes that have a potential impact on employment relationships and the significance of Constitutional Law, Statute Law and Customary Law. A discussion follows on natural persons versus juristic persons including various conflict resolution procedures that one can follow within the ambit of the South African framework. The various role-players in the legal system are then discussed including the numerous types of contacts. In the second part of the module Strategic Human resource Planning (SHRP) is introduced. Workforce planning, forecasting, supply and demand, and closing the gaps are amongst the topics to be discussed. The module concludes with chapters on work design and introduces topics such as designing jobs, job analysis and teams.

- **Module 2: Conceptual and Contextual Perspectives**

The module continues from the previous module 'strategic planning'. The module introduces you to advanced aspects of workforce planning, job analysis and job design. The module focuses on various methods to conduct job analysis and empowers you to conduct a job analysis by using various methods. The module focuses on the Employment Equality Act (EEA) and provides an in-depth discussion on section 9 of the act which relates to equality, and we discuss various implications of the act.

- **Module 3: Managing Labour Productivity**

This module continues from a previous discussion on productivity, but now introduces advanced techniques to measure productivity and assist you to identify causes of low productivity levels. In the first part of the module, you will learn about the factors that may influence various aspects of productivity and learn how to identify these factors. A discussion follows on the different types of productivity inputs such as labour input, capital input and intermediate input and continues with a discussion about

productivity outputs. The module discusses labour efficiency and then empowers you to calculate labour efficiency variances. On completion of the module, you will be able to conduct a Pareto analysis and cost benefit analyses with ease. The module concludes with a chapter on productivity improve strategy and plans. The purpose of this module is to teach you how to do some basic statistical calculations such as mean, median, mode, spread and calculated weighted mean. Moreover, the module will also teach you to calculate labour turnover, absenteeism, accession and separation rates. In the final chapters, strategies are discussed to promote productivity, including strategies to achieve goals and objectives through various techniques such as performance appraisals, problems-solving techniques, project management- and supervision skills.

B) Organisational Behaviour II:

Organisational Behaviour II provides a framework to prepare you for the world of business by understanding human resources and the functions of staff developments, legal requirements that come with employment agreements and intrinsic and extrinsic motivation of employees.

- **Module 4: Sourcing Work Talent**

In this module you are introduced to the field of organisational behaviour from a global and diverse perspective. Modern-day organisations are making a paradigm shift to the way they view their employees, which means organisations are requiring new and different behaviours from employees in order to deal with the changing nature of work and to achieve their competitive advantage. Thus, instead of focusing on the human capital attributes of employees (what they know), organisations are moving away to positive psychological capital (PsyCap), which values positive attributes of employees in terms of 'who they are' (the actual self) and 'what they intent to become' (the possible self). Therefore, this module teaches you about the importance of employee attitudes, job behaviour, job satisfaction, job involvement and organisational commitment in order to enhance an organisation's overall behaviour. The module further introduces you, as an avid HR student, to the importance of personality and values and provides an in-depth discussion on factors that determine an individual's personality, approaches to describing personality traits and major personality attributes and its influence on organisational behaviour. The module further discusses personality types, values, including values across cultures. In the final chapters, recruitment and selection practices, procedures and strategies are discussed in detail.

- **Module 5: Establishing Employment Relationships**

This module introduces you to the importance of appointing and orientating new employees. The module focusses your attention on the process of placement and induction. We continue our in-depth discussion on the Basic Conditions of Employment Act (BCEA). On completion of this module, you will be able to draw up an employment contract by applying the various sections of the BCEA.

- **Module 6: People Empowerment**

This module introduces all aspects of motivation and discusses various content and process theories of motivation. The aim of this module is to empower you to apply various motivation concepts and to be able to link the motivation theories to practice, such as employee involvement also known as engagement and skills-based pay. The module continues to discuss enhancing workforce performance and introduces you to advance practices in performance management. The discussion on team effectiveness and performance appraisals are continued from a previous module and advance skills are introduced particularly in terms of Management by Objectives (MBO). You will be introduced to career planning and management and various related topics such as responsibility for career management, steps in the career management process and individual and organisational career planning strategies. The module concludes with a chapter on career development and methods to facilitate, monitor and manage individual careers.

C) Labour and Industrial Relations II:

Labour and Industrial Relations II provides a framework to prepare you for the world of business through the human resources field. It covers the macro perspectives of managing employment relations and South African labour relations.

- **Module 7: Macro Perspectives**

This module introduces advanced structures in the HR field and topics related to employment relations including the role of NEDLAC, employers' organisations, Business Unity SA (BUSA) and trade unions, etc. The five employment relations role players are discussed. The module aims to empower you to identify the roles and functions employers' organisations play to promote the cause of business in the tripartite relationship. On completion of the module, you will be able to explain the nature and importance of justice perceptions for the theory and practice of employment relations. The module continues to demonstrate how employment relations dynamics at organisational, or workplace level can interact with other environmental variables. In the last chapters, the module focuses on the Labour Relations (LR) Act and discusses each of the building blocks of the LR Act in detail.

- **Module 8: Labour Relations**

This module focusses on the Skill Development Legislation and the Employment Equity Acts. Other related Acts such as the Compensation for Occupational Injuries and Diseases Act, UIF Act, B-BEE Act, etc. are also discussed in detail. In this module you will be empowered to apply relevant acts to various case studies. In addition, you will be empowered to identify the link between the business strategy and the employment equity strategy of an organisation.

9.3.4.3 Third Year Programme Layout

A) HR Planning and Administration III:

HR Planning and Admin III provides a framework to prepare you for the world of human resources through understanding the different compensations systems, rewards and benefits, and the payroll system. It also addresses employee well-being, stress and HIV in the workplace, and the implementation of human information systems.

- **Module 1: The Reward Challenge**

This module focusses on aspects of remunerating and rewarding employees. The module discusses several types of rewards and pay systems. It further introduces you to job evaluation as a technique to classify and rank jobs in order of importance. The module provides an in-depth discussion on incentives and benefits and explains why it is often difficult to relate pay to performance. Variable pay is discussed including various incentive schemes and employee benefits. Managing payroll is introduced with an overview of the requirements of SARS and other legislation. Confidentiality and security are discussed including various deductions and allowances permitted by law. Employees' tax, and IRP5s are explained. On completion of the module, you will be able to calculate remuneration including how to calculate gross pay, periodic payments, and handling deductions for union fees, medical contributions, etc. The module concludes with a section on preparing and balancing employee records for tax purposes from salary records.

- **Module 2: Employee Well-being**

This module provides an in-depth discussion on the Occupational Health and Safety Act and the HIV/AIDS challenge in South Africa is explored. The module introduces you to employee wellness and safety practices. In addition, this module provides you with an advanced understanding of employee wellness challenges and consequences of unhealthy environments. The wellness element is introduced from a health, self-development and growth perspective to enhance the organisational culture. The aim of this module is to enhance your understanding of the importance of employee health and safety aspects and practices to support organisational goals and objectives.

- **Module 3: HRM Related Information**

This module introduces you to Human Resource Information Systems (HRISs) and Computerised Human Resource Information Systems (CHRISs). The module continues with a previous discussion on the human resource planning function. In this module you will be introduced to various modules (sub-sections) of C/HRIS and the functions and importance of each module. The module concludes with a chapter on operating an HRIS including aspects of storing, maintenance and retrieval of records.

B) Organisational Behaviour III:

Organisational Behaviour III provides a framework to prepare you for the world of human resources and business through understanding leadership, leadership theories and implementation of leadership in the organisation. It also includes training in the workplace; how to plan for training, facilitate and evaluate training and lastly identifying and addressing the skills gap in an organisation.

- **Module 4: Organisational Development**

In this module you will be introduced to advanced leadership topics. The module starts with an in-depth discussion on the components of leadership, qualities, roles, and functions of leaders. Various management styles are discussed including management versus leadership. Various approaches to leadership are discussed and you will be empowered to demonstrate how *framing* (selecting and highlighting certain aspects of a subject/topic) influences leadership effectiveness. The significance of trust in leadership is discussed and various other contemporary issues are introduced such as mentoring, self-leadership and virtual leadership. On completion of this module, you will be able to identify when leadership may not be necessary and how to find and create effective leaders. In addition, the module will teach you a very significant skill on how to assess whether charismatic and transformational leadership generalise across cultures. The module includes various chapters that aim to enhance your verbal- and written communication skills and concludes with a chapter on organisational cultures.

- **Module 5: Training and Development A**

This module introduces you to the learning organisation. The importance of developing a learning culture is investigated and analysed to enhance performance management. Strategies to promote and improve the learning culture is also discussed including barriers to implement and foster a learning culture. In the second part of the module, you will be introduced to all elements of training and development from a micro and macro perspective. On completion of the module, you will be able to plan, facilitate, and evaluate training interventions.

