



unlock your potential

PROSPECTUS & COURSE LIST



UNLOCK YOUR POTENTIAL
2025



Welcome to Oxbridge Academy	3
Accreditation and Registration	6
COURSES	7
• Faculty of Agriculture	7
• Faculty of Commerce	8
• Faculty of Education	12
• Faculty of Finance and Accounting	13
• Faculty of Health Science	14
• Faculty of Humanities and Social Science	15
• Faculty of ICT	16
• Faculty of Law	18
• Faculty of Service Management	19
Contact Details	20

KEY



To return to the Contents page, click on the **HOME** button at the bottom of a page.



Click on a **RED button** to visit a specific Faculty on our website.

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 '**unlocking your potential**'.
- 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 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.

Occupational Certificates:

These courses are offered and assessed by Oxbridge Academy. After completing a theoretical component, students are required to complete both practical and workplace components at a registered business. Once students are found to be competent, they will become eligible to write the external integrated summative assessment (EISA) at an accredited assessment centre as allocated by the QCTO.

National Certificate N4 to N6 Engineering Studies:

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. If you have completed a course at N6 level and can provide evidence of 24 months of relevant practical experience, you may be eligible to apply for – and receive – a National Diploma.

National Certificate Introductory N4 to N6 Business Studies:

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. If you have completed a course at N6 level and can provide evidence of 18 months of relevant practical experience, you may be eligible to apply for – and receive – a National Diploma.

Short Learning Programmes:

These courses are designed to equip you with workplace-relevant knowledge and skills in a short period of time. Our SLP's 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.

OUR VISION

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

ACCREDITATION AND REGISTRATION

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

APPETD

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

Our membership number: [MR2024/012](#).

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: [DHET-2009/FE07/070](#).

IIE-endorsed Courses

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.

PSiRA Registration

The Private Security Industry Regulatory Authority (PSiRA) regulates the private security industry in South Africa.

PSiRA registration number: [4717567](#)

QCTO

The QCTO is the Quality Council for Trades and Occupations. We are accredited by the QCTO to offer Occupational Certificates and National Qualifications from Introductory N4 level to N6 level:

Accreditation number Nated: [QCTO NATED/13/005](#)

Accreditation numbers Occupational Certificates: [01-QCTO/SDP060922042054](#), [01-QCTO/SDP170321-1090](#), [01-QCTO/SDP060922041733](#), [01-QCTO/SDP060922043046 – Medical](#), [01-QCTO/SDP060922042402](#), [01-QCTO/SDP060922042721](#), [01-QCTO/SDP060922043410](#), [01-QCTO/SDP060922043704](#), [SDP1223/19/00142](#), [QCTOSDP00171123-392](#).

Saioosh

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

Our membership number: [41333225](#).

SACAI

SACAI is the South African Comprehensive Assessment Institute. They act as our examining body for the National Senior Certificate Rewrite programme and grant students access to exam centres across all provinces.

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: [15 FET02 00031](#).

To see all the relevant supporting documentation:

www.oxbridgeacademy.edu.za/oxbridge-academy-accreditation/

Oxbridge Academy Accreditation



Courses

AG

FACULTY OF AGRICULTURE

NATIONAL CERTIFICATES

N4 Farming Management & Mechanisation	EN4019-02	National Qualification SAQA ID 66829	12 Months	Matric or Introductory N4	- Farming Management N4 - Computer Practice: Farming N4 - Farming Technology and Mechanisation N4 - Financial Management: Farming N4 - Plant and Animal Production N4
N5 Farming Management & Mechanisation	EN5019-02	National Qualification SAQA ID 66914	12 Months	N4 Farming Management & Mechanisation	- Farming Management N5 - Computer Practice: Farming N5 - Farming Technology and Mechanisation N5 - Financial Management: Farming N5 - Plant and Animal Production N5
N6 Farming Management & Mechanisation	EN6019-02	National Qualification SAQA ID 66993	12 Months	N5 Farming Management & Mechanisation	- Management Farming N6 - Computer Practice: Farming N6 - Farming Technology and Mechanisation N6 - Financial Management Farming N6 - Plant and Animal Production N6

