

PROSPECTUS & COURSE LIST 2020

Oxbridge
Academy ✓

effortless excellence in education





EFFORTLESS EXCELLENCE IN EDUCATION

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KEY



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Click on a **RED button** to download the course brochure for a specific field.

Click on the relevant **Course Field** above to be directed to that field's information.

WELCOME TO OXBRIDGE ACADEMY

WHO WE ARE

Oxbridge Academy is a respected private **distance learning college** that provides skills development courses and job-relevant training to students in South Africa and abroad.

Focused on an "excellence driven" business model, we provide a high standard of education to our students through modular study material, qualified assessors, and a well-established infrastructure.

Oxbridge Academy was founded in 1997 and provides courses in a range of further education and training (FET) subjects. We take pride in our skilled and motivated employees, experienced and loyal management team, and enviable track record.

We have a strong student base, including both first-time and returning students. Many of our first-time students come to us upon the recommendation of our current students.

As an established private distance learning institution in South Africa, we are continually expanding our operational environment, spurred on by the private sector and government's commitment to skills development across the broader tertiary education spectrum.

Oxbridge Academy operates mainly throughout the Southern African region, with administrative offices near Cape Town in the Western Cape.

WHY HOME STUDY?

Distance learning, or home study, is recognised worldwide as an effective manner in which to further your education. It is highly flexible, and is therefore the ideal option if you have a full-time job, live in a small town far away from a residential college or university, or have family responsibilities that prevent you from attending classes.

Some of the benefits of home study are that you:

- Study from home
- Study at your own pace
- Save money on travelling expenses
- Are able to work full-time while you study

CONTACT US

021 110 0200 • www.oxbridgeacademy.edu.za

WHY STUDY WITH US?

At Oxbridge Academy, we give you the opportunity to further your education while you acquire knowledge and skills that are relevant in the workplace.

Do you want the right skills to:

- Pursue a rewarding career?
- Earn a promotion in your current job?
- Earn a better income?
- Secure a job that improves your quality of life?
- Start your own business?

With Oxbridge Academy's flexible home study options, you can study a course that will give you the skills you need to achieve these goals — without having to give up your full-time occupation.

WHAT MAKES US DIFFERENT?

- We are committed to '**effortless excellence in education**'.
- We provide you with a free 'Distance Learning Survival Guide' when you register for your course.
- Our courses are constantly updated, and are designed to equip you with workplace-relevant skills.
- Our study material is specifically designed to meet your needs as a distance learning student.
- Our study material is provided in a user-friendly format, is designed to meet international standards, and is included in the course fees.
- Our industry-expert tutors are highly qualified, and are available to provide you with academic support via telephone and email.
- Our fees are affordable, and can be paid in interest-free monthly instalments.

HOW TO ENROL

Step 1: Read through this booklet or visit our website.

Step 2: Choose your course.

Step 3: Complete the registration form.

Step 4: Pay the registration fee.

Step 5: If you did not register online, send us your registration form and proof of payment of your registration fee via:

- fax (021 883 2378) or
- email (info@oxbridgeacademy.edu.za) or
- post (see back of this booklet for our address).

If you need any assistance, please contact our Student Advisors on: [021 110 0200](tel:0211100200)



WHAT WE OFFER

At Oxbridge Academy, we offer a range of vocational courses – including short learning programmes and National Qualifications – that are designed to enable students to succeed in the workplace.

SHORT LEARNING PROGRAMMES

The short learning programmes are focused on skills development and are intended for personal improvement and improved performance in the workplace. The courses are offered, assessed, and certified by Oxbridge Academy and are not registered on the NQF.

NATIONAL QUALIFICATIONS

Engineering Studies N1 - N3:

These courses are offered and assessed by Oxbridge Academy. After gaining a qualifying year mark, students will be able to write the national examination at any TVET college on Oxbridge Academy's list of recognised exam centres.

Introductory N4 - N6:

These courses are offered and assessed by Oxbridge Academy. After gaining a qualifying year mark, students will be able to write the national examination at any TVET college on Oxbridge Academy's list of recognised exam centres.

Assessor and Moderator Courses:

These courses are offered and assessed by Oxbridge Academy, and verified and certified by the ETDP SETA. These courses are registered on the NQF, and can articulate to national qualifications.

OUR VISION

To be recognised as a leader in the field of distance education and supported learning by clients, regulatory bodies and employees.

ACCREDITATION AND REGISTRATION

Oxbridge Academy is registered and/or accredited by the following bodies:

DHET

We are registered with the Department of Higher Education and Training as a Private College in terms of Section 31(6)(a) of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006).

Our registration number is DHET-2009/FE07/070.

Umalusi

Umalusi is the Council for Quality Assurance in General and Further Education and Training. We are accredited by Umalusi to offer the National Certificate: Engineering Studies qualifications from N1 to N3 for electrical and mechanical trades.

Our accreditation number is 15 FET02 00031.