- **Module 6: Training and Development B**

This module starts with an in-depth discussion on Skills Development legislation in South Africa. Legislation that impacts on training and development are discussed such as the NQF Act, The Skills Development Act, and Skills Development Levies Act. The module provides a discussion on learning and assessment as well as a discussion on the barriers to successful promotion of skills development. Human resource development is introduced and topics such as 'smart training' and training intent are covered. You will be taught how to choose appropriate training initiatives including how to apply the various training techniques. On completion of the module, you will be able to draw up a training and development plan and be able to conduct an analysis of the current skills and skills required in the organisation.

C) Labour and Industrial Relations III:

Labour and Industrial Relations III provides a framework to prepare you for the world of human resources specifically bargaining and negotiation processes, strikes in South Africa, grievances and implementing a code of conduct in your organisation.

- **Module 7: Micro Perspectives**

This module focusses on collective bargaining and negotiation skills. You will be introduced to the key elements (presentation, power, conflict and common ground) of collective bargaining and empowered to apply these elements to negotiations. Collective bargaining and conflict are discussed in detail and you will be introduced to advanced conflict resolutions techniques and strategies. The concept of negotiation is introduced with a discussion on various related topics such as attributes of effective conflict managers and tactics to obtain a compromise. The discussion continues from a previous module on bargaining structures in South Africa and NEDLAC and workplace forums will be discussed in more detail. The module concludes with a discussion about statutory councils.

- **Module 8: Managing Labour Relations**

This module starts with a discussion on industrial action as provided for in the Labour Relations Act (LRA). Strike management is introduced, and you will be empowered to apply guidelines from the LRA for strike management. Procedures and stages in grievances are discussed including how to handle unresolved grievances. The module provides a chapter on the importance of developing and implementing a code of conduct. Business ethics is introduced, including the various approaches to ethics, religious view to ethics and how to build an ethical business. The module concludes with a chapter on how to implement disciplinary procedures, disciplinary hearings and ends with a section on dismissals.

9.3.5 ASSESSMENT AND PROGRESSION

Each module has a **formative assignment**. The purpose of formative assignments is to test your knowledge on the content of the specific modules. These are usually quick assignments that should take you between one to two hours to complete. You also have unlimited attempts to complete these assignments, up until the due date. There are set delays between attempts to give you time to work through the study material again.

Each subject has a **summative assignment**. A subject may have one or more modules (refer to the programme layout in Figure 9.3). Summative assignments test your understanding and ability to apply the concepts and theory of the relevant subject. These assignments can usually be completed in four to five days (excluding study time and preparation). There are specific due dates when summative assignments are due. You will have two attempts to pass the summative assignment of a subject, one on the due date, and one on the resubmission date. **Note**, *Missing the first due date and not submitting an assignment will automatically assign a 0 result for the first attempt. Different summative assignments are used for resubmissions and all resubmissions are capped at 65%.*

Final Integrated Summative Assignments (FISA) test your integrated knowledge, understanding and application of the various subjects. Because the FISA is more elaborate and covers a wide range of application and theory, the FISA assignment usually take between three to four weeks to complete.

The Work Directed Theoretical Learning (WDTL) assignment is an integrated research project. You will receive detailed information in the third year on the project or assignment and by when it needs to be submitted. The project or assignment will be based on the latest developments in the field of study to ensure that learning is based on current activities and economic conditions and relevant to today's challenges in the business world. The WDTL project forms part of the third year of study only. The WDTL project is usually released at the beginning of your third year of studies and can take between twelve to sixteen weeks to complete.

The pass rate for all assignments or projects is 50%. This includes the formative, summative, FISA and WDTL assignments. If you do not pass an assignment with the available attempts, then you may apply for an additional attempt through the Academic Council.

All assignments are completed and submitted directly online on the Virtual Campus. (Access to a computer and internet required).

You are required to attend an online panel interview at the end of your programme to verify and ensure the integrity and authenticity of your work.

There are no sit-down exams required to complete this programme. However, in rare and extreme cases, where a lecturer is concerned about the authenticity and validity of your work, and/or upon the review and recommendation of the Academic Council, you may be required to complete an assignment under exam conditions.

9.3.6 FURTHER STUDY OPTIONS

- Advanced Diploma in Human Resource Management, NQF Level 7.

9.4 ADVANCED DIPLOMA IN HUMAN RESOURCE MANAGEMENT

9.4.1 OVERVIEW

The Advanced Diploma in Human Resource Management is a unique programme because it focusses on the development of strategic leadership qualities, which includes the practical expertise required of human resources practitioners.

The purpose of the Advanced Diploma in Human Resource Management is to facilitate specialised HR knowledge and skills in an intensive programme that is based on the South African Human Resource competency model and the International Society of Human Resource Management (SHRM) guidelines. This programme is designed to equip qualifying students with an in-depth grounding in HRM knowledge, theory, principles and skills to enable specialised continuous professional development for human resource professionals by building on their current skills by developing students' current thinking and critical evaluation skills by applying methodology, principles and theories of the HR discipline.

Furthermore, this programme is designed to allow the qualifying student to be empowered to coordinate and contribute to the management of the core Human Resource Management functions in line with best practices and quality standards.

The qualifying student will be able to pursue a variety of HR orientated careers, including:

- HR Manager;
- HR Analyst;
- HR Career Advisor Analyst;
- HR Generalist;
- HR Specialist;
- Executive Human Resource Officer.

9.4.2 PROGRAMME ACCREDITATION AND REGISTRATION

- SAQA ID: 117725 - NQF Level 7 - 120 Credits
- Quality Council: Council on Higher Education (CHE)

The Advanced Diploma in Human Resources Management is a higher education qualification and is therefore accredited by the Higher Education Quality Council (HEQC), under the mandate of the Council on Higher Education (CHE). The programme is registered on the National Qualifications Framework (NQF) as an NQF level 7 qualification of 120 credits.

9.4.3 STUDY DURATION

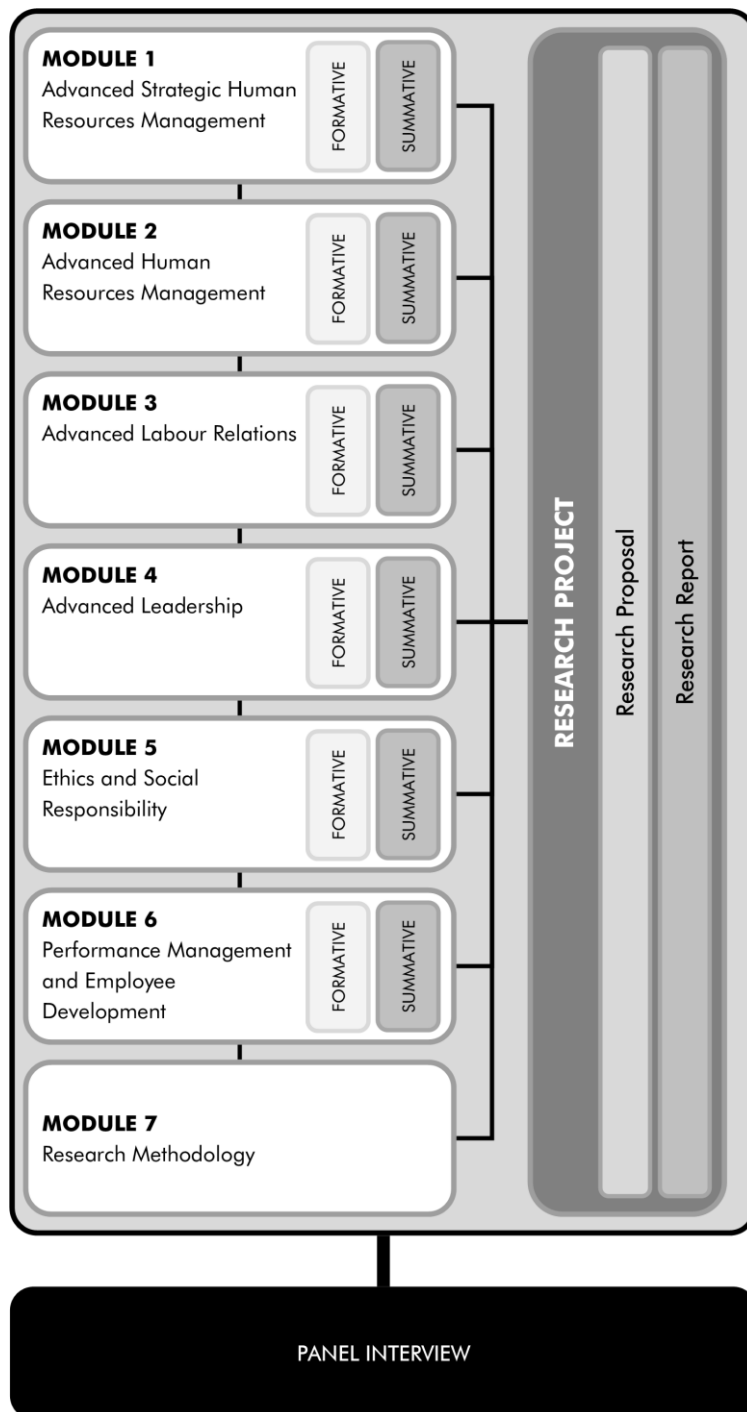
Normal Study Duration: 18 Months

The total study duration is calculated from the first date of enrolment for a specific programme and will include the duration of a Normal Study Extension. A Final Date of Completion will be calculated upon enrolment and communicated to the student.

