# Prospectus

**2016**

**BMT** College

Prosperity through Knowledge

# Vision

To actively pursue and uphold the status of being

South Africa's most prestigious business college

# Mission

By allowing each and every willing and able person, regardless of race, gender, background, disability or age; the opportunity to be educated with basic and advanced skills in such a way that the acquired knowledge can be practically and innovatively utilised in any working environment the individual may wish to enter.

The primary focus of the College is to provide training and education in the higher Further Education and Training (FET) and the lower Higher Education and Training (HET) levels. This creates a bridge between General Education and Training (GET) and FET into HET for such students who:

- Were previously unable to enter into Further or Higher Education.
- Wish to change their career path.
- Require specific knowledge or learning.
- Require formal qualifications.
- Wish to increase their level of employability, i.e. the ability to adapt their acquired skills to new working environments thus going beyond an education that only focuses on employment or the ability to do a specific job.
- Wish to expand and or create new opportunities and
- Want to create accessible and achievable expectations.

The College provides such open distance education through the continuous implementation and shaping of:

- Up to date information and theory in the field.
- Available technology.
- Applicable pedagogical programme design.
- Effective programme delivery.
- Unbiased, fair and consistent assessment.
- Formidable administrative systems.

This allows the College to actively overcome the absence of traditional contact learning.

BMT College offers training to create and mould flourishing careers of existing and upcoming managers who want to successfully reach the apex of their profession, personal lives and life long learning.

**Reaching for Success** *"He who wants to be successful in life and is striving for promotion to management level, must educate and train himself to a level of competence that transgresses that of the opposition. To become successful is to broaden your basis of knowledge by relevant studies and to develop the ability to perform better than others. This is done by sheer hard work, determination, using your initiative and to have the highest integrity."*

*Charles H Stuart – Founder BMT Group*

By keeping to these core principles the College will continue to strive towards being Southern Africa's most prestigious open distance education business college.

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# Introduction

Welcome to Business Management Training College (BMT College), a prestigious distance education college, specialising in business and related studies. We train people to be successful in their careers.

Success starts with desire and a choice. Napoleon Hill said that the starting point of all achievement is desire. You can also achieve success by making the right choices.

## Why choose BMT College?

- Our students often become successful managers, business owners and directors.
- Our programmes cater for working professionals and school leavers. Whether you want to start your career or advance your career, you become a success with BMT College.
- Our courses are affordable with easy payment options.
- All our courses are accredited and approved.
- You can start your studies anytime
- You can study with us from anywhere. This means you have access to world-class learning wherever you are.
- Accredited courses that will qualify you for job opportunities and promotions.

## Historical overview:

Established over 40 years ago, Business Management Training College has an impeccable reputation for excellence. The Institute for Business Management was established in 1973 to offer management training for the independent business community. After the incorporation and registration of Business Management Training College in 1990 the College introduced distance education.

Through the principles and ethos infused by Mr. Charles H. Stuart, founder of the BMT Group, with the leadership and enthusiasm of the Principal, Mrs. B.A. van der Linde, Vice-Principal, Mr. J. Poolman and a dedicated team, BMT College continuously strives towards academic excellence.

For the past three years, BMT College has won the award for **"Top Distance Education Provider"** from the South African Board for People Practices (SABPP).

So, why wait to change your life? Make a choice, enrol now.



The starting point of all achievement is desire.

*Napoleon Hill*

# Studies made easy

## Distance Education

- Start Anytime, study anywhere. You are not bound by class schedules.
- Study at a pace that suits you and your lifestyle.
- Ideal if you are working full time or have other responsibilities.
- Affordable and accessible study options for school leavers.

## Virtual Campus

- Access to world-class learning whenever it suits you.
- Access to online chatrooms, forums and additional support material.
- Access to lecturer and peer support.

## Assignments

- Assignments can be completed and submitted on the Virtual Campus.
- Choose the due date that suits you.
- Get assistance with assignments and re-attempt the ones you do not pass.

