



# Streamline Your Path to Higher Education

Qualification in  
Business &  
Management  
(**Matric Equivalence  
NQF4**)

# ABOUT THIS NQF 4 (Level 3) QUALIFICATION

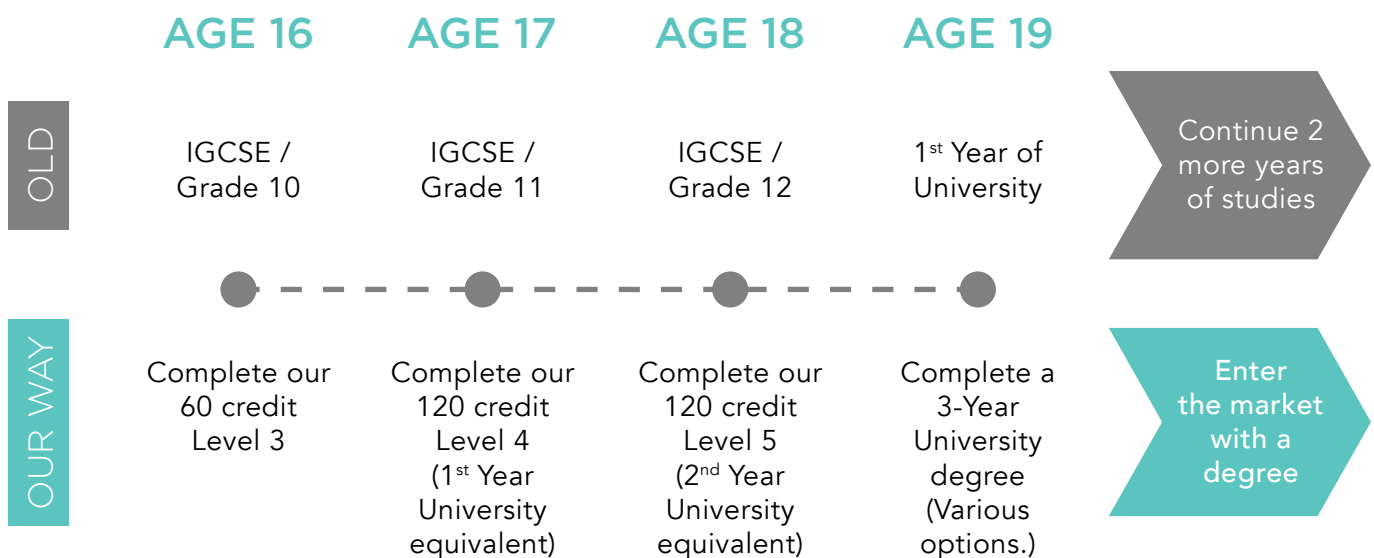
120 Credits  
1,200 Total Qualification Hours  
720 Guided Learning Hours  
6 Modules  
P.O.E Including 6 Assignments

## THE POWER OF PROGRESSION

The aim is progression which will enable you to obtain internationally-recognised qualifications in less time! Credits earned through these qualifications can be used in further study applications.

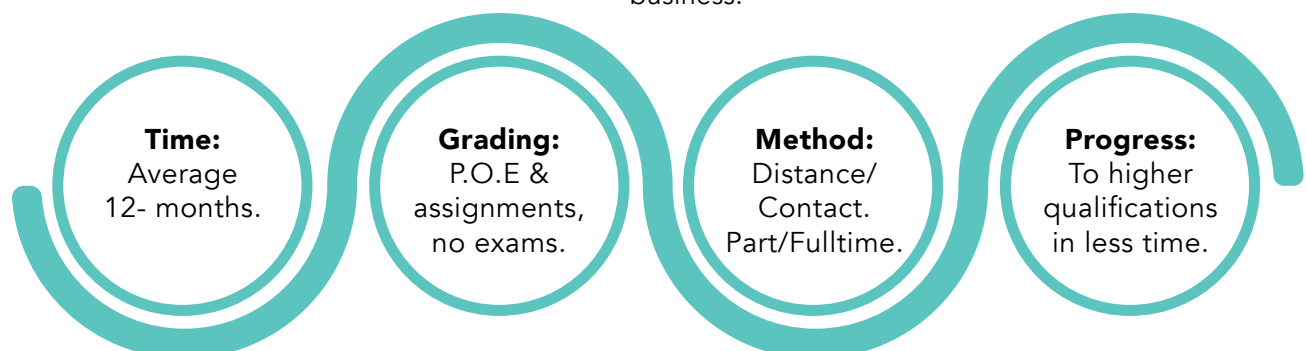
Example; Two 16-year old students are working towards a 3-year degree starting in 2023.