All assignments must be completed according to the assignment due date schedule.

9.4.4 QUALIFICATION STRUCTURE

FIGURE 9.4: ADVANCED DIPLOMA IN HUMAN RESOURCE MANAGEMENT STRUCTURE



9.4.4.1 Programme Layout

- **Module 1: Advanced Strategic Human Resource Management**

This module discusses the human resource environment and processes managers use to create and shape the human resource strategy. The purpose of this module is to enhance the students' understanding of the components that impact on the competitiveness of organisations which ultimately affects the survival and growth strategy of organisations. The module discusses the responsibilities of HR departments, the expectations managers have of HR including how HR can support organisations' business strategies. The importance of Strategic Human Resource Planning (SHRP), the process of linking strategic planning with human resources and HR research methods and metrics are discussed in detail. This module concludes with a discussion on the various research techniques.

- **Module 2: Advanced Human Resource Management**

This module provides an in-depth discussion of acquisition and preparations strategies for human resources to improve retention rates. The human resource recruitment process, internal and external recruiting and recruitment sources are discussed. Students are introduced to selection method standards and various types of selection methods. Finally, employee wellness and safety practices are discussed. This module provides students with an advanced understanding of employee wellness challenges and consequences when working in an unhealthy environment. The wellness element is introduced from a health, self-development and growth perspective to enhance the organisational culture. The aim of this module is to enhance students' understanding of the importance of employee health and safety practices to support organisational goals and objectives.

- **Module 3: Advanced Labour Relations**

The purpose of this module is to provide students with an in-depth understanding of the impact the environment has on the parties to the labour relations system, especially in a country undergoing a political and economic transformation. Students will explore the linkages between environmental factors such as economic, political and social factors that affect labour relations in South Africa. The module further provides an advanced understanding of labour relations and the dynamics of social dialogue at all levels and the various challenges that might arise from such dialogue.

- **Module 4: Advanced Leadership**

This module provides a strategic value chain approach to leadership. In this module, the students are provided with an advanced understanding of leadership challenges, demands and requirements to engage constructively with stakeholders. The purpose of this module is to enhance students' understanding of leadership requirements for different generations and cultures.

- **Module 5: Ethics and Social Responsibility**

The purpose of this module is to provide students with an in-depth understanding of business ethics and social responsibility. In the first part of the module, business ethics as a subset of ethics focusing on decisions between right and wrong in the business environment is discussed. Students will learn how responsibility can be seen as an ethical value. The module examines several popular beliefs that advocate a strict division between business and ethics. Students are empowered to analyse these beliefs and to establish if there are any value or truths to these beliefs. The macro-, meso- and micro economic dimensions are discussed in relation to ethical considerations, and the business case for business ethics are investigated. In the second part of the module, some theories (descriptive, prescriptive and meta-ethical) that underpin ethics in business are discussed. Students are introduced to the Rational Interaction for Moral Sensitivity (RIMS) process of handling both social and personal ethical dilemmas in the workplace. The module concludes with a chapter on ethical risk assessment. After completion of this module, the qualifying student will be able to identify an ethical risk and conduct an ethical risk assessment.

- **Module 6: Performance Management and Employee Development**

This module introduces students to performance management. Major challenges to performance management are discussed including the performance appraisal dilemmas. Various methods for appraising performance, common rater errors and its implications are also discussed. The module further highlights the importance of HR development as a key factor in meeting strategic, business and operational goals. A systems approach to training and development is introduced. Management development and the HR development strategy of South Africa is also discussed. This module concludes with a chapter on retaining employees which includes managing compensation and benefits.

- **Module 7: Research Methodology**

The purpose of this module is to provide students with an opportunity to conduct research by gathering data and information from a variety of sources and putting the information together in a logical argument with the view to answer a specific research question. Students must be able to draw conclusions and provide limitations and recommendations by adding own views and opinions in an ethical and responsible manner.

9.4.5 ASSESSMENT AND PROGRESSION

Each module has a **formative assignment**. The purpose of formative assignments is to test your knowledge on the content of the specific modules. These are usually quick assignments that should take you between one to two hours to complete. You also have unlimited attempts to complete these assignments, up until the due date. There are set delays between attempts to give you time to work through the study material again.

Each module has a **summative assignment**. A subject may have one or more modules (refer to the programme layout in Figure 9.4). Summative assignments test your understanding and ability to apply the concepts and theory of the relevant subject. These assignments can usually be completed in four to five days (excluding study time and preparation). There are specific due dates when summative assignments are due. You will have two attempts to pass the summative assignment of a subject, one on the due date, and one on the resubmission date. *Note, the summative assignments for resubmissions are not the same as the normal summative assignment and second attempts are capped at 65%.*

The research project tests your *integrated knowledge*, understanding and application of the various subjects for this programme. It is a more elaborate assessment that covers theory and application of theory. The research project consists of a **research project** that consists of a **research proposal** and a **research report**. The research project will measure competence against Module 7 (Research Methodology), and the overall programme learning outcomes.

The pass rate for all assignments or projects is 50%. This includes the formative, summative, FISA and research project. If you do not pass an assignment with the available attempts, then you may apply for an additional attempt through the Academic Council.

The Panel Interview at the end of your programme is required to verify and ensure the integrity and authenticity of your work.

There are no sit-down exams required to complete this programme. However, in rare and extreme cases, where a lecturer is concerned about the authenticity and validity of your work, and/or upon the review and recommendation of the Academic Council, you may be required to complete an assignment under exam conditions. **All assignments are completed and submitted directly online on the Virtual Campus.** (Access to a computer and internet required).

9.4.6 FURTHER STUDY OPTIONS*

Upon successful completion of the Advanced Diploma in Human Resource Management, students will have access to related post graduate studies. For example:

- Post Graduate Diploma in Human Resources Management, NQF Level 8*
- Post Graduate Diploma in Labour Relations Management, NQF Level 8*
- Post Graduate Diploma in Organisational Development, NQF Level 8*
- BCOM Honours in Human Resource Management, NQF Level 8*
- BCOM Honours in Industrial and Organisational Psychology, NQF Level 8*
- BCOM Honours in Business Management, NQF Level 8*

*Available for further study at other private and public institutions.

10. VIRTUAL CAMPUS (VC)

The VC is our online learning platform created for our students to enable you to study anywhere, any time, but within the parameters of the assignment due date schedule. The VC allows you to download your study material, complete and submit assignments online, receive instant results (formatives), track progress results, ask questions to lecturers in real-time, collaborate with other students, download additional resources (either from the e-library or VC directly), make suggestions and provide opinions on forum discussions, view account status, comment on latest College news, track parcels, order textbooks, make online payments, view the calendar with important updates and much more. The VC also allows our lecturers to continuously track your progress and provide regular and constructive feedback to you. In addition, the VC offers additional learning resources such as journal articles and enables you to have access to the latest study material.

Moreover, your lecturer can view in real-time when you are logged into the system, and when you are experiencing difficulties with an assignment or when you are not attempting an assignment. Your lecturer will also make use of the VC to ensure you stay on track and do not become at-risk to mastering your qualification. Your lecturer will follow your “progress bar” (an indicator on the VC that shows your progress) to identify when you need additional academic support.

The VC will enable you to navigate your way through the options on the home page by clicking on the icons at the bottom of the page such as “my studies”, “newsroom” or “my profile” or alternatively clicking on the options on the left of the page “dashboard”, “calendar”, “my courses”, etc. In addition, you will be able to receive and send messages from and to your lecturer.

You can either log in with you work computer, own laptop or even your smart phone to the VC. Alternatively, you can visit the BMTC Student Centre which is equipped with laptops and adequate Wi-Fi to enable you to log onto the VC. Dedicated staff is available to you with the necessary support to access the VC effortlessly. Alternatively, you can request telephonic support from IT staff or request e-mail guidelines on how to logon onto the system.

Below is a summary of the features of the Virtual Campus:

- Chat with your lecturer or other students.
- Complete your assignments online.
- Receive formative results immediately after completing an attempt.
- Upload and download summative assignments.
- View all your programmes from one platform.
- View your programme progress from the progress bar.
- Have access to the latest study material without having to print any material.
- Setup and plan your diary from the Virtual Campus.
- Engage in virtual meetings with your lecturer.

11. STUDENT SUPPORT SERVICE

11.1 GENERAL STUDY SUPPORT

- You can contact your lecturer between 9:00 – 15:30 Mondays to Fridays.
- Emails are replied to within 48 hours (weekdays). You should contact your lecturer directly by e-mail regarding study related queries. Your lecturer's e-mail address is available on the VC and study for success guide.
- Additional study support material in the form of PowerPoint presentations, instructional videos, etc. can be downloaded from the VC.
- Remember, additional information regarding general topics is available under the "My Downloads" section on the Virtual Campus.