QCTO

The QCTO is the Quality Council for Trades and Occupations. We are accredited by the QCTO to offer the following courses from Introductory N4 level to N6 level:

- Introductory Certificate: Business Studies
- National Certificate: Business Management
- National Certificate: Educare
- National Certificate: Farming Management
- National Certificate: Financial Management
- National Certificate: Hospitality and Catering Services
- National Certificate: Human Resource Management
- National Certificate: Legal Secretary
- National Certificate: Management Assistant
- National Certificate: Marketing Management
- National Certificate: Medical Secretary
- National Certificate: Public Management
- National Certificate: Public Relations
- National Certificate: Tourism

Our accreditation number is QCTO NATED/13/005.

ETDP SETA

The ETDP SETA is the Education, Training and Development Practices Sector Education and Training Authority. We have learning programme approval from the ETDP SETA to offer the following programmes:

- Conduct Assessments of Outcomes-Based Assessment
- Conduct Moderation of Outcomes-Based Assessment

APPETD

We are a member of the Association of Private Providers of Education, Training and Development (APPETD).

Our membership number is MR2020/001.

Saiosh

Oxbridge Academy is a registered member with the South African Institute of Occupational Safety and Health (Saiosh).

The following courses are accredited by Saiosh:

- Oxbridge Academy Skills Certificate: Health and Safety
- Oxbridge Academy Skills Certificate: Health and Safety for Management
- Oxbridge Academy Skills Certificate: Health and Safety for Management - Intermediate
- Oxbridge Academy Skills Certificate: Health and Safety for Management - Advanced

Our membership number is 41333225.

The IIE

The Independent Institute of Education (IIE) is South Africa's largest registered and accredited private provider of higher education. They are registered with the Department of Higher Education and Training (DHET) and is a subsidiary of AdvTECH, a public company listed on the Johannesburg Stock Exchange. Oxbridge Academy offers a number of IIE-endorsed courses.

SACE

The South African Council for Educators (SACE) aims to enhance the status of the teaching profession through appropriate registration, management of professional development and inculcation of a code of ethics for all educators. Registered educators can build towards credit on their Continuing Professional Teacher Development (CPTD) accounts by earning professional development (PD) points upon completion of relevant programmes.

To see all the relevant supporting documentation:

Oxbridge Academy Accreditation



COURSES

AD

ADVERTISING & MARKETING MANAGEMENT COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Marketing Management	ADV101	Oxbridge Academy Short Course	6 Months	No Matric	• Marketing Management 1 & 2
Advertising Management	ADV102	Oxbridge Academy Short Course	6 Months	No Matric	• Advertising Management 1 & 2
Social Media	CER2019-01	Oxbridge Academy Skills Certificate	8 - 12 Months	No Matric	• 4 Modules - See website for list
Digital Marketing	CER2020-01	Oxbridge Academy Skills Certificate	8 - 12 Months	No Matric	• 5 Modules - See website for list
Journalism	CER2013-01	Oxbridge Academy Skills Certificate	8 - 12 Months	No Matric	<ul style="list-style-type: none"> • Introducing mass media and the journalism industry • Journalism writing for different contexts • Journalism trends and the future
Marketing Management	CER4017-03	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	• 10 Learning units - See website for list
National Certificate: N4 Marketing Management	EN4026-04	National Qualification SAQA ID 66872	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> • Entrepreneurship and Business Management N4 • Marketing Management N4 • Management Communication N4 • Computer Practice N4 / Introductory Computer Practice N4 *
National Certificate: N5 Marketing Management	EN5026-04	National Qualification SAQA ID 66952	12 Months	N4 Marketing Management	<ul style="list-style-type: none"> • Entrepreneurship and Business Management N5 • Marketing Management N5 • Sales Management N5 • Computer Practice N5 / Computer Practice N4*
National Certificate: N6 Marketing Management	EN6026-04	National Qualification SAQA ID 66996	12 Months	N5 Marketing Management	<ul style="list-style-type: none"> • Marketing Management N6 • Sales Management N6 • Marketing Communication N6 • Marketing Research N6

***Note:** Students who want to apply for the N6 Diploma after completing their N4 – N6 certificates must pass Introductory Computer Practice N4.