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



## COURSE SUMMARY

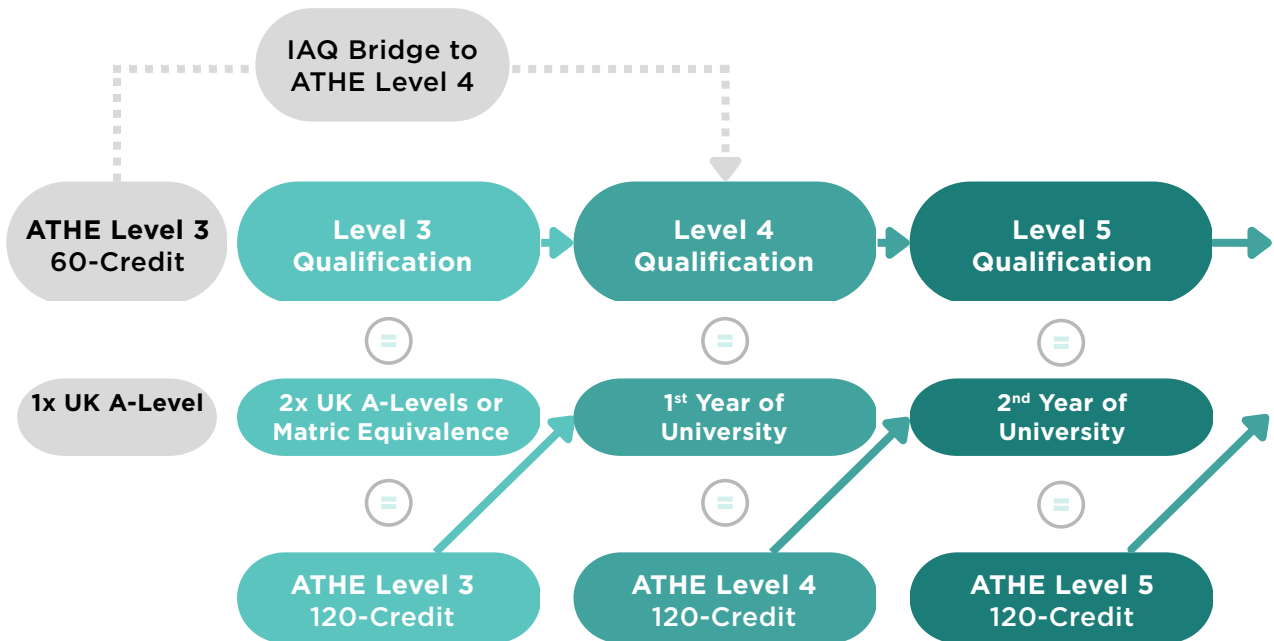
This qualification will equip you with the skills and knowledge necessary for a career in business or university study. It is the perfect choice if you are looking to pursue a degree in business management or a related field, or if you plan to start your own business.



