



ICB -Accredited Business Qualifications Business Management

Foundation Level.
National Certificate:
Small Business
Financial
Management. NQF
4 - SAQA ID 48736

Modules:

- Business Management 1
- Bookkeeping to Trial Balance
- Business Literacy



Intermediate Level.
Higher Certificate:
Office
Administration. NQF 5 - SAQA ID
23619

Modules:

- Office and Legal Practice
- Business Management 2
- Marketing Management and Public Relations
- Financial Statements
- Human Resources Management and Labour Relations



Advanced Level.
National Diploma:
Financial
Accounting. NQF 6 -
SAQA ID 20366

Modules:

- Business Management 3
- Financial Management and Control
- Financial Reporting and Regulatory Frameworks
- Research and Theory Practice (Business Management)

Qualification Title	NQF	SAQA ID
Higher Certificate in Office Administration	Level 5	23619

On successful completion of the ICB National Certificate in Small Business Financial Management (NQF Level 5), you can articulate to the following Qualification:

Qualification	SAQA ID	NQF Level
National Diploma in Financial Accounting	20366	Level 6

Career Fields

Supervisor
Middle / Professional Management
Human Resource Practitioner
Marketing Manager

Type of Qualification – 2 available options

Full Time studies

- The duration is one year
- Tuition is face-to-face and is scheduled per campus

Part Time Studies

- The duration is two years
- Tuition is face-to-face and is scheduled after hours (evenings)

Professional Qualifications

- These are endorsed and externally assessed by an industry leading organisation and the accredited by ICB- Accredited Business Qualifications.

Admission Requirements

- National Certificate: Small Business Financial Management. NQF 4 - SAQA ID 48736

About the Qualifications

This is just the ticket if you have ambitions of managing a business and its finances. Good business management is vitally important for a company's commercial success. In this qualification, you'll learn about business and financial management best practices, office and legal practice, human resources management, computer literacy, global business strategy and research methods in commerce.

You can achieve the ICB Business Management Foundation Level after completing just 3 subjects (and achieve the National Certificate: Small Business Financial Management). Continue your Studies to progress to the Intermediate and Advanced Levels, and their associated nationally recognized qualifications.

Initial Here: _____

Value-Adds

We are serious about your career.
We will add the following content to your programme to make you even more desirable in the professional job market:

- First Job Preparation
 - ✓ CV Preparation
 - ✓ Interview Skills
 - ✓ Workplace orientation

Moetapele Academy,

25 Olifants Rivier Street, SE4, Vanderbijlpark, 1911

Tel: (016) 932 4499

Fax: (016) 932 472

E-Mail: sales@moetapele.co.za

Web: <http://www.moetapele.co.za>

ICB-Accredited Business Qualifications

Business Management

About the Institute

The Institute of Certified Bookkeepers has been around since 1931. Its role is to improve and maintain the quality, credibility and reputation of bookkeeping, accounting, office administration and financial management training and qualifications in Southern Africa.

As a Quality Assurance Partner (QAP) of the Sector Education and Training Authority for Finance, Accounting, Management Consulting and other Financial Services (FASSET), the ICB is an external assessment (examining) body for many of the business qualifications that FASSET awards.

Certification

Learners who have been found competent and who have successfully completed the ICB –Office Administration qualifications, will receive an ICB results letter outlining the unit standards covered. Once all five modules in ICB Office Administration Intermediate Level: has been completed successfully will ICB apply to FASSET on the learner's behalf for the Intermediate Level –Higher Certificate: Office Administration. NQF 5 - SAQA ID 23619 to be awarded (Qualification certificate)

QUALIFICATION MODULES (NQF L5)

- Office and Legal Practice
- Business Management 2
- Marketing Management and Public Relations
- Financial Statements
- Human Resources Management and Labour Relations

Assessments

30% of the learner's final mark comes from the activities performed throughout the course in the Portfolio of Evidence as well as 2 Formative Assessments, which help to prepare for the Final Summative Assessment at the end of the course, which will count 70% of the final mark. In the event of a learner having to complete a Supplementary Assessment this will be charged for additionally.

Pricing (pricing excludes all rewrite fees, this will be charged additionally)

Each student will receive a price list prior to enrolment stipulating the necessary fees payable. These fees will include:

- Tuition per year
- Registration Fees
- Text Books and Manuals
- ICB Fees
- Gala Event booking Fees

General Information

- Courses are run on student demand. Moetapele Academy Forty 5 Degrees HR Development CC reserves the right to cancel any course and change prices without prior notice.
- The full deposit is due before the course commences.
- **An R1500 registration fee is payable to secure your place at the Moetapele Academy Forty 5 Degrees HR Development CC and is NOT REFUNDABLE.**
- The first installment is due at the end of March.
- All credit applicants are subject to undergoing a credit assessment; they also need to supply necessary financial information and proof of earnings for reference purposes.
- The cost of field trips and practical's is not included in the course fees.
- Students will not be allowed to attend classes until all necessary forms have been properly completed and relevant payments made.
- Please take note of the cancellation policy on the enrolment form.
- Payment options may vary.

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Disclaimer

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Moetapele Academy Forty 5 Degrees HR Development CC control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the Qualifications to change. In the event of any such change, Moetapele Academy Forty 5 Degrees HR Development CC will formally notify current learners. All possible measures will be taken to minimize inconvenience to learners.

I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Name & Surname of learner: Signature:.....

Name of legal guardian: Signature:.....

(if applicable)

Name of sales consultant: Signature:.....

Date:

*** Please note the original signed copy should be kept on the learner record file.**

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