AS

ASSESSOR & MODERATOR COURSES

Conduct outcome-based assessment Assessor	EDU501	Part of National Qualification Certified by ETDP SETA SAQA ID 115753	3 Months	Diploma, degree or relevant occupational qualification	• L5 (15 credits)
Conduct moderation of outcome-based assessment Moderator	EDU601	Part of National Qualification Certified by ETDP SETA SAQA ID 115759	3 Months	Diploma, degree or relevant occupational qualification AND completed the Assessor course	• L6 (10 credits)

BE

BEAUTY THERAPY COURSES

Nail Care	CER4201-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> • Professional Salon Skills • Anatomy and Physiology • Nail Technology 1 • Nail Technology 2
Facial Skincare	CER4202-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> • Professional Salon Skills • Anatomy and Physiology • Facial Skincare Theory • Facial Skincare Techniques



BEAUTY THERAPY COURSES (CONTINUED)

Course	Course Code	Status	Duration	Requirements	Modules
Massage Techniques	CER4203-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Professional Salon Skills Anatomy and Physiology Full Body Massage Techniques Sport Massage
Make-Up Application	CER4204-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Professional Salon Skills Anatomy and Physiology Make-Up Application 1 Make-Up Application 2

BO

BOOKKEEPING & ACCOUNTING COURSES

Cost and Management Accounting	ACC101	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> Cost and Management Accounting
Payroll & Monthly SARS	ACC102	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> Payroll and Monthly SARS
Bookkeeping	CER4011-04	Oxbridge Academy Skills Certificate	12 Months	No Matric	<ul style="list-style-type: none"> Accounting 101 Accounting 201 Entrepreneurs and Business Management Payroll and Monthly SARS
National Certificate: N4 Financial Management	EN4015-04	National Qualification SAQA ID 66874	12 Months	Matric with Accounting or Introductory Accounting N4	<ul style="list-style-type: none"> Entrepreneurship and Business Management N4 Management Communication N4 Computerised Financial Systems N4 Financial Accounting N4 / Introductory Accounting N4
National Certificate: N5 Financial Management	EN5015-04	National Qualification SAQA ID 66954	12 Months	N4 Financial Management	<ul style="list-style-type: none"> Entrepreneurship and Business Management N5 Financial Accounting N5 Cost and Management Accounting N5 Computerised Financial Systems N5
National Certificate: N6 Financial Management	EN6015-04	National Qualification SAQA ID 66998	12 Months	N5 Financial Management	<ul style="list-style-type: none"> Entrepreneurship and Business Management N6 Financial Accounting N6 Cost and Management Accounting N6 Computerised Financial Systems N6

BU

BUSINESS MANAGEMENT COURSES

Essential English Skills	CER1014-01	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> English grammar and language skills Preparing for the workplace
Business Administration	BA100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Fundamental Business Skills 101 Office Practice 101 Office Data Processing 101 Business Practice 101
Entrepreneurship (New Venture Creation)	NVC100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Fundamental Business Skills 101 Management Practice 101 Office Data Processing 101 Entrepreneurs and Business Management
Principles of Business Management	CER4072-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Legal Principles Marketing Management 1 Financial Management 1 Management Principles
Risk Management	CER4048-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Legal Principles Management Principles Risk Management 1 & 2
Supervisory Management	CER4027-04	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Management Principles Human Resource Management 1 Supervisory Management 1 & 2
Small Business Management	CER4030-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	<ul style="list-style-type: none"> 16 Learning outcomes - See website for list



BUSINESS MANAGEMENT COURSES (CONTINUED)

Course	Course Code	Status	Duration	Requirements	Modules
National Certificate: N4 Business Management	EN4072-04	National Qualification SAQA ID 66871	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> • Entrepreneurship and Business Management N4 • Management Communication N4 • Computer Practice N4 / Introductory Computer Practice N4 • Financial Accounting N4 / Introductory Accounting N4
National Certificate: N5 Business Management	EN5072-04	National Qualification SAQA ID 66929	12 Months	N4 Business Management	<ul style="list-style-type: none"> • Entrepreneurship and Business Management N5 • Sales Management N5 • Labour Relations N5 • Computer Practice N5
National Certificate: N6 Business Management	EN6072-04	National Qualification SAQA ID 66995	12 Months	N5 Business Management	<ul style="list-style-type: none"> • Entrepreneurship and Business Management N6 • Labour Relations N6 • Computer Practice N6 • Sales Management N6
National Certificate: N4 Farming Management	EN4019-01	National Qualification SAQA ID 66829	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> • Management: Farming N4 • Data Management: Farming N4 • Maintenance Management: Farming N4 • Financial Management: Farming N4
National Certificate: N5 Farming Management	EN5019-01	National Qualification SAQA ID 66914	12 Months	N4 Farming Management	<ul style="list-style-type: none"> • Management: Farming N5 • Data Management: Farming N5 • Maintenance Management: Farming N5 • Financial Management: Farming N5
National Certificate: N6 Farming Management	EN6019-01	National Qualification SAQA ID 66993	12 Months	N5 Farming Management	<ul style="list-style-type: none"> • Human Resource Management: Farming N6 • Management: Farming N6 • Data Management: Farming N6 • Financial Management: Farming N6
Whole School Management	CER1011-01	Oxbridge Academy Skills Certificate (Endorsed by SACE)	8 - 12 Months	Minimum of four years teaching qualification	<ul style="list-style-type: none"> • Whole School Management • The Learning School: A Psycho-social Approach
Finance for Educational Managers	CER1012-01	Oxbridge Academy Skills Certificate (Endorsed by SACE)	8 - 12 Months	Minimum of four years teaching qualification	<ul style="list-style-type: none"> • Finance for Educational Managers • Financial School Management Explained
School Operations Planning	CER1013-01	Oxbridge Academy Skills Certificate (Endorsed by SACE)	8 - 12 Months	Minimum of four years teaching qualification	<ul style="list-style-type: none"> • School Operations Planning
Education Mentoring and Leadership	CER1015-01	Oxbridge Academy Skills Certificate (Endorsed by SACE)	8 - 12 Months	Minimum of 4 years teaching qualification	<ul style="list-style-type: none"> • See website for subjects
Teaching and Learning Development	CER1016-01	Oxbridge Academy Skills Certificate (Endorsed by SACE)	8 - 12 Months	Minimum of 4 years teaching qualification	<ul style="list-style-type: none"> • See website for subjects