FACULTY OF COMMERCE

SHORT COURSES

Logistics & Supply Chain Management	BUS103	Oxbridge Academy Short Course	6 Months	No Matric	• Logistics & Supply Chain Management 1 & 2
Marketing Management	ADV101	Oxbridge Academy Short Course	6 Months	No Matric	• Marketing Management 1 & 2
Municipal Supply Chain Management	CER1020-01	Oxbridge Academy Short Course	6 Months	No Matric	• Municipal Supply Chain Management
Municipal Risk Management	CER1021-01	Oxbridge Academy Short Course	6 Months	No Matric	• Municipal Risk Management
Understanding the Principles of Human Resource Management	CER3016-02	Oxbridge Academy Short Course (Endorsed by The IIE)	6 Months	No Matric	• See website for list of learning units covered by this course

SKILLS CERTIFICATES

Business Administration	BA100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Fundamental Business Skills 101 • Office Practice 101 • Office Data Processing 101 • Business Practice 101
Business Management	CER4030-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	• 16 Learning outcomes - See website for list
Human Resource Management	CER4016-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	• See website for list of learning units covered by this course
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
Marketing Management	CER4017-03	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8-12 Months	No Matric	• 10 Learning units - See website for list
Marketing in a Digital Age	CER2020-01	Oxbridge Academy Skills Certificate	8 - 12 Months	No Matric	• Marketing in a Digital Age 1 & 2
Municipal Management (Public Administration)	CER4037-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Management Principles • Governance • Public Management • Public Administration
Municipal Management	MM100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Municipal Financial Management 101 • Municipal Management 101 • Public Sector Human Resources Management 101 • Self Management 101
Office Administration	CER4019-01	Oxbridge Academy Skills Certificate	12 Months	No Matric	• Office Administration • Communication • Computer Practice • Personnel Management
Principles of Labour Relations	CER4012-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Legal Principles • Management Principles • Labour Relations OXB5
Principles of Public Management	CER4038-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Legal Principles • Management Principles • Governance • Public Management
Project Management	PM100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Fundamental Business Skills 101 • Management Practice 101 • Office Data Processing 101 • Project Management 201
Retail Supervisor	CER4020-01	Oxbridge Academy Skills Certificate	12 Months	No Matric	• See website for subjects
Risk Management	CER4048-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Legal Principles • Management Principles • Risk Management 1 & 2
Executive Secretary (Personal Assistant)	CER4098-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	• 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	• Management Principles • Fundamentals of Business English • Human Resource Management 1 • Fundamentals of Office Administration

Course	Course Code	Status	Duration	Requirements	Modules/Subjects
Supervisory Management	CER4027-04	Oxbridge Academy Skills Certificate	8 Months	No Matric	- Management Principles - Human Resource Management 1 - Supervisory Management 1 & 2
OCCUPATIONAL CERTIFICATES					
Bank Teller	BANTEL-01	Occupational Qualification SAQA ID 101673	12 Months	NQF level 4 with Mathematics or Mathematical Literacy	5 Knowledge Modules 3 Practical Skills Modules 4 Work Experience Modules
Bank Customer Services Clerk	BANCSC-01	Occupational Qualification SAQA ID 101710	12 Months	Matric or any other NQF Level 4 Qualification with Mathematics or Mathematical Literacy	5 Knowledge Modules 3 Practical Skills Modules 4 Work Experience Modules
Management Assistant	OCC1101-01	Occupational Certificate SAQA ID 101876	24-36 Months	NQF Level 4 with Communication	12 Knowledge Modules 8 Practical Skills Modules 8 Work Experience Modules
Office Administrator	OCC1001-01	Occupational Certificate SAQA ID 102161	24-36 Months	NQF Level 4 with Communication	15 Knowledge Modules 11 Practical Skills Modules 10 Work Experience Modules
Project Manager	PROJMAN-01	Occupational Certificate SAQA ID 101869	24 Months	NSC or NCV Level 4 or NQF Level 4 with Communication and Mathematical Literacy	11 Knowledge Modules 12 Practical Skills Modules 4 Work Experience Modules
Supply Chain Practitioner	SUPPRA-01	Occupational Qualification SAQA ID 99111	25 Months	NQF Level 4 Qualification	8 Subjects - view website for all subjects
NATIONAL CERTIFICATES					
Introductory Certificate: N4 Business Studies	IN43072-03	National Introductory Certificate	12 Months	Grade 11	COMPULSORY SUBJECTS: - Introductory Entrepreneurship N4 - Introductory Communication N4 PLUS CHOOSE ONE OF THE FOLLOWING FIELDS: Business Studies: - Introductory Computer Practice N4 - Introductory Accounting N4
	IN43015-03				Financial Management: - Introductory Accounting N4 - Introductory Personnel Management N4
	IN43016-03				Human Resources: - Introductory Personnel Management N4 - Introductory Computer Practice N4
	IN43012-03				Public Management & Business Management: - Introductory Public Administration N4 - Introductory Accounting N4
	IN43071-03				Management Assistant & Secretarial: - Introductory Information Processing N4 - Introductory Computer Practice N4
	IN43026-03				Marketing Management: - Introductory Marketing N4 - Introductory Computer Practice N4
	IN43038-03				Public Management & Human Resource Management: - Introductory Public Administration N4 - Introductory Personnel Management N4
	IN43021-03				Public Relations: - Introductory Public Administration N4 - Introductory Information Processing N4
	IN43028-03				Tourism: - Introductory Personnel Management N4 - Introductory Computer Practice N4

