



# Streamline Your Path to Higher Education

Higher Certificate  
in Business &  
Management  
**(First Year  
University)**  
**NQF 5**

# ABOUT THIS NQF 5 (Level 4) QUALIFICATION

120 Credits

1,200 Total Qualification Hours

480 Guided Learning Hours

8 Modules

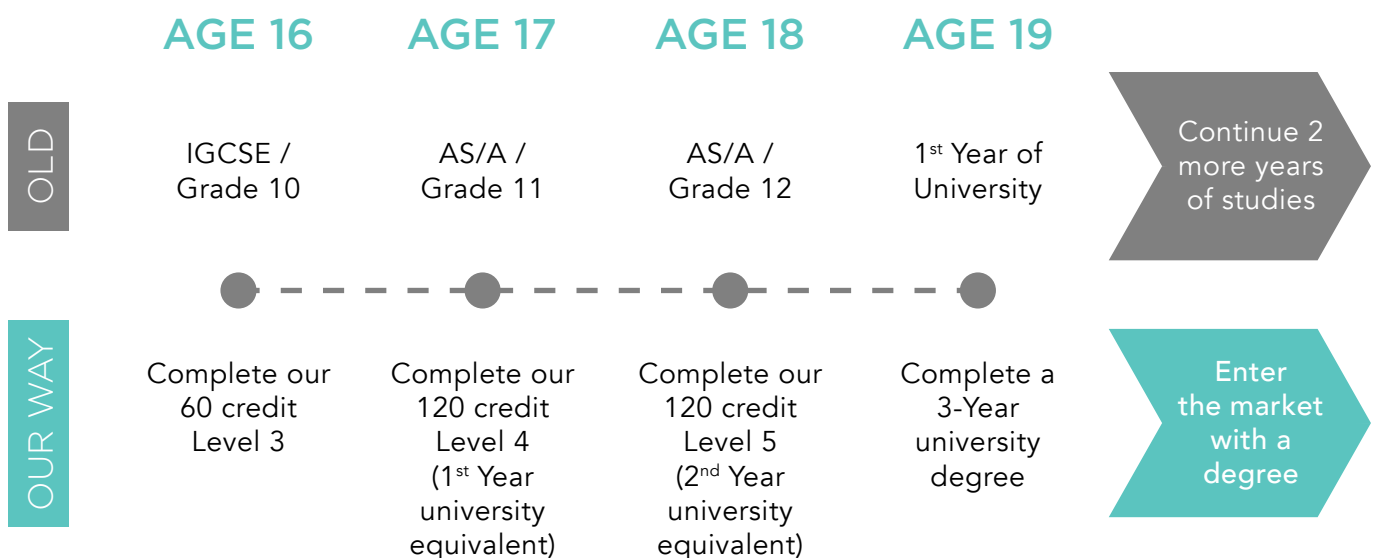
P.O.E (Portfolio of Evidence) Including  
8 Assignments

## THE POWER OF PROGRESSION

The aim is to help you achieve internationally-recognised qualifications in a shorter period of time. Credits earned through these qualifications can be used in applications for further study.

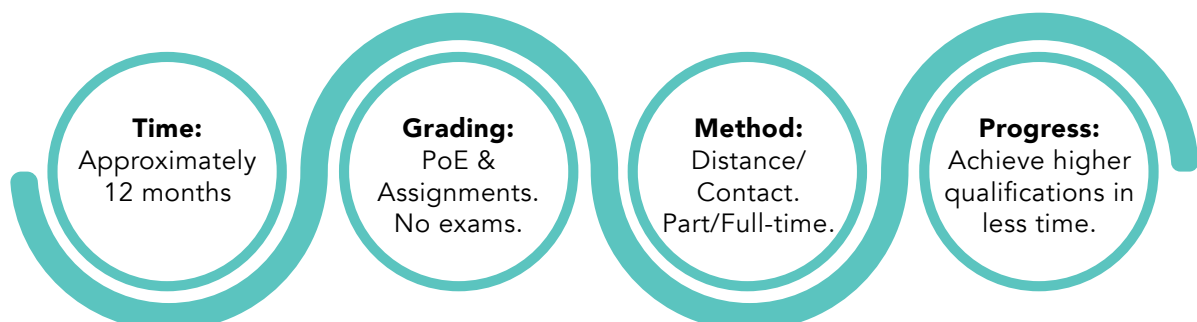
Example; Two 16-year old students are working towards a 3-year degree starting in 2023.

- Student 1 follows the **OLD WAY**.
- Student 2 follows **OUR WAY**.