CH

CHILDHOOD DEVELOPMENT COURSES

Childcare Pre-School/ Au Pair	AUP100	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> • Caring • Stimulating Childhood Development • Nutrition • Health and Safety
National Certificate: N4 Educare	EN4010-04	National Qualification SAQA ID 66883	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> • Educare Didactics N4 • Child Health N4 • Education N4 • Day Care Personnel Development N4
National Certificate: N5 Educare	EN5010-04	National Qualification SAQA ID 66971	12 Months	N4 Educare	<ul style="list-style-type: none"> • Educare Didactics N5 • Entrepreneurship and Business Management N4 • Educational Psychology N5 • Day Care Communication N5
National Certificate: N6 Educare	EN6010-04	National Qualification SAQA ID 67007	12 Months	N5 Educare	<ul style="list-style-type: none"> • Educare Didactics N6 • Day Care Management N6 • Educational Psychology N6 • Day Care Communication N6
Occupational Certificate: ECD Practitioner	ECD6010-20	National Qualification SAQA ID 97542	18 Months	NQF Level 3 Qualification	<ul style="list-style-type: none"> • See website for subjects



COMPUTER COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Computer Studies	COM100	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Office Data Processing 101, 201 & 301
Computer Information Systems	CER4028-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	<ul style="list-style-type: none"> The capabilities of different types of Information Systems (IS) The roles of IS in organisations The development concepts relevant to IS The professional issues relevant to IS
ICT Associate Intelligent Computing	HUAIN-01	Huawei Certified ICT Associate	12 Months	Understanding of IT technologies & network knowledge	<ul style="list-style-type: none"> Students will complete both a theory & an experiment teaching component. See website for details.
ICT Associate Security	HUASEC-01	Huawei Certified ICT Associate	12 Months	Understanding of IT technologies & network knowledge	<ul style="list-style-type: none"> Students will complete both a theory & an experiment teaching component. See website for details..
ICT Associate Storage	HUASTO-01	Huawei Certified ICT Associate	12 Months	Understanding of IT technologies & network knowledge	<ul style="list-style-type: none"> Students will complete both a theory & an experiment teaching component. See website for details.
ICT Associate Routing & Switching	HUARAS-01	Huawei Certified ICT Associate	24 Months	Understanding of IT technologies & network knowledge	<ul style="list-style-type: none"> This course covers two sections: An entry level section followed by an intermediate level section. Students will complete both a theory & an experiment teaching component. See website for details.
National Certificate: N4 Management Assistant (Computer Practice)	EN4099-043	National Qualification SAQA ID 66876	12 Months	Matric with Computers or Introductory Computer Practice N4	<ul style="list-style-type: none"> Office Practice N4 Communication N4 Information Processing N4 Computer Practice N4 / Introductory Computer Practice N4
National Certificate: N5 Management Assistant (Computer Practice)	EN5099-043	National Qualification SAQA ID 66956	12 Months	N4 Management Assistant	<ul style="list-style-type: none"> Office Practice N5 Communication N5 Information Processing N5 Computer Practice N5
National Certificate: N6 Management Assistant (Computer Practice)	EN6099-043	National Qualification SAQA ID 67001	12 Months	N5 Management Assistant	<ul style="list-style-type: none"> Office Practice N6 Public Relations N5 Information Processing N6 Computer Practice N6

CONTACT CENTRE OPERATIONS COURSES

Contact Centre Operations	CCO100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Contact Centre Operations 101 Client Services & Human Relations 101 Contact Centre Operations 201 Consumer Behaviour 201
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ENGINEERING COURSES