Course	Course Code	Status	Duration	Requirements	Modules/Subjects
National Certificate: N4 Business Management	EN4072-04	National Qualification SAQA ID 66871	12 Months	Matric with Accounting & Computers (CAT/IT)	- Entrepreneurship and Business Management N4 - Management Communication N4 - Computer Practice N4 / Introductory - Financial Accounting N4 / Introductory Accounting N4
National Certificate: N5 Business Management	EN5072-04	National Qualification SAQA ID 66929	12 Months	N4 Business Management	- Entrepreneurship and Business Management N5 - Sales Management N5 - Labour Relations N5 - Computer Practice N5 / N4
National Certificate: N6 Business Management	EN6072-04	National Qualification SAQA ID 66995	12 Months	N5 Business Management	- Entrepreneurship & Business Management N6 - Labour Relations N6 - Computer Practice N6 / N5 - Sales Management N6
National Certificate: N4 Human Resource Management	EN4016-041	National Qualification SAQA ID 66873	12 Months	Matric or Introductory N4	- Entrepreneurship & 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	- 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	- Personnel Management N6 - Personnel Training N6 - Labour Relations N6 - Computer Practice N5 / Computer Practice N6
National Certificate: N4 Marketing Management*	EN4026-04	National Qualification SAQA ID 66872	12 Months	Matric or Introductory N4	- 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	- 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	- Marketing Management N6 - Sales Management N6 - Marketing Communication N6 - Marketing Research N6
National Certificate: N4 Public Management	EN4038-041	National Qualification SAQA ID 66875	12 Months	Matric or Introductory N4	- Management Communication N4 - Public Administration N4 - Entrepreneurship & 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	- 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	- Public Administration N6 - Municipal Administration N6 - Public Law N6 - Computer Practice N6 / Computer Practice N4
National Certificate: N4 Management Assistant (Computer Practice)	EN4099-043	National Qualification SAQA ID 66876	12 Months	Matric or Introductory N4	- 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	- 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	- Office Practice N6 - Public Relations N5 - Information Processing N6 - Computer Practice N6
National Certificate: N4 Management Assistant (Public Administration)	EN4099-042	National Qualification SAQA ID 66876	12 Months	Matric or Introductory N4	- 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	- 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	- Office Practice N6 - Public Relations N5 - Information Processing N6 - Public Administration N6

Course	Course Code	Status	Duration	Requirements	Modules/Subjects
N4 Management Assistant (Entrepreneurship & Business Management)	EN4099-041	National Qualification SAQA ID 66876	12 Months	Matric or Introductory N4	• Office Practice N4 • Communication N4 • Information Processing N4 • Entrepreneurship & Business Management N4
N5 Management Assistant (Entrepreneurship & Business Management)	EN5099-041	National Qualification SAQA ID 66956	12 Months	N4 Management Assistant	• Office Practice N5 • Communication N5 • Information Processing N5 • Entrepreneurship & Business Management N5
N6 Management Assistant (Entrepreneurship & Business Management)	EN6099-041	National Qualification SAQA ID 67001	12 Months	N5 Management Assistant	• Office Practice N6 • Public Relations N5 • Information Processing N6 • Entrepreneurship & Business Management N6