11.2 ACADEMIC SUPPORT

Each programme has a dedicated lecturer and qualified academic staff members who are appointed to ensure that the highest standard of academic support is delivered to you, our valued student. Communication in education is very important but even more so in a distance education environment. At BMT College we always strive to make your study experience as effortless and efficient as possible. We use the following communication channels to ensure that you receive uninterrupted service from us:

- Electronic mail,
- Telephonic discussions,
- Mobile SMS technology,
- Virtual Campus messaging,
- Various social media platforms including a dedicated student Facebook page,
- Skype and Zoom sessions,
- Postal and courier commitments,
- Physical face-to-face engagements, and
- One-on-one consultation sessions.

11.3 STUDENTS WITH SPECIAL NEEDS

BMT College supports the guidelines provided in the Education White Paper 6 (2001, p. 6) on special needs education which states that inclusive education and training must recognise that all students can learn, and all students need support. Every effort is made to accommodate students with special needs during their studies at BMT College. The College interprets an impairment to be an injury, illness or inherited condition that causes, or is likely to cause, a loss or difference in the way the body or mind

works (Department of Education, 2001). Furthermore, special education support and services at the College enable students with special needs to have equitable access to learning and opportunities to pursue and achieve the goals of our programmes.

The College meets its responsibility and duty not to treat disabled people less favourably than others by:

- making a range of reasonable adjustments to ensure that enrolment process, the full range of student services, access, achievement and success are, within the requirements of the law, unaffected by disability and learning difficulties.
- making the College's Special Needs Statement readily available.
- encouraging and supporting students to disclose disabilities and learning disabilities at the earliest opportunity, (for example, on the registration form). All information disclosed in this way is held in the strictest confidence and is only used to assist students to succeed.
- monitoring the student's achievements and successes, analysing trends and taking appropriate action.

11.4 LIBRARY RESOURCES

You are invited to visit the College's library between Mondays and Thursdays from 8h00 to 14h00 and Fridays from 10h00 to 13h00. The library has laptops available with broadband Internet to access the VC and other additional learning resources.

11.5 ACADEMIC COUNCIL MEETINGS (ACM)

The Academic Council is an executive committee that meets once a month to oversee special arrangements and request in order to support students with the continuation of their studies. The committee aims to assist students with various challenges including: learning disabilities, special needs requests, financial difficulties, students who are experiencing challenges in their academic progress, or students who could not complete their studies (within the allocated study duration) due to various unforeseen circumstances.

11.6 IT / WEBSITE

Should you experience any difficulties accessing BMT College's Virtual Campus or any of BMT College's electronic facilities, please e-mail our IT Manager: webmaster@bmtcollege.ac.za or vc@bmtcollege.ac.za. for further assistance or access the College's website: <http://www.bmtcollege.ac.za>

11.7 SOCIAL MEDIA

Please join our student Facebook page, once you become a registered student, to engage with other active students. You may also wish to 'like' our general Facebook page to receive more general study related information: <http://www.facebook.com/bmtcollege.ac.za>. Our social media pages will provide you with up-to-date information affecting your studies.

12. FEES AND CHARGES

12.1 STUDY FEES

Various payment options are available to you. For example, you can pay the full amount, make once-off payments, or pay with monthly instalments. Debit order payments do not carry any finance fees (interest). Therefore, this will always be your best option if not paying in full. All queries relating to your account can be forwarded to the accounts department: accounts@bmtcollege.ac.za or info@bmtcollege.ac.za.

You can pay your study fees by:

- Making payment on the BMT secure website with either your credit- or debit card or by providing your card details on the appropriate section of the registration form.
- Completing the debit order form accompanying your registration form. **Note that we charge 0% interest on debit order transactions.**
- Doing a direct Electronic Funds Transfer (EFT) into either the College's ABSA or NEDBANK bank accounts. You can also deposit cash directly into one of these bank accounts. Always use your student number (or provisional number) as a reference.

12.2 BURSARIES

First year-, short course- and skills programme students are excluded from applying for a bursary. The AC may award bursaries to deserving second and/or third year students.

12.3 FINANCIAL SUPPORT

You can finance your study fee instead of paying the full study fee at the beginning of the year. Thus, making small monthly payments (by debit order) instead. Please refer to the applicable fee schedule for a payment option that will suit your needs. In order to support your study initiative, **we do not charge interest on any debit order payments.**

13. POLICIES AND PROCEDURES

BMT College policies, processes and procedures are aimed at providing a fair and equitable service to all students.

All policies included in this section are shortened for the purpose of inclusion in the prospectus. The full versions of all policies are available in the study for success guide.

13.1 ASSESSMENT POLICY

Our assessment policy is guided by the principles of the National Qualification Framework. Assessment can be described as the process by which a student is declared competent or not yet competent against identified unit standards or the exit level outcomes of a programme. BMT College defines competence as the ability of a student to integrate a number of tasks in a particular setting (aptitude) or context and to attain certain standards. Competence integrates knowledge, skill and attitude. Our assessment policy is guided by SAQA requirements, thus ensuring high standards of good practice.

13.2 ASSESSMENT APPEALS PROCEDURE

Students are permitted to submit an assessment outcomes appeal under the following circumstances:

- to appeal an administrative error.
- to query the fairness of a student's assessment.
- to query the validity of a student's assignment.
- to appeal the reliability of a student's assessment.
- to lodge a query when an assessor's judgment is perceived to be biased.
- to query the expertise of an assessor.
- to bring unethical practices, on the part of the assessor, to the attention of the Governing Body.

Students wishing to appeal an assessment, must refer to the appeal procedure as outlined in the Study for Success guide. A completed assessment appeals form must be submitted to the College for attention of the Head of Academics.

13.3 GRIEVANCE POLICY

The grievance policy aims to provide a fair and speedy process to obtaining a resolution, should a grievance arise. Official grievances must be lodged with the Academic Council for the attention of the Principal or Vice-Principal.

13.4 GUARANTEE POLICY

BMT College guarantees the highest quality of all study material and support. Should BMT College be unable to deliver stated services, excluding unreasonable circumstances or circumstances that are not within the control of the College, the student will be refunded according to the refund policy. BMT College guarantees a student service for a period not exceeding 24 months from the date of commencement of his/her studies.

13.5 LANGUAGE POLICY

BMT College delivers distance education on our e-learning platform, including various other social media platforms, in English only. Where language poses a potential barrier to fair assessment, it is the responsibility of the student to arrange for a competent interpreter to be present during an assessment while still keeping to the principles of assessment and ensuring that the assessment process is not compromised.

13.6 OPEN ACCESS AND NON-DISCRIMINATION POLICY

BMT College's open access policy ensures that all students who comply with admission requirements will be accepted for further studies. Discrimination on any basis will not be tolerated.

13.7 QUALITY ASSURANCE POLICY

BMT College has a Quality Management System (QMS) in place that ensures:

- Stringent, standard and quality procedures are followed for all policies.
- Continuous professional development is ensured for of all staff, especially academic staff.
- Internal audits are regularly conducted in respect of quality assurance in the recording, monitoring and review of all BMT College processes.
- Resources are allocated when and where necessary; and that trustworthy research is conducted to inform teaching and learning practices.

13.8 RECORD KEEPING POLICY

BMT College records and maintains all student related information for a period of 5 years.

13.9 REFUND AND CANCELLATION POLICY

If a student wants to cancel or withdraw from studying with BMT College, then they must notify the College in writing by completing the cancellation application form. The cancellation form is available on

the Virtual Campus, or alternatively the cancellation application form can be requested by sending a query to info@bmtcollege.ac.za. The form must be completed and submitted to BMT College for attention of the Accounts Manager. The form can be sent to:

- **E-mail:** info@bmtcollege.ac.za
- **Postage:** Private Bag X100, Bryanston, 2020
- **Hand Delivery:** 147 2nd Road, Chartwell, 2191

The following will apply when cancelling or withdrawing from studies with BMT College:

- **Cancellation within five (5) business days:** If a student signed the registration contract (electronically on the online application or physically) at any other location than the registered address for BMT College (147 2nd Road, Chartwell, 2191), then they can cancel their studies, without any penalty by giving immediate written notice of the cancellation to BMT College.
- **Cancellation within 14 days after registration:** A student may cancel their registration with BMT College within 14 days of registration, but they will remain liable for the full registration administration fee until their registration administration fee has been paid up.
- **Cancellation after 14 days from registration:** A student can cancel their registration with BMT College at any stage during the studies after the initial 14 days from registration by giving one calendar months' notice. However, a cancellation penalty will be charged in addition to the non-refundable registration fee. The cancellation penalty will be calculated based on the study period that has expired and/or the percentage of the programme that they completed. *E.g. the normal study period allocated is usually nine months. If they have paid in full and cancel or withdraw from the studies after three months, they will be refunded for the remaining six months less the registration administration fee.*

Note that no refunds will be granted for

- Failure of delivery due to a third party.
- Incomplete or failed qualifications

13.10 STUDENT OBLIGATIONS

All students have the obligation to submit their last assignment before the study period duration expires and to adhere to the assignment submission dates. Students have an obligation to repay the study fees in full, irrespective of whether they complete the programme or not. Monthly payments to BMT College must be up to date at all times in order to stay connected on the VC.

