PROSPECTUS & COURSE LIST 2022

Oxbridge
Academy

effortless excellence in education

CONTENTS

KEY

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

AD *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

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

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.

National Qualifications:
These nationally accredited courses equip you with vocational skills and formal qualifications that prepare you for working in your chosen field. 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.

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.

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 examination at an accredited assessment centre as allocated by the QCTO.

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.

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:

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, including a number of Occupational Certificates:

- 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
- Occupational Certificate: ECD Practitioner
- Occupational Certificate: OHS Practitioner
- 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
- Occupational Certificate: Health Promotion Officer
- Occupational Certificate: Retail Supervisor

Our accreditation number is QCTO NATED/13/005 and QCTOSDP00171123-392

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.

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.

SACAI

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

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

Oxbridge Academy Accreditation

COURSES

ADVERTISING AND MARKETING MANAGEMENT COURSES
AD

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	• 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	• 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

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

ASSESSOR AND MODERATOR COURSES
AS

Course	Course Code	Status	Duration	Requirements	Modules
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 & completed the Assessor course	• L6 (10 credits)

BOOKKEEPING AND ACCOUNTING COURSES
BO

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

Course	Course Code	Status	Duration	Requirements	Modules
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
National Certificate: 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
National Certificate: 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

BU — BUSINESS MANAGEMENT COURSES

Course	Course Code	Status	Duration	Requirements	Modules
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
Entrepreneurship (New Venture Creation)	NVC100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	• 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	• Legal Principles • Marketing Management 1 • Financial Management 1 • Management Principles
Risk Management	CER4048-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Legal Principles • Management Principles • Risk Management 1 & 2
Supervisory Management	CER4027-04	Oxbridge Academy Skills Certificate	8 Months	No Matric	• 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	• 16 Learning outcomes - See website for list
National Certificate: N4 Business Management	EN4072-04	National Qualification SAQA ID 66871	12 Months	Matric or Introductory N4	• 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 Farming Management	EN4019-01	National Qualification SAQA ID 66829	12 Months	Matric or Introductory N4	• 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	• 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	• Human Resource Management: Farming N6 • Management: Farming N6 • Data Management: Farming N6 • Financial Management: Farming N6

Course	Course Code	Status	Duration	Requirements	Modules
Whole School Management	CER1011-01	Oxbridge Academy Skills Certificate (Endorsed by SACE)	8 - 12 Months	Minimum of four years teaching qualification	• 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	• 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	• School Operations Planning
Education Mentoring & Leadership	CER1015-01	Oxbridge Academy Skills Certificate (Endorsed by SACE)	8 - 12 Months	Minimum of 4 years teaching qualification	• See website for subjects
Teaching & Learning Development	CER1016-01	Oxbridge Academy Skills Certificate (Endorsed by SACE)	8 - 12 Months	Minimum of 4 years teaching qualification	• See website for subjects
Occupational Certificate: Retail Supervisor	RETSUP-01	National Qualification SAQA ID 99573	12 Months	NQF Level 4 with Mathematical Literacy & Communication	• See website for subjects

CH CHILDHOOD DEVELOPMENT COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Childcare Pre-School/ Au Pair	AUP100	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Caring • Stimulating Childhood Development • Nutrition • Health & Safety
National Certificate: N4 Educare	EN4010-04	National Qualification SAQA ID 66883	12 Months	Matric or Introductory N4	• 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	• Educare Didactics N5 • Entrepreneurship & 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	• 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	• See website for subjects

CO COMPUTER COURSES

Course	Course Code	Status	Duration	Requirements	Modules
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
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

CC — CONTACT CENTRE OPERATION COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Client Service Fundamentals	CER1019-01	Oxbridge Academy Short Course	6 Months	No Matric	• Client Service Fundamentals
Contact Centre Operations	CCO100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Contact Centre Operations 101 • Client Services & Human Relations 101 • Contact Centre Operations 201 • Consumer Behaviour 201

EN — ENGINEERING COURSES

Course	Course Code	Status	Duration	Requirements	Modules
National: 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 & Drawings	• 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 & Drawings	• 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 & Drawings	• 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 & Drawings	• 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 & Drawings	• Electrical Trade Theory N1- N3 • Engineering Science N1- N3 • Engineering Drawing N1- N3 • Mathematics N1- N3
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 & Drawings	• Electrical Trade Theory N1-N3 • Engineering Science N1- N3 • Industrial Electronics N1- N3 • Mathematics N1- N3
National Certificate: N1 - N3 Engineering Studies (Fitting & Turning)	EN1-FAT EN2-FAT EN3-FAT	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths, Science & Drawings	• Fitting & 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 & Drawings	• 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 COURSE

Course	Course Code	Status	Duration	Requirements	Modules
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

HE — HEALTH AND WELLNESS COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Footcare for the Elderly	CER2023-01	Oxbridge Academy Short Course	8 Months	No Matric	• Footcare for the Elderly 1 • Footcare for the Elderly 2
Nail Care	CER4201-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Professional Salon Skills • Anatomy & Physiology • Nail Technology 1 • Nail Technology 2
Facial Skincare	CER4202-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Professional Salon Skills • Anatomy & Physiology • Facial Skincare Theory • Facial Skincare Techniques