National Certificate: N1 - N3 Engineering Studies (Electrical Engineering)	EN1-TRIC EN2-TRIC EN3-TRIC	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths, Science and Drawings	<ul style="list-style-type: none"> Electrical Trade Theory N1- N3 Engineering Drawings N1- N3 Engineering Science N1- N3 Mathematics N1- N3
National Certificate: N1- N3 Engineering Studies (Electronical Engineering)	EN1-TRON EN2-TRON EN3-TRON	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths, Science and Drawings	<ul style="list-style-type: none"> Electrical Trade Theory N1- N3 Engineering Science N1- N3 Industrial Electronics N1- N3 Mathematics N1- N3
National Certificate: N1 - N3 Engineering Studies (Motor Mechanic: Petrol)	EN1-MMP EN2-MMP EN3-MMP	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths, Science and Drawings	<ul style="list-style-type: none"> Engineering Drawings N1- N3 Engineering Science N1- N3 Mathematics N1- N3 Motor Trade Theory N1- N3
National Certificate: N1 - N3 Engineering Studies (Motor Mechanic: Diesel)	EN1-MMD EN2-MMD EN3-MMD	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths, Science and Drawings	<ul style="list-style-type: none"> Engineering Drawings N1- N3 Engineering Science N1- N3 Mathematics N1- N3 Motor Trade Theory N1 Diesel Trade Theory N2- N3
National Certificate: N1 - N3 Engineering Studies (Millwright: Engineering Drawing)	EN1-MILLED EN2-MILLED EN3-MILLED	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths, Science and Drawings	<ul style="list-style-type: none"> Electrical Trade Theory N1- N3 Engineering Science N1- N3 Engineering Drawing N1- N3 Mathematics N1- N3

ENGINEERING COURSES (CONTINUED)

Course	Course Code	Status	Duration	Requirements	Modules
National Certificate: N1 - N3 Engineering Studies (Millwright: Industrial Engineering)	EN1-MILLIE EN2-MILLIE EN3-MILLIE	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths, Science and Drawings	<ul style="list-style-type: none"> Electrical Trade Theory N1-N3 Engineering Science N1- N3 Industrial Electronics N1- N3 Mathematics N1- N3
National Certificate: N1 - N3 Engineering Studies (Fitting and Turning)	EN1-FAT EN2-FAT EN3-FAT	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths, Science and Drawings	<ul style="list-style-type: none"> Fitting and Machining N1- N2 Mechanotechnology N3 Engineering Science N1- N3 Engineering Drawings N1- N3 Mathematics N1- N3
National Certificate: N1 - N3 Engineering Studies (Boilermaker)	EN1-BOIL EN2-BOIL EN3-BOIL	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths, Science and Drawings	<ul style="list-style-type: none"> Metal Workers Theory N1 Platers Theory N2 Mathematics N1- N3 Engineering Science N1- N3 Plating & Structural Steel Drawings N1-N3 Mechanotechnology N3

EV

EVENTS MANAGEMENT COURSES

Events Management	EM100	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> A Career in Events The World of Events Events Management 1 Events Management 2
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HR

HUMAN RESOURCE MANAGEMENT COURSES

Recruitment and Selection	CER3036-02	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> See website for list of learning units covered by this course
Releasing People from an Organisation	CER3056-02	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> See website for list of learning units covered by this course
Principles of Labour Relations	CER4012-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Legal Principles Management Principles Labour Relations OXB5
Implementing a Human Resource Plan	CER3026-02	Oxbridge Academy Short Course (Endorsed by The IIE)	6 Months	No Matric	<ul style="list-style-type: none"> See website for list of learning units covered by this course
Performance and Reward Services	CER3046-02	Oxbridge Academy Short Course (Endorsed by The IIE)	6 Months	No Matric	<ul style="list-style-type: none"> See website for list of learning units covered by this course
Understanding the Principles of Human Resource Management	CER3016-02	Oxbridge Academy Short Course (Endorsed by The IIE)	6 Months	No Matric	<ul style="list-style-type: none"> See website for list of learning units covered by this course
Community Development	CER4025-03	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	<ul style="list-style-type: none"> See website for list of learning units covered by this course
Human Resource Management	CER4016-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	<ul style="list-style-type: none"> See website for list of learning units covered by this course
Understanding HIV/AIDS	CER4021-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	<ul style="list-style-type: none"> See website for list of learning units covered by this course
National Certificate: N4 Human Resource Management	EN4016-041	National Qualification SAQA ID 66873	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> Entrepreneurship and Business Management N4 Personnel Management N4 Management Communication N4 Introductory Computer Practice N4 / Computer Practice N4
National Certificate: N5 Human Resource Management	EN5016-041	National Qualification SAQA ID 66953	12 Months	N4 Human Resource Management	<ul style="list-style-type: none"> Personnel Management N5 Personnel Training N5 Labour Relations N5 Computer Practice N4 / Computer Practice N5
National Certificate: N6 Human Resource Management	EN6016-041	National Qualification SAQA ID 66997	12 Months	N5 Human Resource Management	<ul style="list-style-type: none"> Personnel Management N6 Personnel Training N6 Labour Relations N6 Computer Practice N5 / Computer Practice N6