13.11 STUDENT SELECTION AND INTAKE POLICY

BMT College declares that no unfair barriers with regards to enrolment and admission requirements exist. Programme requirements are clearly defined in the prospectus, website and other relevant information documents, and therefore students who comply with the admission requirements will be accepted for studies with the College.

13.12 STUDY LOANS

If you wish to register for a study loan, you must complete the financing section of the enrolment contract and select the repayment option that suits you best to repay your study fee in instalments. We highly recommend that you complete the debit order authorisation form (part of the enrolment contract) as debit order payments do not incur any interest. **Please Note:** preference will be given to students with duly signed and completed debit orders. Your studies will commence once we have received your first instalment. Our study loans are only available to students who wish to study with BMT College (BMT College is a registered Credit Provider, registration number: NCRCP473).

14. THE REGISTRATION PROCESS

14.1 ADMISSION OF STUDENTS

- (a) No person shall be enrolled for a module or any programme unless s/he has satisfied all the entry requirements as determined by the programme concerned.
- (b) Subject to the provisions of the Act and of the Statute and these regulations, a student must comply with the following requirements for admission:
 - (i) A student must submit a copy of his/her matriculation certificate or exemption certificate referred to in the Act, or any other certificate which serves as a requirement for admission into a particular programme of study before s/he may be registered as a student for the first time, unless the Principal grants him/her an extension of time.
 - (ii) A student must submit a copy of his/her identity document upon registration and upon introducing him/herself on the Virtual Campus during the induction quiz.
- (e) After registration, a student will be subject to the rules and regulations applicable to registered students of the College.
- (f) A student shall be registered when his/her application for admission as a student has been approved.
- (g) An individual, who has graduated from BMT College or another Institution, may apply for Recognition of Prior Learning if they can provide satisfactory evidence of their academic capabilities to be allowed entry into a programme.

14.2 REGISTRATION AND FEES PAYABLE BY STUDENTS

- (a) The BMT College Academic Council prescribes the minimum requirements for any person who wants:
 - (i) to register as a student of the College (minimum requirements to register as a student is published in the College Prospectus).
 - (ii) to renew his/her registration as a student (the minimum requirements to renew a registration are determined on a case-by-case basis. Students who want to renew their registrations will need to request a review by the Academic Council that will be tabled at the next available Academic Council Meeting)
 - (iii) to continue to attend the College as a student (only active students will be able to continue to attend the College, i.e. payments must be up to date, studies with the College must be continuous)
- (b) The fees payable by a student to the College shall be published in the fee schedule.

- (c) Every person registered as a student of the College shall from time to time cause his or her registration as a student to be renewed in accordance with the Statute.
- (d) The Council may refuse to accept or renew the registration of a student, if such a student fails to comply with the minimum study requirements.
- (e) Notwithstanding anything to the contrary contained in the HET Acts, the Council may cancel the registration of a student if it considers such cancellation to be in the interest of the College, provided that such cancellation shall be final, and the Council shall not be obliged to furnish reasons thereof.
- (f) The Council may limit the number of persons who shall be permitted to register for any specific programme.
- (g) The rules relating to study programmes and curriculum shall be as determined by the Council.
- (h) The Council may refuse to admit or re-admit a student to the College if the Council considers it in the best interest of the College to do so and the Council shall furnish reasons for any such refusal.

14.3 REGISTRATION OF STUDENTS

- (a) Every person registering as a student at the College must sign the official registration form, thereby binding himself or herself to such conditions and rules as the Council may determine.
- (b) A person registered as a student of the College is registered for the ensuing academic year or for such shorter period as may be determined by the Academic Council.
- (c) No person will be enrolled in any programme unless he/she has satisfied all the requirements laid down in the rules concerned.

15. Student Health and Safety Policy

All students are encouraged to follow a healthy lifestyle and be cognisant of their general wellbeing. However, we recognise that certain factors, which may be beyond the control of the student, may negatively impact on the health and wellness of a student.

BMT College takes due consideration for their students' wellbeing and therefore endeavours to provide and promote an online- and physical environment that are conducive to students' health, safety and wellness. However, should any student require additional health and wellness support, they may contact the following, or similar organisations:

- Adcock Ingram Depression and Anxiety Helpline: **0800 70 80 90**
- Department of Social Development Substance Abuse: **0800 12 13 14 (24-hour helpline)**
- SADAG Mental Health Line: **011 234 4837**
- SAPS Crime Stop: **0800 600 10111**
- Ambulance and Fire Brigade: **10177**
- Netcare 911: **082 911**
- Lifeline: **0861 322 322**
- Gender Based Violence Helpline: **0800 150 150**

16. CONTACT INFORMATION

You can contact the College during our normal office hours.

Tel: 010 010 0936

Fax: 086 639 4687

E-mail: info@bmtcollege.ac.za

Website: www.bmtcollege.ac.za

Facebook: www.facebook.com/bmtcollege.ac.za

Postal Address: Private Bag X100 - Bryanston - 2021

Street Address: 147 Second Road - Chartwell - 2191

Directions from N1 - Western Bypass

- From the N1 - Western Bypass turn North onto William Nicol Drive towards Fourways.
 - Left if you are going towards Pretoria
 - Right if you are coming from Pretoria
- Keep left on William Nicol Drive.
- After Monte Casino, on your right-hand side, turn left onto the slipway for Witkoppen Road.
- Keep on the right-hand side of Witkoppen Road (Fourways Mall is on your right-hand side).
- At the first traffic light turn right into Cedar Road.
- Keep on Cedar Road until you find Broadacres Shopping Centre on your left-hand side.
- At the first left after Broadacres Shopping Centre turn into Third Avenue to enter Chartwell AH.
- The first four-way stop in Third Avenue turn left into Runnymede Road.
- The first four-way stop in Runnymede Road turn right into Second Road.
- Drive until you arrive at BMT College on your right-hand side.

17. COMPANY INFORMATION

REGISTERED NAME:	Business Management Training College (Pty) Ltd	
TRADING AS:	BMT College	
COMPANY REG. NO.	2005/011378/07	
DHET HE REG. NO.	2011/HE07/002	
NCR REG NO.	NCRCP473	
DIRECTORS:	Dr BA van der Linde (Principal)	
	Mr JJJ Poolman (Vice-Principal)	
	Mrs M Turner (Financial Director)	
SENIOR MANAGERS:	Mrs Z Auths	Head of Academics
	Mrs J Brand	Deputy Head of Academics
	Mr J Meyer	Head of Information Technology
	Ms E van Coller	Head of Administration
AUDITORS:	WKH Landgrebe and co.	
VAT NUMBER:	Exempted	

NEDBANK: BANKING DETAILS		ABSA: BANKING DETAILS	
BRANCH:	Randburg	BRANCH CODE	632005
BRANCH CODE:	1984 05	ACC #:	40 7791 4327
ACC #	1984 388 606	TYPE:	Cheque

CONTACT NUMBER:	010 010 0936 / 011 708 0159
CONTACT E-MAIL:	info@bmtcollege.ac.za
FAX:	086 639 4687
WEBSITE:	www.bmtcollege.ac.za
PHYSICAL ADDRESS:	147 - Second Road, Chartwell, Fourways, 2191
POSTAL ADDRESS:	Private Bag X100, Bryanston, 2021
ACCREDITATION:	Council on Higher Education (CHE)
MEMBERSHIPS:	National Association for Distance Education and Open Learning in South Africa (NADEOSA)

Business Management Training College (Pty) Ltd is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act of 1997, Registration No. 2011/HE07/002



Private Bag X100, Bryanston, 2021

147 Second Rd, Chartwell, Johannesburg

 /**BMT**College.ac.za

 @**BMT**College

 **bmtcollege**

 011 708 0159

 **bmtcollege.ac.za**

 info@**bmtcollege.ac.za**

Business Management Training College (Pty) Ltd is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act of 1997, Registration No. 2011/HE07/002.

Advanced Diploma (NQF 7) Full Programme Fee **R34930**

Payment Option	Monthly Payment	Months	Total
Debit Order 1	R2495	14	R34930
Monthly deposit in account (including EFT)	R2870	14	R40180

Diploma (NQF 6) Yearly Fee **R22455**

Payment Option	Monthly Payment	Months	Total
Debit Order 1	R2495	9	R22455
Debit Order 2*	R1497	15	R22455
Monthly deposit in account (including EFT)	R2870	9	R25830

Higher Certificate (NQF 5) Full Programme Fee **R14850**

Payment Option	Monthly Payment	Months	Total
Debit Order 1	R1650	9	R14850
Debit Order 2*	R990	15	R14850
Monthly deposit in account (including EFT)	R1947	9	R17523

All payment plans include UNLIMITED ACCESS to the Virtual Campus with the latest study guides, **online eTextbooks** and support material.

All payment plans include FULL academic support from your lecturers, including group sessions, and individual (one-on-one) sessions.

The study fee is payable per academic year.