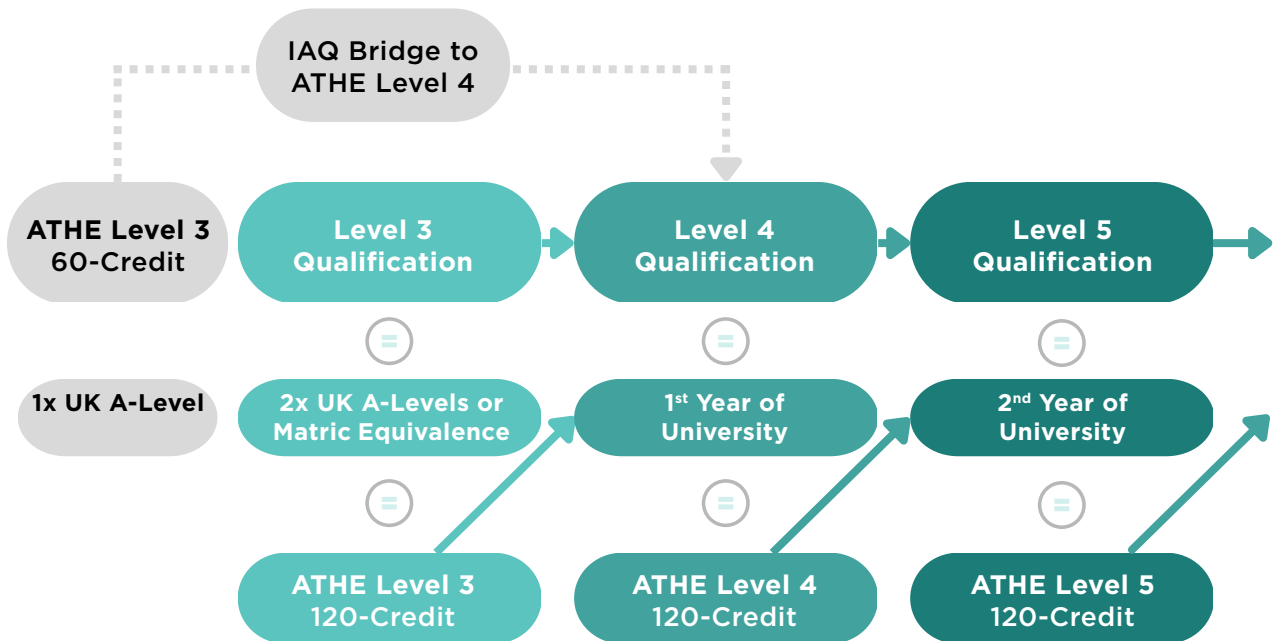
## COURSE SUMMARY

This qualification will equip you with the skills and knowledge necessary for a career in business or university study. It is the perfect choice if you are looking to pursue a degree in business management or a related field, or if you plan to start your own business.