Course	Course Code	Status	Duration	Requirements	Modules
National Senior Certificate Rewrites	NSC-01	NSC	8 Months	Written matric from 2008 onwards	<ul style="list-style-type: none"> View website for all subjects
Senior Certificate (as amended)	ASC-01	Matric	12 Months	21 years and older Grade 9 (Std 7)	<ul style="list-style-type: none"> View website for all subjects
Best Chance of Matric Success	BCMS-01	N/A	18 Months	At least 16 years of age Communicate in English	<ul style="list-style-type: none"> Mathematics/Mathematical Literacy Physical Sciences Life Sciences
Bridging Certificate to N1 Engineering Studies	BN1000-03	Oxbridge Academy Skills Certificate	12 Months	16 years and older	<ul style="list-style-type: none"> Introductory Engineering Science Introductory Mathematics Introductory Industrial Communication Introductory Engineering Drawing
Introductory Certificate: N4 Business Studies	IN43072-03	National Introductory Certificate	12 Months	Grade 11	<p>COMPULSORY SUBJECTS:</p> <ul style="list-style-type: none"> Introductory Entrepreneurship N4 Introductory Communication N4 <p>PLUS CHOOSE ONE OF THE FOLLOWING FIELDS:</p> <p>Business Studies</p> <ul style="list-style-type: none"> Introductory Computer Practice N4 Introductory Accounting N4
	IN43015-03				<p>Financial Management</p> <ul style="list-style-type: none"> Introductory Accounting N4 Introductory Personnel Management N4
	IN43016-03				<p>Human Resources</p> <ul style="list-style-type: none"> Introductory Personnel Management N4 Introductory Computer Practice N4
	IN43012-03				<p>Public Management & Business Management</p> <ul style="list-style-type: none"> Introductory Public Administration N4 Introductory Accounting N4
	IN43071-03				<p>Management Assistant & Secretarial</p> <ul style="list-style-type: none"> Introductory Information Processing N4 Introductory Computer Practice N4
	IN43026-03				<p>Marketing Management</p> <ul style="list-style-type: none"> Introductory Marketing N4 Introductory Computer Practice N4
	IN43038-03				<p>Public Management & Human Resource Management</p> <ul style="list-style-type: none"> Introductory Public Administration N4 Introductory Personnel Management N4
	IN43021-03				<p>Public Relations</p> <ul style="list-style-type: none"> Introductory Public Administration N4 Introductory Information Processing N4
	IN43028-03				<p>Tourism</p> <ul style="list-style-type: none"> Introductory Personnel Management N4 Introductory Computer Practice N4

Course	Course Code	Status	Duration	Requirements	Modules
Safety Management Skills	CER2039-08	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> Safety Management 1 & 2
Security Management Skills	CER2040-08	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> Security Management 1 & 2
Safety Management	CER4039-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Legal Principles Management Principles Safety Management 1 & 2
Security Management	CER4040-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Management Principles Human Resource Management Security Management 1 & 2
Health and Safety	CEROHS-08	Oxbridge Academy Skills Certificate (accredited by Saioosh)	8 Months	No Matric	<ul style="list-style-type: none"> SHE Awareness SHE Representative SHE Investigation HIRA (Hazard Identification & Risk Assessment) Safety Audit Inspection
Health and Safety for Management	OHS100-01	Oxbridge Academy Skills Certificate (accredited by Saioosh)	8 Months	No Matric	<ul style="list-style-type: none"> Fundamental Business Skills 101 Management Practice 101 Office Data Processing 101 Safety 101
Health and Safety for Management - Intermediate	OHS201-01	Oxbridge Academy Skills Certificate (accredited by Saioosh)	8 Months	OHS100-01	<ul style="list-style-type: none"> Fundamental Business Skills 201 Management Practice 201 Office Data Processing 201 Safety 201
Health and Safety for Management - Advanced	OHS301-01	Oxbridge Academy Skills Certificate (accredited by Saioosh)	8 Months	OHS201-01	<ul style="list-style-type: none"> Fundamental Business Skills 301 Office Data Processing 301 Management Practice 301 Safety 301

PROJECT MANAGEMENT COURSES

Basic Project Management Concepts	PRO101	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> Project Management 201
Principles of Project Management	PRO110	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Management Practice 101 & 201 Project Management 201 & 301
Project Management	PM100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Fundamental Business Skills 101 Management Practice 101 Office Data Processing 101 Project Management 201

PUBLIC RELATIONS COURSES

Principles of Public Relations	CER4021-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Marketing Management 1 Advertising Management 1 Public Relations 1 & 2
National Certificate: N4 Public Relations	EN4021-041	National Qualification SAQA ID 66879	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> Office Practice N4 Communication N4 Entrepreneurship and Business Management N4 Information Processing N4
National Certificate: N5 Public Relations	EN5021-041	National Qualification SAQA ID 66958	12 Months	N4 Public Relations	<ul style="list-style-type: none"> Office Practice N5 Communication N5 Public Relations N5 Information Processing N5
National Certificate: N6 Public Relations	EN6021-041	National Qualification SAQA ID 67003	12 Months	N5 Public Relations	<ul style="list-style-type: none"> Office Practice N6 Public Relations N6 Entrepreneurship and Business Management N5 Information Processing N6