*Debit Order 2 payment option may delay the start of next study year if study fees are not fully paid up.

OTHER FEES

The following items are not included in the study fee.

ITEM	FEE
Printed Study Guides per year (8 Guides) - Excludes Courier Charges	*FOR
Study Guide download (Must have access to Virtual Campus)	FREE
Prescribed textbooks (see prescribed textbook list)	*FOR
Study extensions (<i>must be approved by Academic Council</i>)	R11227
Returned debit order payment (<i>per occasion</i>)	R55
EFT/Deposit in account late/non payment penalty	R75
Replacing lost or damaged certificate (<i>not older than 5 years</i>)	R570
Priority mail (<i>courier or speed services</i>)	*FOR
Additional assessment (<i>after first two attempts and approved by Academic Council</i>)	R585
Academic transcript or statement of results reprint	R185
Academic Council review	R485
Graduate in Absentia	R585
Recognition of Prior Learning (RPL) application and assessment**	R2495

***FOR - Fee on Request:** BMT College does not sell textbooks or post items. *Study guides are freely available on the Virtual Campus.* The College can, on request, obtain prescribed textbooks and/or courier documents or books to students. However, the College will first obtain a quote from a relevant and supplier and provide the student with the quote. Once the student has deposited the full amount for the textbooks and/or courier services, then the College will purchase the textbooks. The student can then either collect the textbooks from the College, or have it couriered.

****Recognition of Prior Learning (RPL) application and assessment:** The application and assessment fee for RPL must be paid upon application. If RPL is approved, the amount paid will be credited towards the study fees. **NOTE:** An RPL application does not guarantee RPL approval.

BANKING DETAILS

NEDBANK

Account number: 1984 388 606

(Cheque)

Branch code: 1984 05

Branch Name: Randburg

Swift: NEDSZAJJ

ABSA

Account number: 407 791 4327

(Cheque)

Universal branch code: 632005



PRESCRIBED TEXTBOOKS

PRESCRIBED TEXTBOOKS ARE NOT INCLUDED IN THE STUDY FEE

2022C1 - March 2022 Intake (October 2021 - March 2022)

HIGHER CERTIFICATE IN BUSINESS MANAGEMENT (NQF 5)

Title	ISBN	Publisher	E-book
Introduction to Business Management - 11th ed	978 0 19 074576 9	Oxford University Press	Yes (click here)
Administrative Management - 5th ed	978 1 48513 096 3	JUTA	Yes (click here)
South African Human Resource Management - 6th ed	978 1 48513 009 3	JUTA	Yes (click here)
Operations Management - 3rd ed	978 0 19 904956 1	Oxford University Press	Yes (click here)
Basic Financial Management - 2nd ed	978 1 48512 541 9	JUTA	Yes (click here)
An Introduction to Information Management and Technology in Business	978 1 48510 253 3	JUTA	Yes (click here)
A Guide to Project Management - 2nd ed	978 1 48510 555 8	JUTA	Yes (click here)

DIPLOMA IN BUSINESS MANAGEMENT (NQF 6)

FIRST YEAR	ISBN	Publisher	E-book
Introduction to Business Management - 11th ed	978 0 19 074576 9	Oxford University Press	Yes (click here)
Administrative Management - 5th ed	978 1 48513 096 3	JUTA	Yes (click here)
SECOND YEAR			
Human Resource Management in South Africa - 6th ed	978 1 47375 112 5	Cengage Learning	Yes (click here)
South African Human Resource Management - 6th ed	978 1 48513 009 3	JUTA	Yes (click here)
Marketing Management: A South African Perspective - 4th ed	978 1 48513 098 7	JUTA	Yes (click here)
Economics for South African Students - 6th ed	978 0 62703 7054	Van Schaik	Yes (click here)
Operations Management - 3rd ed	978 0 19 904956 1	Oxford University Press	Yes (click here)
THIRD YEAR			
Human Resource Management in South Africa - 6th ed	978 1 47375 112 5	Cengage Learning	Yes (click here)
South African Human Resource Management - 6th ed	978 1 48513 009 3	JUTA	Yes (click here)
Introduction to Business Management - 11th ed	978 0 19 074576 9	Oxford University Press	Yes (click here)
Marketing Management: A South African Perspective - 4th ed	978 1 48513 098 7	JUTA	Yes (click here)
Economics for South African Students - 6th ed	978 0 62703 7054	Van Schaik	Yes (click here)
Operations Management - 3rd ed	978 0 19 904956 1	Oxford University Press	Yes (click here)
Fundamentals of Cost and Management Accounting - 8th ed	978 0 40 912869 7	LexisNexis	Yes (click here)

NOTE: PRESCRIBED TEXTBOOKS ARE NOT INCLUDED IN THE STUDY FEE

TEXTBOOK SUPPLIERS

Armstrong Booksellers	www.armstrongs.co.za
Mind Matters	www.mind-matters.co.za
Pimp My Book	www.pimpmybook.co.za
Protea Bookshop	www.proteabooks.com
takelot.com	www.takelot.com
Van Schaik Bookstore	www.vanschaik.com



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📱 /BMTCollege.ac.za 📺 [bmtcollege](https://www.bmtcollege.ac.za)

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PRESCRIBED TEXTBOOKS

PRESCRIBED TEXTBOOKS ARE NOT INCLUDED IN THE STUDY FEE

2022C1 - March 2022 Intake (October 2021 - March 2022)

DIPLOMA IN HUMAN RESOURCES MANAGEMENT (NQF 6)

FIRST YEAR	ISBN	Publisher	E-book
Introduction to Business Management - 11th ed	978 0 19 074576 9	Oxford University Press	Yes (click here)
Administrative Management - 5th ed	978 1 48513 096 3	JUTA	Yes (click here)
SECOND YEAR			
Human Resource Management in South Africa - 6th ed	978 1 47375 112 5	Cengage Learning	Yes (click here)
Organisational Behaviour - Global and South African Perspectives - 3rd ed	978 1 775 95151 3	Pearson Education	Yes (click here)
South African Employment Relations -Theory and Practice - 9th ed	978 0627 03746 7	Van Schaik	Yes (click here)
South African Human Resource Management - 6th ed	978 1 48513 009 3	JUTA	Yes (click here)
THIRD YEAR			
Human Resource Management in South Africa - 6th ed	978 1 47375 112 5	Cengage Learning	Yes (click here)
Organisational Behaviour - Global and South African Perspectives - 3rd ed	978 1 775 95151 3	Pearson Education	Yes (click here)
Introduction to Business Management - 11th ed	978 0 19 074576 9	Oxford University Press	Yes (click here)
South African Employment Relations -Theory and Practice - 9th ed	978 0627 03746 7	Van Schaik	Yes (click here)
South African Human Resource Management - 6th ed	978 1 48513 009 3	JUTA	Yes (click here)

ADVANCED DIPLOMA IN HUMAN RESOURCE MANAGEMENT (NQF 7)

Title	ISBN	Publisher	E-book
Human Resource Management: Gaining a Competitive Advantage - 12th ed	978 1 260 57074 8	McGraw-Hill	Yes (click here)
Human Resource Management in South Africa - 6th ed	978 1 47375 112 5	Cengage Learning	Yes (click here)
Introduction to Labour Relations in South Africa - 12th ed	9780409129175	LexisNexis	Yes (click here)
Business Ethics - 6th ed	9780190721466	Oxford University Press	Yes (click here)
First Steps in Research - 3rd ed	9780627037085	Van Schaik	Yes (click here)

NOTE: PRESCRIBED TEXTBOOKS ARE NOT INCLUDED IN THE STUDY FEE

TEXTBOOK SUPPLIERS

Armstrong Booksellers	www.armstrongs.co.za
Mind Matters	www.mind-matters.co.za
Pimp My Book	www.pimpmybook.co.za
Protea Bookshop	www.proteabooks.com
takelot.com	www.takelot.com
Van Schaik Bookstore	www.vanschaik.com



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📱 /BMTCollege.ac.za 📺 [bmtcollege](https://www.youtube.com/channel/UCv8v8v8v8v8v8v8v8v8v8v8)

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REGISTRATION CONTRACT

2022C1 - March 2022 Intake (October 2021 - March 2022)

INSTRUCTIONS:

Complete all fields

Submit form with your ID copy and highest qualification to: E-mail: info@bmtcollege.ac.za OR fax: 086 639 4687

Registrations can also be done online: www.bmtcollege.ac.za

Need assistance to complete this form? Call **011 708 0159** Monday to Friday (08:00 - 16:00)

☐ New Student

☐ Existing Student

STUDENT NUMBER

☐ First Year

☐ Second Year

☐ Third Year

SECTION A: COURSE SELECTION

QUALIFICATION SELECTION

☐ Higher Certificate in Business Management (NQF 5 | SAQA ID: 118141) - Require Matric **or** NQF 4 qualification **or** RPL exemption

☐ Diploma in Business Management (NQF 6 | SAQA ID: 83266) - Require Matric **or** NQF 4 qualification **or** RPL exemption

☐ Diploma in Human Resources Management (NQF 6 | SAQA ID: 83286) - Require Matric **or** NQF 4 qualification **or** RPL exemption

☐ Advanced Diploma in Human Resources Management (NQF 7 | SAQA ID: 117725) - Require NQF 6 Diploma (or higher) **or** RPL exemption

ALL STUDENTS ARE REQUIRED TO HAVE BASIC COMPUTER LITERACY SKILLS,
HAVE ACCESS TO A COMPUTER AND SUFFICIENT INTERNET ACCESS TO COMPLETE ONLINE ASSIGNMENTS.