FACULTY OF EDUCATION

Course	Course Code	Status	Duration	Requirements	Modules/Subjects
Bridging Certificate to NQF Level 3, 4 & 5	CER2033-01 CER2034-01 CER2035-01	Oxbridge Academy Skills Certificate	3-10 Months	16 years and older	• Communication • Mathematical Literacy
SKILLS CERTIFICATES					
Au Pair	AUP100	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Caring • Stimulating Childhood Development • Nutrition • Health & Safety
Early Childhood Carer	CER4023-01	Oxbridge Academy Skills Certificate	12 Months	No Matric	• 3 Theory Modules • 3 Practical Application Modules
Educare	CER4024-01	Oxbridge Academy Skills Certificate	12 Months	No Matric	• Educare Didactics • Child Health • Education • Day Care Personnel Development
OCCUPATIONAL CERTIFICATES					
ECD Practitioner	ECD6010-20	Occupational Qualification SAQA ID 97542	19 Months	NQF Level 3 Qualification	• 7 Knowledge Modules • 6 Practical Skills Modules • 4 Work Experience Modules
School Principal	SCHPRI-01	Occupational Certificate SAQA ID 101258	36 Months	Teacher's qualification with a minimum 3 years managerial experience in the education and training environment	• 5 Knowledge assignments • 8 Practical assignments • 7 Workplace assignments
NATIONAL CERTIFICATES					
Conduct outcome-based assessment Assessor	EDU501	Part of National Qualification Certified by ETD P 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 ETD P SETA SAQA ID 115759	3 Months	Diploma, degree or relevant occupational qualification & completed the Assessor course	• L6 (10 credits)
N6 Educare	EN6010-04	National Qualification SAQA ID 67007	12 Months	N5 Educare	• Educare Didactics N6 • Day Care Management N6 • Educational Psychology N6 • Day Care Communication N6
Senior Certificate (as amended)	ASC-01	Matric	12 Months	21 years & older Grade 9 (Std 7)	• View website for all subjects

FACULTY OF FINANCE & ACCOUNTING

SHORT COURSES

Municipal Financial Management	CER1022-01	Oxbridge Academy Short Course	6 Months	No Matric	• Municipal Financial Management
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SKILLS CERTIFICATES

Bookkeeping	CER4011-04	Oxbridge Academy Skills Certificate	12 Months	No Matric	• Accounting 101 • Accounting 201 • Entrepreneurs & Business Management • Payroll and Monthly SARS
Payroll & Monthly SARS	ACC102-02	Oxbridge Academy Skills Certificate	6 Months	No Matric	• Payroll and Monthly SARS

OCCUPATIONAL CERTIFICATES

Cash Office Clerk	CASCLE-01	Occupational Qualification SAQA ID 101863	12 Months	NQF level 1 with Mathematical Literacy & Communication	• 5 Knowledge Modules • 4 Practical Skills Modules • 3 Work Experience Modules
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NATIONAL CERTIFICATES

National Certificate: N4 Financial Management	EN4015-04	National Qualification SAQA ID 66874	12 Months	Matric with Accounting or Introductory Accounting N4	• Entrepreneurship and Business Management N4 • Management Communication N4 • Computerised Financial Systems N4 • Financial Accounting N4
N5 Financial Management	EN5015-04	National Qualification SAQA ID 66954	12 Months	N4 Financial Management	• Entrepreneurship and Business Management N5 • Financial Accounting N5 • Cost and Management Accounting N5 • Computerised Financial Systems N5
N6 Financial Management	EN6015-04	National Qualification SAQA ID 66998	12 Months	N5 Financial Management	• Entrepreneurship and Business Management N6 • Financial Accounting N6 • Cost and Management Accounting N6 • Computerised Financial Systems N6
N4 Public Management (Accounting)	EN4038-042	National Qualification SAQA ID 66875	12 Months	Matric with Accounting or Introductory Accounting N4	• Management Communication N4 • Public Administration N4 • Financial Accounting N4 / Introductory Accounting N4 • Introductory Computer Practice N4 / Computer Practice N4
N5 Public Management (Accounting)	EN5038-042	National Qualification SAQA ID 66955	12 Months	N4 Public Management	• Public Administration N5 • Municipal Administration N5 • Entrepreneurship & Business Management N4 • Public Finance N5
N6 Public Management (Accounting)	EN6038-042	National Qualification SAQA ID 67000	12 Months	N5 Public Management	• Public Administration N6 • Municipal Administration N6 • Public Law N6 • Public Finance N6

FACULTY OF HEALTH SCIENCE

SKILLS CERTIFICATES

Health & Safety	CEROHS-08	Oxbridge Academy Skills Certificate (accredited by Saiohs)	8 Months	No Matric	- SHE Awareness - SHE Representative - SHE Investigation - HIRA (Hazard Identification & Risk Assessment) - Safety Audit Inspection
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OCCUPATIONAL CERTIFICATES