Course	Course Code	Status	Duration	Requirements	Modules
Principles of Public Management	CER4038-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> • Legal Principles • Management Principles • Governance • Public Management
Municipal Management (Public Administration)	CER4037-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> • Management Principles • Governance • Public Management • Public Administration
Municipal Management	MM100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> • Municipal Financial Management 101 • Municipal Management 101 • Public Sector Human Resources Management 101 • Self Management 101
Public Management	PBM100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> • Public Financial Management 101 • Public Management 101 • Public Sector Human Resources Management 101 • Self Management 101
National Certificate: N4 Public Management	EN4038-041	National Qualification SAQA ID 66875	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> • Management Communication N4 • Public Administration N4 • Entrepreneurship and Business Management N4 • Computer Practice N4 / Introductory Computer Practice N4
National Certificate: N5 Public Management	EN5038-041	National Qualification SAQA ID 66955	12 Months	N4 Public Management	<ul style="list-style-type: none"> • Public Administration N5 • Municipal Administration N5 • Public Finance N5 • Computer Practice N5 / Computer Practice N4
National Certificate: N6 Public Management	EN6038-041	National Qualification SAQA ID 67000	12 Months	N5 Public Management	<ul style="list-style-type: none"> • Public Administration N6 • Municipal Administration N6 • Public Law N6 • Computer Practice N6 / Computer Practice N4
National Certificate: N4 Public Management (Accounting)	EN4038-042	National Qualification SAQA ID 66875	12 Months	Matric with Accounting or Introductory Accounting N4	<ul style="list-style-type: none"> • Management Communication N4 • Public Administration N4 • Financial Accounting N4 / Introductory Accounting N4 • Introductory Computer Practice N4 / Computer Practice N4
National Certificate: N5 Public Management (Accounting)	EN5038-042	National Qualification SAQA ID 66955	12 Months	N4 Public Management	<ul style="list-style-type: none"> • Public Administration N5 • Municipal Administration N5 • Entrepreneurship and Business Management N4 • Public Finance N5
National Certificate: N6 Public Management (Accounting)	EN6038-042	National Qualification SAQA ID 67000	12 Months	N5 Public Management	<ul style="list-style-type: none"> • Public Administration N6 • Municipal Administration N6 • Public Law N6 • Public Finance N6
National Certificate: N4 Management Assistant (Public Administration)	EN4099-042	National Qualification SAQA ID 66876	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> • Office Practice N4 • Communication N4 • Information Processing N4 • Public Administration N4
National Certificate: N5 Management Assistant (Public Administration)	EN5099-042	National Qualification SAQA ID 66956	12 Months	N4 Management Assistant	<ul style="list-style-type: none"> • Office Practice N5 • Communication N5 • Information Processing N5 • Public Administration N5
National Certificate: N6 Management Assistant (Public Administration)	EN6099-042	National Qualification SAQA ID 67001	12 Months	N5 Management Assistant	<ul style="list-style-type: none"> • Office Practice N6 • Public Relations N5 • Information Processing N6 • Public Administration N6



Course	Course Code	Status	Duration	Requirements	Modules
Executive Secretary (Personal Assistant)	CER4098-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Basic Business Communication Human Resource 1 Marketing 1 Office Practice 101
Professional Secretary (Human Resource)	CER4099-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> Management Principles Fundamentals of Business English Human Resource Management 1 Fundamentals of Office Administration
National Certificate: N4 Management Assistant (Entrepreneurship and Business Management)	EN4099-041	National Qualification SAQA ID 66876	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> Office Practice N4 Communication N4 Information Processing N4 Entrepreneurship and Business Management N4
National Certificate: N5 Management Assistant (Entrepreneurship and Business Management)	EN5099-041	National Qualification SAQA ID 66956	12 Months	N4 Management Assistant	<ul style="list-style-type: none"> Office Practice N5 Communication N5 Information Processing N5 Entrepreneurship and Business Management N5
National Certificate: N6 Management Assistant (Entrepreneurship and Business Management)	EN6099-041	National Qualification SAQA ID 67001	12 Months	N5 Management Assistant	<ul style="list-style-type: none"> Office Practice N6 Public Relations N5 Information Processing N6 Entrepreneurship and Business Management N6
National Certificate: N4 Management Assistant (Public Administration)	EN4099-042	National Qualification SAQA ID 66876	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> Office Practice N4 Communication N4 Information Processing N4 Public Administration N4
National Certificate: N5 Management Assistant (Public Administration)	EN5099-042	National Qualification SAQA ID 66956	12 Months	N4 Management Assistant	<ul style="list-style-type: none"> Office Practice N5 Communication N5 Information Processing N5 Public Administration N5
National Certificate: N6 Management Assistant (Public Administration)	EN6099-042	National Qualification SAQA ID 67001	12 Months	N5 Management Assistant	<ul style="list-style-type: none"> Office Practice N6 Public Relations N5 Information Processing N6 Public Administration N6
National Certificate: N4 Legal Secretary	EN4071-04	National Qualification SAQA ID 66880	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> Office Practice N4 Communication N4 Information Processing N4 Mercantile Law N4
National Certificate: N5 Legal Secretary	EN5071-04	National Qualification SAQA ID 66959	12 Months	N4 Legal Secretary	<ul style="list-style-type: none"> Office Practice N5 Communication N5 Information Processing N5 Legal Practice N5
National Certificate: N6 Legal Secretary	EN6071-04	National Qualification SAQA ID 67004	12 Months	N5 Legal Secretary	<ul style="list-style-type: none"> Office Practice N6 Legal Practice N6 Information Processing N6 Mercantile Law N5
National Certificate: N4 Medical Secretary	EN4044-04	National Qualification SAQA ID 66878	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> Office Practice N4 Communication N4 Information Processing N4 Medical Practice N4
National Certificate: N5 Medical Secretary	EN5044-04	National Qualification SAQA ID 66957	12 Months	N4 Medical Secretary	<ul style="list-style-type: none"> Office Practice N5 Communication N5 Information Processing N5 Medical Practice N5
National Certificate: N6 Medical Secretary	EN6044-04	National Qualification SAQA ID 67002	12 Months	N5 Medical Secretary	<ul style="list-style-type: none"> Office Practice N6 Medical Practice N6 Information Processing N6 Computer Practice N4