SECTION B: PERSONAL INFORMATION

SURNAME		ID NUMBER			
FIRST NAMES			TITLE		
DATE OF BIRTH	HOME LANGUAGE		GENDER		
EQUITY	<input type="checkbox"/> Black	<input type="checkbox"/> Coloured	<input type="checkbox"/> Indian	<input type="checkbox"/> White	<input type="checkbox"/> Other
DISABILITY	<input type="checkbox"/> None	<input type="checkbox"/> Communication	<input type="checkbox"/> Disabled	<input type="checkbox"/> Emotional	<input type="checkbox"/> Hearing
	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Physical	<input type="checkbox"/> Sight	<input type="checkbox"/> Multiple	
EMPLOYMENT STATUS	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Not Working	<input type="checkbox"/> Pensioner/Retired	
CURRENT EMPLOYER	JOB TITLE		DURATION		
HIGHEST QUALIFICATION	MATRIC ENDORSEMENT		<input type="checkbox"/> Diploma/Degree	<input type="checkbox"/> Higher Certificate	
REFERRAL	<input type="checkbox"/> Friend/Colleague	<input type="checkbox"/> Google	<input type="checkbox"/> Facebook	<input type="checkbox"/> Instagram	<input type="checkbox"/> Radio
	<input type="checkbox"/> Vehicle branding	<input type="checkbox"/> Other (specify)			

SECTION C: CONTACT INFORMATION

MOBILE NUMBER	PHONE NUMBER (WORK)
E-MAIL	DO YOU WANT TO RECEIVE NOTIFICATIONS FROM THE COLLEGE <input type="checkbox"/> Yes <input type="checkbox"/> No
RESIDENTIAL ADDRESS	PHYSICAL ADDRESS (WHERE STUDY MATERIAL SHOULD BE SENT TO)
POSTAL CODE	POSTAL CODE

PRIVATE BAG X100 - BRYANSTON - 2021 | 147 SECOND ROAD - CHARTWELL (JHB) - 2191
TEL: 011 708 0159 | FAX: 086 639 4687 | INFO@BMTCOLLEGE.AC.ZA

BMTCOLLEGE.AC.ZA

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under the Higher Education Act, 1997, Registration No. 2011/HE07/002
Business Management Training College (Pty) Ltd 2005/011378/07
Directors : B.A. van der Linde; J.J.J. Poolman; M. Turner

SECTION D: PAYMENT INFORMATION

PARTY RESPONSIBLE FOR PAYMENT

☐ Student (As in Section B above)☐ Sponsor or Company

COMPANY OR SPONSOR NAME

CONTACT NAME AND SURNAME

CONTACT MOBILE NUMBER

CONTACT PHONE NUMBER (WORK)

CONTACT E-MAIL

PAYMENT SCHEDULE (Please refer to fee schedule for more information)

Select your preferred payment option. If you want to order the printed study guides,

PROGRAMME	FULL PAYMENT Include proof of full payment	DEBIT ORDER PLAN 1 Complete Section E	DEBIT ORDER PLAN 2 Complete Section E	MONTHLY DEPOSIT IN ACCOUNT (including EFT) Include proof of payment	PRINTED STUDY GUIDES (Optional)
Higher Certificate (NQF 5)	<input type="checkbox"/> R14850	<input type="checkbox"/> R1650 x 9	<input type="checkbox"/> R990 x 15	<input type="checkbox"/> R1947 x 9	<input type="checkbox"/> R1600
Diploma (NQF 6) 1st or 2nd or 3rd year only, as selected on Page 1	<input type="checkbox"/> R22455	<input type="checkbox"/> R2495 x 9	<input type="checkbox"/> R1497 x 15	<input type="checkbox"/> R2870 x 9	<input type="checkbox"/> R1600
Advanced Diploma (NQF 7)	<input type="checkbox"/> R34930	<input type="checkbox"/> R2495 x 14		<input type="checkbox"/> R2870 x 14	<input type="checkbox"/> R1400

- The printed study guide pack include all the printed study guides for the academic year. However, all the latest study guides are available FREE OF CHARGE as *print quality downloads* from the Virtual Campus.
- Prescribed and recommended textbooks are not included in the study fee.
- Please refer to the latest Fee Schedule for any other fees.
- PLEASE NOTE: If paying by debit order, complete Section E below. If paying in full or by monthly deposit in account (including EFT), include proof of payment. INCOMPLETE REGISTRATIONS WILL NOT BE PROCESSED.**

SECTION E: DEBIT ORDER AUTHORISATIONMonthly repayments should be done by debit order. Please complete this section if your study fee is not yet paid in full (*attach proof of payment if it is*).

Initials and Surname of Account Holder

Title

Bank Name

Branch Name

Account Number

Branch Code

Account Type

Debit Order Date

☐ 15th☐ 25th☐ Last working day**Debit Order Agreement**

- I agree that BMT College may start deductions from my account as selected in **Section D** above.
- I agree that the first deduction will be on the first occurrence of the day selected above. (*If the 15th or 25th falls on a weekend, the debit order will be effected on the Friday before the selected date.*)

I acknowledge that all payment instruction issued by Business Management Training College (Pty) Ltd shall be treated by my abovementioned bank as if the instructions has been issued by me personally.

PRINT NAME

SIGNATURE

DATE

SECTION F: CREDIT ASSESSMENT (BMT College is a registered credit provider: NCRCP473)

Description	Monthly Amount	Not Applicable
Net Income (The amount you take home)	R	<input type="checkbox"/>
Accommodation Expenses	R	<input type="checkbox"/>
Transport Expenses	R	<input type="checkbox"/>
Food Expenses	R	<input type="checkbox"/>
Education Expenses (include the monthly payment you selected in Section D)	R	<input type="checkbox"/>
Medical Expenses	R	<input type="checkbox"/>
Water and Electricity	R	<input type="checkbox"/>
Maintenance	R	<input type="checkbox"/>
Total Expenses	R	<input type="checkbox"/>
Spendable Income (Net Income - Total Expenses)	R	<input type="checkbox"/>
Can you afford the monthly payments? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you repay the study fee in full? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Declaration:

- I hereby confirm that the income and expenses declaration I have supplied is correct and true.
- I can afford the monthly repayments.

PRINT NAME

SIGNATURE

DATE

SECTION G: DEPARTMENT OF HIGHER EDUCATION AND TRAINING DECLARATION

I _____ (student name and surname) _____ (ID Number)
 am fully aware that the programme I have registered for, that is the _____ (programme name)
 with SAQA ID: _____, is registered with the Department of Higher Education and Training to Business Management Training College (Pty) Ltd
 (BMT College): Reg No. 2011/HE07/002, as indicated on the registration certificate dated 01/06/2021.

PRINT NAME

SIGNATURE

DATE

REGISTRATION PROCESS

- Complete and submit the form to info@bmtcollege.ac.za or fax to 086 639 4687
- Remember to include a copy of your ID, highest qualification and proof of payment if NOT paying by debit order.
- Use your ID number as a reference when paying your registration fee if not paying by debit order. Existing students please use your student number.
- Your application should be processed within 3 working days.
- Once your registration is processed the College will send you an e-mail with your student number and your log-in details for the virtual campus to start your studies.

BANKING DETAILSNEDBANK

Account number: 1984 388 606 (Cheque)
Branch code: 1984 05 (Randburg)
Swift: NEDSZAJJ

ABSA

Account number: 407 791 4327 - Cheque
Universal branch code: 632005

SECTION H: TERMS AND CONDITIONS

1. Registration requirements and programme information

- 1.1 I confirm that the Prospectus, Policies and Procedure, Student Code of Conduct and Fee Schedule of BMT College, as amended from time to time, form part of this agreement and that I have received copies of such documents. I also confirm that I have read, understood and agree with all the contents of all such documents.
- 1.2 I confirm that I submit in all respects to all regulations and conditions of BMT College and accept all rulings by the Board of the College as final and binding on me, as per College Policies, Procedures and the Student Code of Conduct.
- 1.3 Admission as a student is upon invitation only and exclusively within the sole discretion of BMT College, all rights of the institution remains strictly reserved.
- 1.4 I undertake to respect the copyright on all lectures and material received from the College that may include, but not limited to, any printed or electronic media.
- 1.5 I am aware that the onus is on me to determine beforehand if my employer or prospective employer will recognise my intended studies at BMT College and if the curriculum and qualification is applicable to my situation.