## Easy and affordable payments

- Study fees can be financed directly with the College.
- View our latest fee schedule for the registration fees, and other charges.
- There are no hidden costs.

## Graduation

- Celebrate your achievements with fellow students.
- Graduate in official academic regalia, as per the qualification or short course completed.

For more information on how to study with BMT College, please refer to the *Study for Success Guide* available for download from the Virtual Campus.

# Academic Qualifications

Open up the door to more job opportunities and increase your chances for promotions with a higher education qualification. Learn more to earn more.

## How to get started:

- Complete the enrolment contract. (This can also be done online at www.bmtcollege.edu.za)
- Your application will be processed within three working days.
- Start with your studies.

## Qualification Rules:

Entry requirements:

- National Senior Certificate (NSC) OR
- National Vocational Certificate (NC (V)) (in a relevant field) OR
- NQF 4 qualification (in a relevant field) OR
- Relevant work experience of 5 years or more - to be assessed and approved by the Academic Council

In order to obtain an academic qualification a student must:

- Pass all assignments with a minimum of 65%. (We provide guidance on how to achieve this)
- Complete a Work Integrated Learning project and a panel interview.
- Complete the qualification and all relevant assignments and tasks within 9 years from commencement.

**NOTE:** A qualification will only be issued if all required documents are submitted and recorded at BMT College.

## Assignment Structure:

- Each **module** has a formative assignment. The purpose of formative assignments is to test your knowledge on the content of the modules.
- Each **subject** has a summative assignment. Summative assignments test your understanding and ability to apply the concepts and theory of the relevant subject.
- Final Integrated Summative Assignments (FISA) test your knowledge, understanding and application of the various subjects.
- The Work Integrated Learning (WIL) component is an integrated research project. You will receive detailed information on the project or assignment when it needs to be completed. The project or assignment will be based on current developments in the field of study to ensure that learning is relevant.
- Panel Interviews are done at the end of the programme.

**PLEASE NOTE:** It is the student's responsibility to ensure workplace exposure in order to complete the WIL component.

# Diploma in **Business Management**

SAQA ID: 83266 - NQF Level 6 - 360 Credits
Quality Council : Council for Higher Education (CHE)
Minimum Duration: 3 Years | Maximum Duration: 9 Years

## About the Programme:

The BMT College Diploma in Business Management is a sought after qualification, preparing you for virtually any management position, whether in marketing, finances, human resources or general management.

The management principles of this qualification can be applied in any industry, including hospitality, IT, finances, mining, school management, retail or any organisation that has a business foundation.

This programme covers the following three disciplines of management:

- The process of **leading and directing** an organisation or part of it through the manipulation of: human resources, financial resources, material resources and intellectual resources.
- The **functions of management** by measuring and adjusting the initial plan in order to reach an indented goal by: planning, organising, leading, co-ordinating and controlling.
- The **tasks of management** which include**:** strategic management, financial management, marketing management, information management and public relations management.

At the end of the programme you will have knowledge of:

- The management of an organisation.
- The operations of an organisation.
- Marketing and marketing communications of an organisation.
- The financial influences and finances of an organisation.
- Human resources management within an organisation.

**Further Study Options*:**

- Advanced Diploma: Business Management, NQF Level 7.
- Advanced Diploma: Finance, NQF Level 7.
- Advanced Diploma: Marketing, NQF Level 7.
- Advanced Diploma: Human Resource Management, NQF Level 7.