Course	Course Code	Status	Duration	Requirements	Modules
Logistics & Supply Chain Management	BUS103	Oxbridge Academy Short Course	6 Months	No Matric	• Logistics & Supply Chain Management 1 & 2
Logistics & Supply Chain Management	CER4095-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	• 16 Learning units - See website for list
Shipping and Logistics Environment	CER4015-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	• See website for list of learning units covered by this course

Basic Principles of South African Wine	CER1017-01	Oxbridge Academy Short Course	3 Months	No Matric	• Learning units covered: Fundamentals/Wine Labels/Wine Making/Wine Tasting
Hotel Management	TRV101	Oxbridge Academy Short Course	6 Months	No Matric	• Hotel Management
Catering Management	TRV102	Oxbridge Academy Short Course	6 Months	No Matric	• Catering Management
Tourism Management	TRV103	Oxbridge Academy Short Course	6 Months	No Matric	• Tourism Management 1 & 2
Catering Management	CER4069-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Services 1 & 2 • Resources • Catering
Hotel Management	CER4046-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Services 1 & 2 • Resources • Hotel Management
Food & Beverage Management	CER4045-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Services 1 & 2 • Resources • Business Practice
Restaurant Management	CER4047-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Services 1 & 2 • Resources • Restaurant Management
Hotel & Catering Management	CER4043-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Human Resource Management 1 • Public Relations Management 1 • Hotel Management • Catering Management
Tourism Management	CER4028-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Marketing Management 1 • Public Relations Management 1 • Tourism Management 1 & 2
National Certificate: N4 Tourism	EN4028-04	National Qualification SAQA ID 66910	12 Months	Matric or Introductory N4	• Tourism Communication N4 • Travel Services N4 • Travel Office Procedures N4 • Tourist Destinations N4
National Certificate: N5 Tourism	EN5028-04	National Qualification SAQA ID 66978	12 Months	N4 Tourism	• Tourism Communication N5 • Travel Services N5 • Travel Office Procedures N5 • Tourist Destinations N5
National Certificate: N6 Tourism*	EN6028-04	National Qualification SAQA ID 67013	12 Months	N5 Tourism	• Hotel Reception N6 • Travel Services N6 • Travel Office Procedures N6 • Tourist Destinations N6
National Certificate: N4 Hospitality and Catering Services	EN4017-01	National Qualification SAQA ID 66891	12 Months	Matric or Introductory N4	• Catering Theory N4 • Sanitation and Safety N4 • Nutrition and Menu Planning N4 • Applied Management N4
National Certificate: N5 Hospitality and Catering Services	EN5017-01	National Qualification SAQA ID 66973	12 Months	N4 Hospitality and Catering Services	• Entrepreneurship and Business Management N4 • Catering: Theory and Practical N5 • Food and Beverage Service N5 • Applied Management N5
National Certificate: N6 Hospitality and Catering Services	EN6017-01	National Qualification SAQA ID 67008	12 Months	N5 Hospitality and Catering Services	• Computer Practice N4 OR Introductory Computer Practice • Catering: Theory and Practical N6 • Applied Management N6 • Communication and Human Relations N6

*Note: Students who want to apply for the N6 Diploma after completing their N4 – N6 certificates must pass Introductory Computer Practice N4. Students who have not yet passed this subject can add it to any of the N4 – N6 Tourism courses, at an additional fee.





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