Course	Course Code	Status	Duration	Requirements	Modules
Massage Techniques	CER4203-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Professional Salon Skills • Anatomy & Physiology • Full Body Massage Techniques • Sport Massage
Make-Up Application	CER4204-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Professional Salon Skills • Anatomy & Physiology • Make-Up Application 1 • Make-Up Application 2
Facial Skincare	CER4202-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Professional Salon Skills • Anatomy & Physiology • Facial Skincare Theory • Facial Skincare Techniques
Community Development	CER4025-03	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	• 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	• See website for list of learning units covered by this course
Occupational Certificate: Health Promotion Officer (Community Health Worker)	HEAPRO-01	National Qualification SAQA ID 94597	18 Months	NQF Level 1 or equivalent competencies in Mathematical Literacy & Communications	• See website for list of the modules covered by this course

Course	Course Code	Status	Duration	Requirements	Modules
Recruitment & Selection	CER3036-02	Oxbridge Academy Short Course	6 Months	No Matric	• 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	• 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	• 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	• See website for list of learning units covered by this course
Performance & Reward Services	CER3046-02	Oxbridge Academy Short Course (Endorsed by The IIE)	6 Months	No Matric	• 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	• 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	• 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	• 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

MATRIC AND BRIDGING COURSES

Course	Course Code	Status	Duration	Require-ments	Modules
GETC: ABET Level 4	GETC05-01	ABET	24 Months	ABET level 3 OR Pre-assessment competency	• Communication in English • Mathematical Literacy • Life Orientation • Economic & Management Science OR • Natural Science • Small, Medium & Macro Enterprises OR • Human & Social Sciences
National Senior Certificate Rewrites	NSC-01	NSC	8 Months	Written matric from 2008 onwards	• View website for all subjects
Senior Certificate (as amended)	ASC-01	Matric	12 Months	21 years & older Grade 9 (Std 7)	• View website for all subjects
Bridging Certificate to N1 Engineering Studies	BN1000-03	Oxbridge Academy Skills Certificate	12 Months	Grade 10	• 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	• 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

OC — OCCUPATIONAL HEALTH AND SAFETY (OHS) COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Safety Management Skills	CER2039-08	Oxbridge Academy Short Course	6 Months	No Matric	• Safety Management 1 & 2
Security Management Skills	CER2040-08	Oxbridge Academy Short Course	6 Months	No Matric	• Security Management 1 & 2
Safety Management	CER4039-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Legal Principles • Management Principles • Safety Management 1 & 2
Security Management	CER4040-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Management Principles • Human Resource Management • Security Management 1 & 2
Health & Safety	CEROHS-08	Oxbridge Academy Skills Certificate (accredited by Saiosh)	8 Months	No Matric	• SHE Awareness • SHE Representative • SHE Investigation • HIRA (Hazard Identification & Risk Assessment) • Safety Audit Inspection
Health & Safety for Management	OHS100-01	Oxbridge Academy Skills Certificate (accredited by Saiosh)	8 Months	No Matric	• Fundamental Business Skills 101 • Management Practice 101 • Office Data Processing 101 • Safety 101
Health & Safety for Management - Intermediate	OHS201-01	Oxbridge Academy Skills Certificate (accredited by Saiosh)	8 Months	OHS100-01	• Fundamental Business Skills 201 • Management Practice 201 • Office Data Processing 201 • Safety 201
Health & Safety for Management - Advanced	OHS301-01	Oxbridge Academy Skills Certificate (accredited by Saiosh)	8 Months	OHS201-01	• Fundamental Business Skills 301 • Office Data Processing 301 • Management Practice 301 • Safety 301
Occupational Certificate: Occupational Health & Safety Practitioner	OHSPRA-01	National Qualification SAQA ID 99714	25 Months	NQF Level 4 Qualification	• See website for subjects

PM — PROJECT MANAGEMENT COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Basic Project Management Concepts	PRO101	Oxbridge Academy Short Course	6 Months	No Matric	• Project Management 201
Principles of Project Management	PRO110	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Management Practice 101 & 201 • Project Management 201 & 301
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

PR — PUBLIC RELATIONS COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Principles of Public Relations	CER4021-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	• 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	• Office Practice N4 • Communication N4 • Entrepreneurship & Business Management N4 • Information Processing N4
National Certificate: 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
National Certificate: 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

PUBLIC SECTOR MANAGEMENT COURSES

Course	Course Code	Status	Duration	Require-ments	Modules
Principles of Public Management	CER4038-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Legal Principles • Management Principles • Governance • Public Management
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
Public Management	PBM100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	• 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	• 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 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
National Certificate: 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
National Certificate: 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
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

SECRETARIAL COURSES

Course	Course Code	Status	Duration	Require-ments	Modules
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
National Certificate: 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
National Certificate: 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
National Certificate: 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
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
National Certificate: 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
National Certificate: 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
National Certificate: 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
National Certificate: 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
National Certificate: 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
National Certificate: 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

SU — SUPPLY CHAIN AND LOGISTICS COURSES

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 & 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

TO — TOURISM AND HOSPITALITY COURSES

Course	Course Code	Status	Duration	Requirements	Modules
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

Course	Course Code	Status	Duration	Require-ments	Modules
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
Hospitaiity 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
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 & 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
National Certificate: 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
National Certificate: 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

*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.

Telephone:
021 110 0200

Fax:
021 883 2378 | 021 883 2795

Postal address:
PO Box 12723, Die Board, 7613

Physical address:
The Vineyard, Cnr Devon Valley & Adam Tas Road,
Stellenbosch, 7600

Email:
info@oxbridgeacademy.edu.za

Website:
www.oxbridgeacademy.edu.za