



Your Qualification



The Independent Institute of Education (The IIE)

HIGHER CERTIFICATE IN BUSINESS PRINCIPLES AND PRACTICE

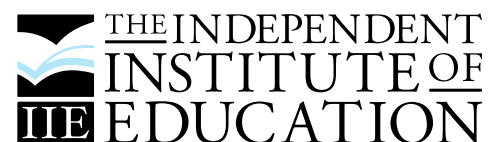
For those with the skills, drive and initiative, the business world is a place of great opportunity and reward. This Higher Certificate develops and provides students with a broad range of essential business management skills including communication, accounting and project administration skills.,

What is this Higher Certificate's accreditation status?

The IIE Higher Certificate in Business Principles and Practice (HBPP) is accredited by the Council on Higher Education (CHE) and is registered by the South African Qualifications Authority (SAQA) on the National Qualifications Framework (NQF) as a minimum 120-credit qualification on level 5 (SAQA ID: 71637).

Who is this Higher Certificate aimed at?

If you are interested in obtaining a sound one-year management qualification and learning about the business environment, activities and functions, then this is the qualification for you.



Varsity College is an educational brand of The Independent Institute of Education (Pty) Ltd which is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997 (reg. no. 2007/HE07/002). Company registration number: 1987/004754/07.

What entry requirements will I need to study this Higher Certificate?

Minimum Admission Requirements		English	Notes
	NSC: HC pass with	30%	
	NC(V): HC pass	40%	
	SC: Endorsement - none	33.3%	
	SC(a): HC pass with	A minimum of 30% in LOLT in NSC/ SC(a) OR with a min. of 33.3% in SC	
	International: A SAQA Evaluation Certificate with NSC Level 4 equivalence with at least 30 % or equivalent for English.		Please refer to the International Admissions spreadsheet for further admissions criteria.
Senate Discretionary Admissions	Mature Age Exemption		Candidates must have attempted the Senior Certificate or equivalent, attained the age of 23 before or during the first year of registration with three years' work experience and proven ability relating to the proposed programme as well as adequate communication skills; OR Candidates must have attained the age of 45 before or during the first year of registration.
	Recognition of Prior Learning (RPL)		Where candidates do not satisfy the formal admission requirements for this qualification, The IIE may consider an admission application in terms of the Credit Accumulation and Transfer, Recognition of Prior Learning and Qualification Completion Policy (IIE010).
	General Education Development (GED) - An USA qualification developed by the American Council on Education (ACE)		Candidates with a GED qualification may be admitted if they have a SAQA Evaluation Certificate with NSC L4 equivalence as well as NBT: AQL results and have obtained a score of at least 37 for Academic Literacy (AL) and a score of at least 37 for Quantitative Literacy (QL).
	OQSF Qualifications		Candidates with an OQSF Level 5 or N4-N6 qualifications or combination of N3 and SC subjects, or an NSC (FET Colleges) with N3 subjects may be admitted to Higher Certificate Studies.

What is The Teaching and Learning Strategy of The IIE's Varsity College, and how will it help prepare me for the 21st century working world?

Our teaching and learning approach is based on active learning which enables us to focus on the skills you need to succeed in the New World. This way, the student is at the centre of learning. Academic life, we believe, should be as relevant and participative as possible – a dynamic, two-way exchange. This enables students to:

- Engage with subject material
- Build understanding
- Develop critical thinking and problem-solving skills for the 21st Century workforce.

This collaborative approach teaches you how to think, and to ask questions; the right questions. We call it New World Thinking.

Our active learning approach is structured as a blend between online and face-2-face lectures. This allows us to take learning beyond the confines of the lecture room. independent, self-directed learners. Our Learning Management System called VCLearn enables this blend and affords you a range of approaches to teaching and learning, and resources that are designed to promote self-organised learning and thought leadership.

How is this Higher Certificate structured at The IIE's Varsity College?

The IIE Higher Certificate in Business Principles and Practice is a one-year programme and consists of 8 modules. The modules are delivered on a full-time basis with lectures from Monday to Friday. The IIE Higher Certificate in Business Principles and Practice is run over two semesters, with final exams being written at the end of each semester. In addition to attending lectures you will be expected to spend time conducting your own research and working on assignments.

The curriculum below is correct at the time of print. Please note that in line with academic practice, The IIE's curriculum is reviewed annually thus changes may occur in module structure and sequence in order to ensure that the qualification remains relevant. The exit level outcomes of the programme do not change. Registered students receive an updated programme curriculum on an annual basis.

