



# Accredited Business Qualifications Entrepreneurship

<b>Qualification Title: Intermediate Level</b>	<b>NQF</b>	<b>SAQA ID</b>
<b>Higher Certificate: Office Administration</b>	<b>Level 5</b>	<b>23619</b>

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

- Modules:
- Entrepreneurship 1
  - Bookkeeping to Trial Balance
  - Business Literacy



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

- Modules:
- Office and Legal Practice
  - Entrepreneurship 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:
- Entrepreneurship 3
  - Financial Management and Control
  - Financial Reporting and Regulatory Frameworks
  - Research and Theory Practice (Entrepreneurship)

### Career Fields

- Accounts Clerk
- Junior Accountant
- Assistant Financial Manager

### Type of Qualification – 2 available options:

#### Full Time studies

- The duration is six months
- Tuition is face-to-face and is scheduled per campus

#### Part Time Studies

- The duration will depend on modules selected
- Tuition is face-to-face and is scheduled after hours

### Professional Qualification

These are endorsed and externally assessed by an industry leading organizations and the accredited the Institute of Certified Bookkeepers Accredited Business Qualifications

### Admission Requirements

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

### About the Qualification

If you are financially-minded and have dreams to start, manage or develop a small/medium sized business, or want to help grow an established local company to a global enterprise, this is the stream for you.

Every entrepreneurial venture needs someone who is financially savvy, and that'll be you if you study this qualification. The specially-selected subjects in this programme are designed to give you the financial, accounting and commercial skills you'll need to make your business a success. The course also covers strategy, technical knowledge, and personal skills.

The Intermediate Level will give you a good grounding (and earn you the Higher Certificate: Office Administration. Keep studying to achieve the Advanced Level, and their associated NQF qualifications.

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**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

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# ICB-Accredited Business Qualifications Entrepreneurship

## 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 –Entrepreneurship Qualification, will receive an ICB results letter outlining the unit standards covered. Once all modules has been completed successfully will ICB apply to FASSET on the learner's behalf for the Intermediate Level –Entrepreneurship Higher Certificate: Office Administration NQF L5 to be awarded (Qualification certificate)

## QUALIFICATION MODULES

- **Office and Legal Practice**
- **Entrepreneurship 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 notice.
- The full deposit is due before course commences.
- **An R1500 registration fee is payable to secure your place at 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 undergo 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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# ICB-Accredited Business Qualifications

## Entrepreneurship

### 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 qualification 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 minimise 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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