# QUALIFICATION EQUIVALENCE

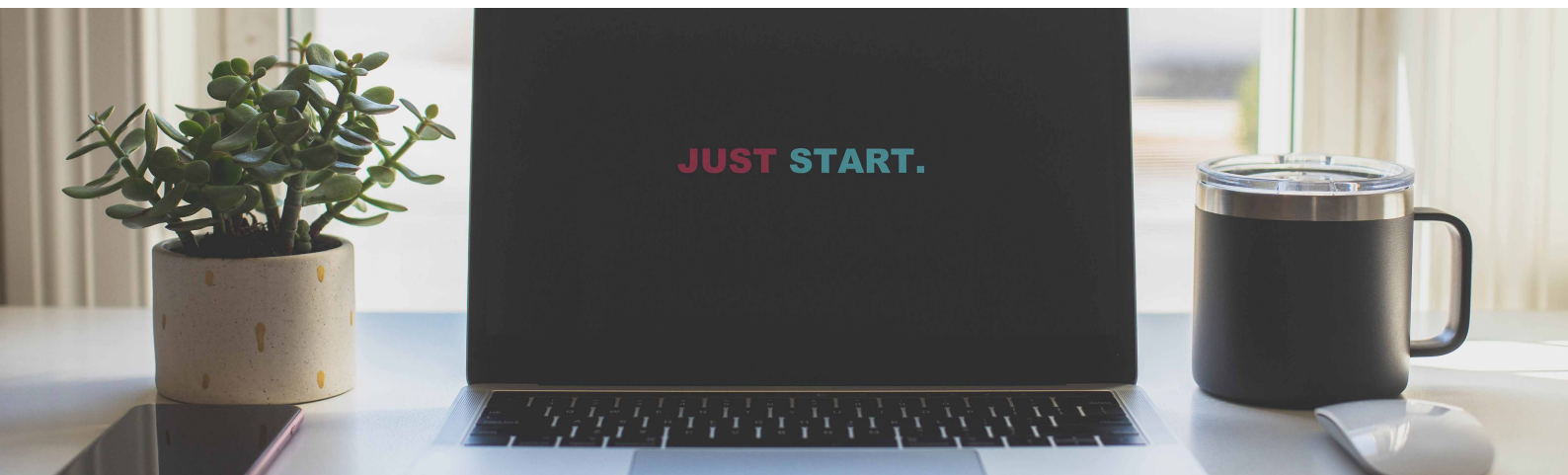
The **International Access Qualification (IAQ)** will enable you to pursue certificates, diplomas, and degree programmes at multiple academic institutions in South Africa and abroad.

This ATHE Certificate in Business & Management (NQF4) is designed to provide various progression options to other higher institutions, first-year university or Level 4 (NQF5) 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 15 years or older who meet at least one of the following criteria are encouraged to apply.

- 5 or more GCSEs at grades C and 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.



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

# PROGRAMME DELIVERY

This programme can be delivered through either a distance-learning approach or contact learning, either part-time or full-time, each of which offers the support of 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 consisting of 6 modules and 6 written assignments.

## 1: THE BUSINESS ENVIRONMENT

Master the fundamentals of the business world. Learn how external factors can impact an organisation, the importance of environmental awareness, the key elements of marketing, the impact of organisational culture, and why ethical behaviour matters for individuals and organisations. Gain the tools and expertise necessary to succeed in today's ever-changing business environment.

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## 2: MANAGING BUSINESS OPERATIONS

Master the key components of a successful business! Learn to identify the key features of a business environment, grasp key financial concepts, and understand how customer service impacts business operations. Explore the essentials of planning and operational control, and gain insight into the decision-making process.

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## 3: MAXIMISING RESOURCES FOR BUSINESS SUCCESS

Maximising the use of resources is vital for business success. You will learn about resource management and how organisations monitor resources. We also explore technological advancements and their role in improving business operations along with the process of project management and its contribution to efficient resource usage

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## 4: EFFECTIVE BUSINESS COMMUNICATION

Learn effective verbal, written, and non-verbal communication methods in a business setting. Learn to run effective business meetings and make compelling presentations. Develop skills to tackle problems faced by businesses.

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## 5: MANAGING PEOPLE IN ORGANISATIONS

Master the art of people management. Learn about recruitment and selection, performance management, employee development, and effective training. Explore the steps organisations take to ensure workplace welfare and manage change. Additionally, gain insights on reviewing personal effectiveness to further enhance your skills.

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## 6: WORKING IN TEAMS

Learn about effective teamwork and leadership, motivation theories, delegation principles, influencing skills, and building interpersonal relationships. Discover the traits of an effective team leader and how to motivate and delegate tasks to team members. Gain insights into influencing others and building positive workplace relationships, leading to more fulfilling and productive work experiences.