Health Promotion Officer (Community Health Worker)	HEAPRO-01	Occupational Qualification SAQA ID 94597	18 Months	NQF Level 1 or equivalent competencies in Mathematical Literacy & Communications	6 Knowledge Modules 12 Practical Skills Modules 6 Work Experience Modules
Occupational Certificate: Home Based Personal Care Assistant	HBPCAA-01	Occupational Part Qualification SAQA ID 104779	10 Months	No Entry Requirements	1 Knowledge Module 3 Practical Skills Modules 4 Work Experience Modules
Home Based Personal Care Worker	HBPCW-01	Occupational Qualification SAQA ID 104792	18 Months	NQF Level 1 with Mathematics – FLC applicable	5 Knowledge Modules 6 Practical Skills Modules 8 Work Experience Modules
Occupational Health & Safety Practitioner	OHSPRA-01	Occupational Qualification SAQA ID 99714	25 Months	NQF Level 4 Qualification	5 Knowledge Modules 9 Practical Skills Modules 6 Work Experience Modules

NATIONAL CERTIFICATES

N4 Medical Secretary	EN4044-04	National Qualification SAQA ID 66878	12 Months	Matric or Introductory N4	- Office Practice N4 - Communication N4 - Information Processing N4 - Medical Practice N4
N5 Medical Secretary	EN5044-04	National Qualification SAQA ID 66957	12 Months	N4 Medical Secretary	- Office Practice N5 - Communication N5 - Information Processing N5 - Medical Practice N5
N6 Medical Secretary	EN6044-04	National Qualification SAQA ID 67002	12 Months	N5 Medical Secretary	- Office Practice N6 - Medical Practice N6 - Information Processing N6 - Computer Practice N4

FACULTY OF HUMANITIES & SOCIAL SCIENCE

SHORT COURSES

Tourism Management	TRV103	Oxbridge Academy Short Course	6 Months	No Matric	• Tourism Management 1 & 2
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SKILLS CERTIFICATES

Principles of Public Relations	CER4021-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Marketing Management 1 • Advertising Management 1 • Public Relations 1 & 2
Tourism Management	CER4028-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Marketing Management 1 • Public Relations Management 1 • Tourism Management 1 & 2

OCCUPATIONAL CERTIFICATES

Tourist Information Officer	OCC8001-01	Occupational Qualification SAQA ID 118687	36 Months	NQF Level 4 with Communication	• 15 Knowledge Modules • 6 Practical Skills Modules • 5 Work Experience Modules
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NATIONAL CERTIFICATES

N4 Public Relations	EN4021-041	National Qualification SAQA ID 66879	12 Months	Matric or Introductory N4	• Office Practice N4 • Communication N4 • Entrepreneurship & Business Management N4 • Information Processing N4
N5 Public Relations	EN5021-041	National Qualification SAQA ID 66958	12 Months	N4 Public Relations	• Office Practice N5 • Communication N5 • Public Relations N5 • Information Processing N5
N6 Public Relations	EN6021-041	National Qualification SAQA ID 67003	12 Months	N5 Public Relations	• Office Practice N6 • Public Relations N6 • Entrepreneurship & Business Management N5 • Information Processing N6
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
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
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