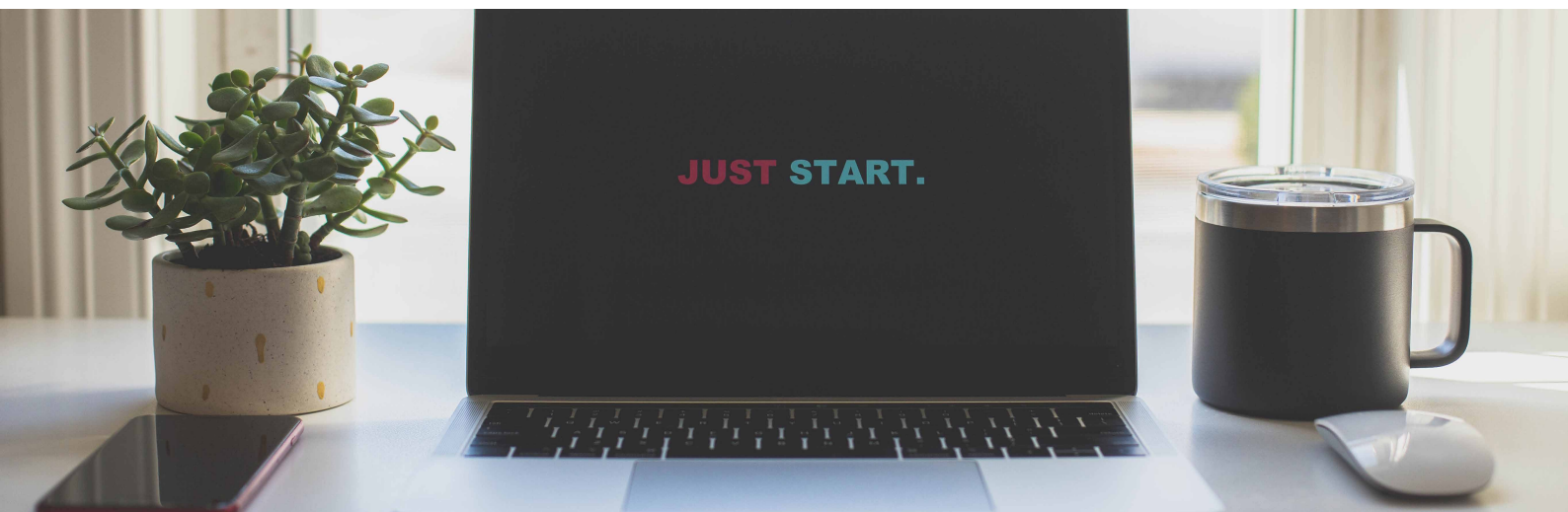
# QUALIFICATION EQUIVALENCE

The **International Access Qualification (IAQ)** will enable you to pursue certificates, diplomas, and degree programmes at multiple academic institutions in South Africa and abroad. This **ATHE Higher Certificate in Business & Management (NQF5)** is a first-year university equivalent qualification designed to provide various progression options to other higher institutions, a second-year university, or **Level 5 (NQF6) ATHE** qualifications.



# PROGRAMME ACCREDITATION

The qualification is fully accredited by the **Awards for Training and Higher Education (ATHE)** and is regulated by the **Office of Qualifications and Examinations Regulation (Ofqual)**.



# ADMISSIONS REQUIREMENTS

Our goal is to make the qualification **accessible to all** who meet the required standards by removing barriers and promoting equal opportunities.

Students 17 years or older who meet at least one of the following criteria are encouraged to apply:

- 5 or more GCSEs at a grade C or above.
- Other related level 2 subjects.
- Other equivalent international qualifications.

Students whose first language is not English may need to submit an English proficiency test.

# TECHNICAL REQUIREMENTS



Our platform is fully technology-driven, therefore students will need a reliable PC/laptop/tablet or regular access to one.



A stable internet connection with sufficient data to access online resources and participate in programme activities will be provided to in-contact/on-campus candidates.



You will also be provided with a Microsoft (MS) Office 365 account, giving you access to the full MS suite along with numerous resources that will assist you in completing tasks and assignments.

# PROGRAMME DELIVERY

This programme offers the flexibility of delivery through either a distance-based approach (virtual learning) or face-to-face approach (contact learning), available on a part-time or full-time basis with a dedicated tutor.

The qualification is not examination-based and is assessed through graded assignments, including self-testing exercises, continuous assessments of theory, and practical applications. It consists of 8 modules and 8 written assignments.

## 1: THE BUSINESS ENVIRONMENT

Understanding the types, structures, purposes, and responsibilities of organisations, along with the impact of market and national environments, is crucial for business success in today's dynamic landscape.

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## 2: FINANCIAL & MANAGEMENT ACCOUNTING

Understanding financial and management accounting systems allows for assessing and improving business performance through informed decision-making, budgeting, forecasting, and investment evaluation.

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## 3: MANAGING OPERATIONS

Comprehending operations management and its relationship to performance, as well as the techniques for decision-making, enable organisations to streamline processes, optimise efficiency, and achieve a competitive advantage.

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## 4: COMMUNICATION SKILLS FOR BUSINESS

Understanding internal and customer communication, as well as factors affecting communication effectiveness, and developing strong oral and written communication skills are essential for successful business operations and relationships with stakeholders.

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## 5: CORPORATE SOCIAL RESPONSIBILITY

Knowing current CSR issues and their impact on stakeholders is crucial for making informed recommendations on responsible business practices, which can enhance reputation, customer loyalty, and sustainability.

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## 6: PEOPLE IN ORGANISATIONS

Understanding communication, teamwork, remote work issues, and monitoring/supporting employees are vital for creating a positive work environment and achieving organisational goals.

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## 7: THE MARKETING MIX

Understanding the marketing mix and its digital elements is critical for creating a targeted marketing strategy that effectively reaches the audience, drives sales and achieves business goals.

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## 8: ENTREPRENEURSHIP

Understanding entrepreneurship, the skills and qualities of successful entrepreneurs, and preparing for a new venture is essential for achieving success in business.