What will I study in this Higher Certificate?

CURRICULUM FOR STUDENTS STARTING IN 2021

The IIE Higher Certificate in Business Principles and Practice

1st Semester	NQF Level	Credit value	2nd Semester	NQF Level	Credit value
IQTT5111 Quantitative Thinking and Techniques	5	15	PRMA5122 Project Management and Administration	5	15
INAC5111 Introduction to Accounting 1A	5	15	ACSO5112 Accounting Software	5	15
BMAD5121 Business Management & Administration A	5	15	BMAD5112 Business Management & Administration B	5	15
DIAL5111 Digital and Academic Literacies	5	15	XBPP5129 Work Integrated Learning	5	15

What about timetables?

The IIE's full-time programmes are aimed at students wishing to dedicate themselves to full-time studies for the duration of their qualification. This means that students are expected to engage in additional learning activities and assessments outside of the scheduled lecture-time.

Students must understand that timetables remain subject to change throughout the year. Unfortunately, we cannot guarantee that timetable structures will remain the same during each year of your studies with us. In addition, where students are repeating modules, these modules may be offered in the evenings or on weekends. Students are required to attend lectures in order to remain up to date with the academic programme. Students who would like to pursue limited part-time employment opportunities outside of the academic programme must prioritise their studies and avoid committing to work schedules until after they have received their timetables and academic calendar from the institution.

Work Integrated Learning (WIL)

The aim of this practical component is to provide students with the opportunity to apply the skills and knowledge learnt in this programme. You will work with other students in groups to develop a project plan and carry out research. This will require you to survey other students and then present their findings in a report. The implementable proposal will be presented before a panel.

What must I pass in order to graduate with this Higher Certificate?

In order to be awarded this qualification, you must have achieved a minimum final year mark of fifty percent (50%) for each module of the programme; and have met all the Work Integrated Learning requirements, where applicable.

How long do I have to complete this qualification?

Students have a maximum of 2 years to complete this qualification.

With what qualification will I graduate?

When you graduate you will receive The IIE Higher Certificate in Business Principles and Practice conferred by The IIE.

Career opportunities: what career areas can I pursue after I have completed this Higher Certificate?

- Project Administration
- Office Administration
- Assistant Project Manager
- General Assistant to a manager

Websites for you to visit:

www.ecademy.co.za

www.businessreport.co.za

www.smallbiztrends.com

www.bizcommunity.com

www.springwise.com

Articulation Options

Students may articulate into the following programmes at The IIE's Varsity College. In some instances, students will be able to apply for academic credits:

The IIE Bachelor of Arts

The IIE Bachelor of Arts in Law

The IIE Bachelor of Arts in Corporate Communication

The IIE Bachelor of Commerce degree

The IIE Bachelor of Commerce in Law

The IIE Bachelor of Computer and Information Sciences in Application Development

The IIE Bachelor of Computer and Information Sciences in Network Engineering

The IIE Bachelor of Education in Foundation Phase Teaching *

The IIE Bachelor of Education in Intermediate Phase Teaching *

The IIE Bachelor of Laws

The IIE Diploma in Commerce and Business Management

The IIE Diploma in Software Development

The IIE Diploma in Sport Development and Management

***Additional entrance criteria apply to these programmes**

Call your nearest IIE's Varsity College campus to discuss your career options with one of our Student Advisors.

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Disclaimer: Please note that this fact sheet is accurate at the time of publication. The Independent Institute of Education (The IIE) reserves the right to alter any of the content prior to commencement of registration due to changes in regulation, policy, market requirements or any other valid reason.



British Accreditation Council

The IIE is not only accredited in South Africa but its dedication to providing quality education also led to it being accredited by the British Accreditation Council (BAC) in 2014. The British Accreditation Council is an independent authority in the United Kingdom that accredits private providers globally, including Greece, Switzerland, Singapore, India, Mauritius and the United Arab Emirates. In 2017 The IIE had its accreditation status confirmed by the BAC as an Independent Higher Education Institution confirming our confidence in the international comparability of our standards.

“South African students need to know, when they select a private higher education institution, that the standards offered are equivalent to those of a public University. Our students get this from our extensive local accreditation and registration. The students also benefit from knowing that we meet international standards too. The IIE is accredited as an Independent Higher Education Institution by the British Accreditation Council. Locally and internationally we have demonstrated the quality of what we offer,” said Dr Coughlan, Director, The Independent Institute of Education.

The IIE's Varsity College students can be confident that their IIE learning experience meets international best practice standards.