***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.

FACULTY OF INFORMATION & COMMUNICATION TECHNOLOGY

SKILLS CERTIFICATES

Computer Studies	COM100	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Office Data Processing 101, 201 & 301
Computer Information Systems	CER4028-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	• 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
Bridging Certificate to N1 Engineering Studies	BN1000-03	Oxbridge Academy Skills Certificate	12 Months	Grade 9 with Mathematics & Physical Science 16 Years & older	• Introductory Engineering Science • Introductory Mathematics • Introductory Industrial Communication • Introductory Engineering Drawing
N1-N3 Skills Programme		Students receive statement of results from the SDP	12 Months	• Minimum of Grade 9 with Mathematics and Science and Employed in a apprenticeship or learnership OR • GR 12 to gain access to N4 Engineering	COMPULSORY SUBJECTS: • Engineering Drawings N1 – N3 • Engineering Science N1 – N3 • Mathematics N1 – N3 OPTIONAL • Field of Study subjects below
	EN14001-01 EN24001-01 EN34001-01				Boilermaker: PLUS • Metal Workers Theory N1 • Platers Theory N2 • Plating and Structural Steel Drawings N1- N3 • Mechanotechnology N3
	EN14002-01 EN24002-01 EN34002-01				Electrical Engineering: PLUS • Electrical Trade Theory N1 – N3
	EN14003-01 EN24003-01 EN34003-01				Electronical Engineering: PLUS • Electrical Trade Theory N1 – N3 • Industrial Electronics N1 – N3
	EN14004-01 EN24004-01 EN34004-01				Fitting & Turning: PLUS • Fitting and Machining N1 – N2 • Mechanotechnology N3
	EN14005-01 EN24005-01 EN34005-01				Millwright: Engineering Drawing: PLUS • Electrical Trade Theory N1 – N3
	EN14006-01 EN24006-01 EN34006-01				Millwright: Industrial Engineering: PLUS • Electrical Trade Theory N1 – N3 • Industrial Electronics N1- N3
	EN14007-01 EN24007-01 EN34007-01				Motor Mechanic: Diesel: PLUS • Motor Trade Theory N1 • Diesel Trade Theory N2 – N3
	EN14008-01 EN24008-01 EN34008-01				Motor Mechanic: Petrol: PLUS • Motor Trade Theory N1-N3

NATIONAL CERTIFICATES

National Certificate: N3 Engineering Studies (phasing out)		National Qualification SAQA ID 67491	12 Months	• Old Oxbridge Academy students already registered on N3 • External students who have previously attempted N3	COMPULSORY SUBJECTS: • Engineering Drawings N3 • Engineering Science N3 • Mathematics N3 PLUS • Field of Study subjects below
	EN3-TRIC				Electrical Engineering: PLUS • Electrical Trade Theory N3
	EN3-TRON				Electronical Engineering: PLUS • Electrical Trade Theory N3 • Industrial Electronics N3

Course	Course Code	Status	Duration	Requirements	Modules/Subjects
	EN3-MMP				Motor Mechanic: Petrol: PLUS • Motor Trade Theory N3
	EN3-MMD				Motor Mechanic: Diesel: PLUS • Diesel Trade Theory N3
	EN3-MILLED				Millwright: Engineering Drawing: PLUS • Electrical Trade Theory N3
	EN3-MILLIE				Millwright: Industrial Engineering: PLUS • Electrical Trade Theory N3 • Industrial Electronics N3
	EN3-FAT				Fitting & Turning: PLUS • Mechanotechnology N3
	EN3-BOIL				Boilermaker: PLUS • Plating and Structural Steel Drawings N3 • Mechanotechnology N3
N4-N6 Engineering Studies (Civil Engineering)	EN4CIV-01 EN5CIV-01 EN6CIV-01	National Qualification SAQA ID 66881, 66960, 67005	12 Months	<u>Option A:</u> National Certificate N3: Engineering <u>Option B:</u> Matric with Maths Science Drawings <u>Option C:</u> Technical Matric	• Building and Structural Construction N4-N6 • Building Administration N4-N6 • Building and Structural Surveying N4-N6 • Quantity Surveying N4-N6
N4-N6 Engineering Studies (Electrical Engineering)	EN4TRIC-01 EN5TRIC-01 EN6TRIC-01	National Qualification SAQA ID 66881, 66960, 67005	12 Months	<u>Option A:</u> National Certificate N3: Engineering <u>Option B:</u> Matric with Maths Science <u>Option C:</u> Technical Matric	• Electrotechnics N4-N6 • Industrial Electronics N4-N6 • Logic Systems N4-N6 • Mathematics N4-N6
N4-N6 Engineering Studies (Mechanical Engineering)	EN4MECH-01 EN5MECH-01 EN6MECH-01	National Qualification SAQA ID 66881, 66960, 67005	12 Months	<u>Option A:</u> National Certificate N3: Engineering <u>Option B:</u> Matric with Maths Science Drawings Intro to Drawings <u>Option C:</u> Technical Matric	• Mathematics N4-N6 • Engineering Science N4 • Mechano Technics N4-N6 • Mechanical Draughting N4 • Mechanical Drawing and Design N5-N6 • Strength of Materials and Structure N5-N6 • Fluid Mechanics N5-N6 • Power Machines N5

FACULTY OF LAW

SKILLS CERTIFICATES

Security Management	CER4040-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Management Principles • Human Resource Management • Security Management 1 & 2
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OCCUPATIONAL CERTIFICATES