2. Programme administration, duration and student obligations

- 2.1 I confirm that I have read and understood the rules of the qualification as set out in the latest BMT College prospectus.
- 2.2 **Course Duration:** I understand and agree that my last assignment for the programme must be handed in within the stipulated time frame:
 - 2.2.1 **Higher Certificate:** Must be completed within 2 years (24 months), from commencement including all allowable extensions.
 - 2.2.2 **Diploma:** Must be completed within 6 years (72 months), from commencement including all allowable extensions.
 - 2.2.3 **Advanced Diploma:** Must be completed within 3 years (36 months) from commencement, including all allowable extensions.
 - 2.2.4 **Assignment Schedule:** Notwithstanding the study duration as stipulated in 2.2.1, 2.2.2 and 2.2.3 above, I understand and agree that all assignments and academic work are to be completed according to the Assignment Schedule for the specific intake I registered for.
 - 2.2.5 **Study break:** Academic integrity requires that studies towards a specific programme must be uninterrupted. I understand that I will not be able to take a leave of absence from studying. (This means that no study breaks can be allowed between academic years.)
 - 2.2.6 **Study Extension:** I understand that I can apply to the Academic Council for one study extension per academic year and that the Academic Council may dismiss my application for an extension. I understand and agree that if the study extension is approved, an extension fee will be charged as published in the latest fee schedule. I further understand that the study extensions cannot exceed the study duration as per 2.2.1, 2.2.2, 2.2.3 above.
- 2.3 I understand and agree that if the study period has expired and no further extensions are allowed, that I will remain liable for the full outstanding study fee and will forfeit all monies paid and forfeit all academic credits I may have obtained.
- 2.4 I understand that all study guides are available online and that I can order printed guides separately. Prescribed textbooks are not included in the study fee.
- 2.5 I agree that all assignments can only be submitted on the Virtual Campus (online), and understand that no other format will be accepted as an assignment submission.
- 2.6 I acknowledge and agree that notwithstanding the existence of an appeal process, the academic judgement of BMT College will be regarded as final.
- 2.7 I confirm that I have to satisfy the requirements of the programme and due performance as laid down by BMT College.
- 2.8 I agree that BMT College reserves the right to withhold results, promotion to the next academic year, issuing of study material and/or issuing of the certificate or diploma if I fail to fulfil my financial obligations to BMT College.
- 2.9 I agree and declare that my contributions, including but not limited to, assignments, projects, tasks, photos, stories, correspondence or any other contributions, done during the

course of my studies will remain the intellectual property of BMT College and that the College may publish or use such contributions as it sees fit.

- 2.10 I agree and declare that I will study the relevant lectures and that any assignment that I submit to the College, whatever format it may take, will be a true reflection of my skills and knowledge and that the evidence and work compiled in such assignments will be researched, collected and written by me and not be plagiarised or copied in any form whatsoever.
- 2.11 **Graduation:** I understand that in order for my qualification to be awarded it must be ratified at an official BMT College Graduation. If I am unable to attend such a graduation, an additional "Graduate in Absentia" fee will be charged, as published in the latest fee schedule applicable at the time of the graduation.
3. **Fees and financing**
 - 3.1 I confirm that I have read and understood the relevant fee schedule and the corresponding information about the repayment of my study fees in the College prospectus.
 - 3.2 I agree that, should I elect to pay my study fees over an extended period of time, a credit assessment will be performed by BMT College, to determine my affordability and ensure that reckless credit is not extended. For this purpose I agree that the BMT College may use the services of any registered Credit Bureau or other Creditor for information to assist in assessing my credit worthiness, now and at any time in the future. I agree that the BMT College may disclose information regarding my credit worthiness and conduct of the account to any registered Credit Bureau and other Creditors. I further agree that BMT College may list adverse consumer credit information with any registered Credit Bureau should any payment due in terms hereof become 20 (twenty) or more days overdue.
 - 3.3 I further confirm that the cost of, and the terms and conditions applicable to, any credit to be extended in terms hereof have been fully explained to me and that I understand my rights, obligations and the risk and costs thereof.
 - 3.4 I declare that I am able to fulfil my financial obligations to BMT College.
 - 3.5 Should my credit application be declined, I will have the right to request reason for it from BMT College.
 - 3.6 I agree that I will become immediately liable for the full repayment of my study fees, including the registration fee and any applicable finance charges, upon signing of this agreement, irrespective of whether my employer or sponsor has agreed to pay my study fees.
 - 3.7 I agree that I will continue to make monthly payments, by no later date than the last working day of every month, until my obligations in terms of this contract towards the financing of my study fees has been paid in full, which may include finance charges.
 - 3.8 I understand and agree that if payment for any month is in default, the College will levy a default penalty charge as per the latest fee schedule.
 - 3.9 I agree that a foreign learner postage levy will be charged if I reside outside South-Africa as per the latest fee schedule DOC5010_03.
 - 3.10 If credit has been extended for payment of my study fees, BMT College will provide me with quarterly statement of account, clearly indicating the total amount owing as at the statement process date, any amounts being charged in respect of late payments and the minimum amount that must be paid by the stipulated due date.
 - 3.11 I understand that, if credit has been extended for payment of my study fees, I can pay the outstanding amount in full at any stage upon notice to BMT College.
 - 3.12 I understand that I may cancel my studies at any time with 1 (one) month's notice of cancellation to BMT College, but that I will remain liable for the study fees as indicated in this agreement.
 - 3.13 I agree that if I should fail to make the agreed payments on time, the full outstanding amount owing to BMT College in terms hereof will immediately become due for payment, that an additional monthly penalty will be charged and that my studies with BMT College will be suspended until my financial obligation to BMT College has been completely fulfilled, alternatively cancelled.

- 3.14 I agree that BMT College shall be entitled to recover from me all legal costs incurred in order to enforce its rights under this contract on attorney and own client fees, including but not limited to, collection charges and all tracing charges.
- 3.15 I acknowledge that only BMT College may be ceded or assigned any right or duty in terms hereof to a third party.

4. Cancellation:

- 4.1 If credit has been extended for payment of my study fees, I understand that, only if this agreement has been signed at any location other than the registered address of BMT College, I have the right to cancel this agreement within 5 (five) business days from signature hereof, without any penalty to myself, by giving BMT College written notice of cancellation.
- 4.2 I understand that I will have an opportunity to cancel this registration agreement with the College within 14 (fourteen) days of admission and will remain liable for the full registration fee of the programme registered for until such time that the registration fee has been paid.
- 4.3 I understand that the registration fee is not refundable, irrespective of whether I cancelled this contract within 14 (fourteen) days of admission or not.
- 4.4 I understand that I can cancel this Registration Contract at any stage after the initial 14 days post admission period, by giving BMT College 1 (one) calendar months written notice of cancellation.
- 4.5 A cancellation penalty fee will be charged if this Registration Contract is cancelled after the initial 14 days post admission period. Calculation of the cancellation penalty fee amount is solely with in the discretion of BMT College and will be calculated based on the period that has expired since admission and the percentage of the programme completed.
5. **Declarations and undertakings:**
 - 5.1 I agree that this Registration Contract has not resulted from direct marketing.
 - 5.2 I agree and undertake that if any of my details as set out in this contract, including but not limited to, my banking details, contact details, address, name or surname are to change, that I will duly notify the College of such changes.
 - 5.3 I understand that this Registration Contract in all its respects is governed by the laws of the Republic of South Africa and I herewith consent to the jurisdiction of the Magistrates Court in respect of any legal proceedings emanating from this contract.
 - 5.4 BMT College do not lose any rights in terms of this contract if BMT College does not immediately and in every instance insist on them and BMT College may, without notice, insist on punctual and due performance in terms hereof.
 - 5.5 Each paragraph and clause in this Registration Contract is separate and severable, the one from the other, irrespective of how they may be linked together or grouped grammatically and, if any paragraph or clause is to be found unenforceable for any reason, the remaining paragraphs or clauses will continue to be of full force and effect.
 - 5.6 Any notice to be given in terms of this agreement or in law, will be given to myself at the physical home address I have completed on the Registration Contract and, if to BMT College, at 147 Second Road, Chartwell, Gauteng Province. Either party may change this address by giving the other party written notification of such change.
 - 5.7 I understand that if I am under the age of 18 my parent, custodian or legal guardian should co-sign this document to legalise my registration with BMT College.
 - 5.8 I agree that if my study fees are not paid for by myself, then the company or sponsor that pays my study fees will have full access to my academic record with BMT College.
 - 5.9 I declare that all particulars furnished by me on this form are true and correct and I undertake to comply with the rules regulations and decisions of BMT College and any amendments thereto and have taken note of advice which may be applicable to students in general and or to the field of study for which I have registered.
 - 5.10 I acknowledge that I understand the provisions of the declaration of this Registration Agreement, and hold myself bound thereby.
 - 5.11 I acknowledge and agree that this form, by signature thereof, becomes a binding contract.

PRINT NAME AND SURNAME (APPLICANT)

SIGNATURE (APPLICANT)

DATE

PRINT NAME AND SURNAME (PARENT OR LEGAL GUARDIAN)

SIGNATURE (PARENT OR LEGAL GUARDIAN)

DATE