



# Distance Qualification

## HIGHER CERTIFICATE IN BUSINESS PRINCIPLES AND PRACTICE

### The Independent Institute of Education (The IIE)

(Distance)

For those with the skills, drive and initiative, the business world is a place of great opportunity and reward. This IIE Higher Certificate in Business Principles and Practice (distance) develops and provides students with a broad range of these essential business skills; including communication, business administration, accounting and project administration.

#### What is this Higher Certificate's accreditation status?

The Higher Certificate in Business Principles and Practice 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?

Distance study is ideal for working adults who prefer not to attend full-time lectures but still want to achieve a focus on business practices in the business environment.

#### What are the benefits of an IIE distance qualification?

The distance delivery mode provides the student with the opportunity to study in the comfort of their home and to plan their study workload according to their individual pace. The support offered online and through other means ensures that the student is not left feeling alone in this process and can still enjoy high quality support throughout their learning journey.

The IIE distance delivery has been designed with distance students' needs in mind, and includes the following:

- A structured online learning environment that will take you through the learning process making use of the best of instructional design thinking that will enable you to understand and apply your knowledge as you progress through the studies. The online design will ensure that you do not get lost.
- A learner guide designed to lead you through the textbook. It includes questions and answers for practice and revision.
- As a distance student you will receive all your support online from a dedicated team of IIE VC Online tutors who are subject experts and maintain the human experience of the learning process in each module with you.
- A Programme Success Tutor who supports your learning journey across all your modules.

**NOTE:**

While you can generally structure your study time as you need to, there are scheduled online sessions through which you can receive mediated support. There are also assignment and examination deadlines that must be adhered to; thus requiring that you manage your time effectively.

A reliable internet connection, own device with (at least) Windows 8 and Google Chrome, are all essential for any student enrolling for this programme

**How will The IIE's Varsity College support your online learning as a distance student, and how will it help prepare you 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.

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

To be registered as a candidate you must have satisfied the admission requirements as set out below:

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) <b>OR</b> with a min. of 33.3% in SC	
<b>International:</b> 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.
<b>Senate Discretionary Admissions</b>	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; <b>OR</b> 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.

Students who successfully completed the Higher Certificate in Business Principles and Practice have the option to register for the IIE Bachelor of Commerce degree. Academic credit for some modules into the degree may be given.

Please note, requirements for entry to this qualification are correct at the time of printing, however, these may change. At the time of registration, please check that the entry requirements have not changed.

## How is this Higher Certificate structured?

Informed by the principle of flexibility, a selection of modules will be offered each semester to accommodate a study journey to suit the personal needs of the student within the qualification progression rules.

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.

The Higher Certificate in Business Principles & Practice is an 18-month programme and consists of 8 modules. This programme can be extended if such an option is required or deemed necessary. The modules are presented via a distance mode of delivery, supported by online mediation sessions. Students will be required to complete various forms of assessments and activities, with the final assessments being written in hard copy at the site of registration.

## What will I study in this Higher Certificate?

### CURRICULUM FOR STUDENTS STARTING IN 2021

#### The IIE Higher Certificate in Business Principles and Practice Year 1 2021:

YEAR ONE	NQF LEVEL	CREDIT VALUE	SEMESTER
<b>DIAL511w</b> Digital and Academic Literacies	5	15	1
<b>IQTT511w</b> Quantitative Thinking and Techniques	5	15	1
<b>BMAD5121w</b> Business Management & Administration A	5	15	1
<b>INAC511w</b> Introduction to Accounting 1A	5	15	2
<b>PRMA5122w</b> Project Management and Administration	5	15	2
<b>BMAD5112w</b> Business Management & Administration B	5	15	2

YEAR TWO	NQF LEVEL	CREDIT VALUE	SEMESTER
<b>ACSO5112w</b> Accounting Software	5	15	1
<b>XBPP5129w</b> Work Integrated Learning	5	15	1

#### **NOTE: Students have a MAXIMUM of 36 months in which to complete this qualification**

- Curriculum and content are subject to change.
- Students will be required to register per academic year.
- Fees stated are per academic year and not for the full qualification.
- Students who are unsuccessful in a module(s) will need to reregister.

***Should you complete your registration beyond the academic commencement of the semester, registration into individual modules cannot be guaranteed. Registration will be dependent on the availability of space within the relevant module group.***

## **Where do I write my exams?**

### **The IIE's Varsity College Exam Centres**

Eight IIE Varsity College Campus exam centres are available within South Africa for selection as the exam centre at which you would write exams. You will receive operational support from the Online Centre.

### **Alternative Venues**

An alternative examination centre is only permissible for international students and those located in a province of South Africa where there is no IIE campus. It is your responsibility to identify an examination centre (educational or religious site or embassy or consulate) if you have not already done so. Once you have secured your examination venue, we require a letter confirming availability from the examination centre you have chosen. If a change of examination venue is required – it is again the student's responsibility to locate a new venue and provide the confirmation letter together with the supporting documentation which details the reason for the examination venue change.

Students registered in the distance mode must select an Examination Centre at which to undertake the sit-down summative assessments per module. These are usually scheduled at the close of each semester. A student based in South Africa may select any campus of The IIE's Varsity College, Rosebank College, Vega, or IIE MSA as their Examination Centre. If there is no IIE campus within reach of the student, an alternative venue will need to be sourced by the student. For these non-IIE venues, there is an alternative venue levy per module.

Please note, once the examination venue is selected and confirmed, it cannot be changed within eight weeks prior to the summative examination.

## **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.

## **With what qualification will I graduate?**

You will graduate with The IIE Higher Certificate in Business Principles and Practice.

## **Career opportunities: what employment opportunities can I pursue after I have completed this Higher Certificate?**

- Project Administration
- Office Administration
- Assisting a Project Manager
- General Assistant to Management

**Websites for you to visit:**

[www.businessreport.co.za](http://www.businessreport.co.za)

[www.smallbiztrends.com](http://www.smallbiztrends.com)

[www.bizcommunity.com](http://www.bizcommunity.com)

[www.springwise.com](http://www.springwise.com)

**Would it be possible to study further to obtain an undergraduate qualification once I have completed The IIE Higher Certificate in Business Principles and Practice?**

The opportunity to apply for an undergraduate degree at any South African university including The IIE's exists subject to specific programme entrance requirements.

It is important to remember that your academic results remain a key factor when applying for further studies.

**Degree Articulation Options**

Students may articulate into the following qualifications 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 Commerce degree

**How does a student find out more about these further study opportunities?**

As a registered student at The IIE's Varsity College, students will be supported in exploring the possible undergraduate options that align to the chosen career area. It is important to remember that a student's academic results remain a key factor when applying for further studies.

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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.