Paralegal	OCC4001-01	Occupational Certificate SAQA ID 117325	36 Months	NQF Level 4	• 10 Knowledge Modules • 6 Practical Skills Modules • 6 Work Experience Modules
Security First Line Manager	OCC7001-01	Occupational Certificate SAQA ID 118687	24 Months	NQF Level 3	• 5 Knowledge Modules • 6 Practical Skills Modules • 5 Work Experience Modules
Security Officer	OCC5001-01	Occupational Certificate SAQA ID 110866	12 Months	NQF Level 3	• 5 Knowledge Modules • 6 Practical Skills Modules • 5 Work Experience Modules
Patrol Officer	OCC3001-01	Occupational Certificate SAQA ID 110867	6 Months	NQF Level 3	• 3 Knowledge Modules • 2 Practical Skills Modules • 3 Work Experience Modules
Asset Protection Officer	OCC2002-01	Occupational Certificate SAQA ID 110904	3 Months	NQF Level 3	• 1 Knowledge Modules • 3 Practical Skills Modules • 1 Work Experience Module
Access Control Officer	OCC2001-01	Occupational Certificate SAQA ID 110903	3 Months	NQF Level 3	• 1 Knowledge Module • 1 Practical Skills Module • 1 Work Experience Module

NATIONAL CERTIFICATES

N4 Legal Secretary	EN4071-04	National Qualification SAQA ID 66880	12 Months	Matric or Introductory N4	• Office Practice N4 • Communication N4 • Information Processing N4 • Mercantile Law N4
N5 Legal Secretary	EN5071-04	National Qualification SAQA ID 66959	12 Months	N4 Legal Secretary	• Office Practice N5 • Communication N5 • Information Processing N5 • Legal Practice N5
N6 Legal Secretary	EN6071-04	National Qualification SAQA ID 67004	12 Months	N5 Legal Secretary	• Office Practice N6 • Legal Practice N6 • Information Processing N6 • Mercantile Law N5

ACADEMY OF SERVICE MANAGEMENT

SHORT COURSES

Catering Management	TRV102	Oxbridge Academy Short Course	6 Months	No Matric	• Catering Management
Hotel Management	TRV101	Oxbridge Academy Short Course	6 Months	No Matric	• Hotel Management

SKILLS CERTIFICATES

Catering Management	CER4069-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Services 1 & 2 • Resources • Catering
Events Management	EM100	Oxbridge Academy Skills Certificate	8 Months	No Matric	• A Career in Events • The World of Events • Events Management 1 • Events Management 2
Food & Beverage Management	CER4045-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Services 1 & 2 • Resources • Business Practice
Hotel Management	CER4046-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Services 1 & 2 • Resources • Hotel 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
Hospitality Services	CER4013-01	Oxbridge Academy Skills Certificate	12 Months	No Matric	• Basic Principles of South African Wine • Restaurant Management • Fundamental Business Skills 101 • The Professional Waitron
Massage Techniques	CER4203-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Professional Salon Skills • Anatomy & Physiology • Full Body Massage Techniques • Sport Massage

OCCUPATIONAL CERTIFICATES

Real Estate Agent	OCC6001-01	Occupational Qualification SAQA ID 118714	24 Months	NQF Level 3	• 6 Knowledge Modules • 6 Practical Skills Modules • 6 Work Experience Modules
Retail Supervisor	RETSUP-01	Occupational Qualification SAQA ID 99573	12 Months	NQF Level 4 with Mathematical Literacy & Communication	• 4 Knowledge Modules • 5 Practical Skills Modules • 3 Work Experience Modules

NATIONAL CERTIFICATES

N4 Hospitality & Catering Services	EN4017-01	National Qualification SAQA ID 66891	12 Months	Matric or Introductory N4	• Catering Theory N4 • Sanitation & Safety N4 • Nutrition & Menu Planning N4 • Applied Management N4
N5 Hospitality & Catering Services	EN5017-01	National Qualification SAQA ID 66973	12 Months	N4 Hospitality & Catering Services	• Entrepreneurship & Business Management N4 • Catering: Theory & Practical N5 • Food & Beverage Service N5 • Applied Management N5
N6 Hospitality & Catering Services	EN6017-01	National Qualification SAQA ID 67008	12 Months	N5 Hospitality & Catering Services	• Computer Practice N4 OR Intro Computer Practice • Catering: Theory & Practical N6 • Applied Management N6 • Communication & Human Relations N6



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