**Not currently offered by BMT College*



## Qualification Structure:

### First Year

SUBJECT: *Management Principles*
- Module 1: *Introduction to Management*
- Module 2: *Planning and Organising*
- Module 3: *Leadership*

SUBJECT: *Business Administration*
- Module 4: *Introduction to Business Administration*
- Module 5: *Risk Management*
- Module 6: *Financial Management*

SUBJECT: *Entrepreneurship*
- Module 7: *Introduction to Entrepreneurship*
- Module 8: *The Entrepreneur as a Manager*

ASSIGNMENTS:
8 Formative assignments (after each module)
3 Summative assignments (after each subject)
1 FISA (Final Integrated Summative Assignment after all subjects are completed)

### Second Year

SUBJECT: *Human Resources Management II*
- Module 1: *Introduction to HRM: Planning and Strategies*
- Module 2: *Workforce Planning and Labour Legislation*

SUBJECT: *Marketing Management II*
- Module 3: *Introduction to Marketing Concepts*
- Module 4: *Promoting Products and Services*

SUBJECT: *Operations Management II*
- Module 5: *Introduction to Operational Management*
- Module 6: *Operational Management in Action*

SUBJECT: *Financial Management II*
- Module 7: *Introduction to Economics*
- Module 8: *Financial Ratios, Planning and Practices*

ASSIGNMENTS:
8 Formative assignments (after each module)
4 Summative assignments (after each subject)
1 FISA (Final Integrated Summative Assignment after all subjects are completed)

### Third Year

SUBJECT: *Human Resources Management III*
- Module 1: *Human Capital Development*
- Module 2: *Industrial Relations and Labour Legislation*

SUBJECT: *Marketing Management III*
- Module 3: *Integrated Marketing Communication*
- Module 4: *The Business Strategy and Marketing*

SUBJECT: *Operations Management III*
- Module 5: *Integrated Operational Concepts*
- Module 6: *Enterprise Resources Planning*

SUBJECT: *Financial Management III*
- Module 7: *Managerial Accounting*
- Module 8: *Advanced Economics*

ASSIGNMENTS:
8 Formative assignments (after each module)
4 Summative assignments (after each subject)
Work Integrated Learning Project (WIL) and panel interview
1 FISA (Final Integrated Summative Assignment after all subjects are completed)

# Diploma in **Human Resources Management**

SAQA ID: 83286 - NQF Level 6 - 360 Credits
Quality Council : Council for Higher Education (CHE)
Minimum Duration: 3 Years | Maximum Duration: 9 Years

## About the Programme:

There is a critical shortage of competent and qualified Human Resources Managers. This shortage has become more evident since the official professional designations for human resources practitioners has been recognised by SAQA. This programme meets the qualification requirements to register as an HR Professional (HRP) with the SA Board for People Practices (SABPP).

People remain the most important and expensive resource in almost any organisation. Study Human Resources Management and become indispensable.

Students who hold this qualification will be able to operate competently across the four main aspects of the core processes and practices of Human Resources Management.

- Strategic planning for human resources management and practices.
- Acquisition, development and utilisation of people.
- Establishment and improvement of labour and employee relations.
- Compensation and administration related to human resources management and practices.

**The qualifying learner will be capable of:**

- Conducting human resource planning
- Conducting human resources practices within a workplace.
- Contributing to the improvement of labour and employee relations
- Managing productivity
- Conducting business administration duties

**Further Study Options*:**

- Advanced Diploma: Management: Human Resource Management, NQF Level 7.
- Advanced Diploma: Public Administration, NQF Level 7.

**Not currently offered by BMT College*



## Qualification Structure:

### First Year

SUBJECT: *Management Principles*
- Module 1: *Introduction to Management*
- Module 2: *Planning and Organising*
- Module 3: *Leadership*

SUBJECT: *Business Administration*
- Module 4: *Introduction to Business Administration*
- Module 5: *Risk Management*
- Module 6: *Financial Management*

SUBJECT: *Entrepreneurship*
- Module 7: *Introduction to Entrepreneurship*
- Module 8: *The Entrepreneur as a Manager*

ASSIGNMENTS:
8 Formative assignments (after each module)
3 Summative assignments (after each subject)
1 FISA (Final Integrated Summative Assignment after all subjects are completed)

### Second Year

SUBJECT: *HR Planning and Administration II*
- Module 1: *Strategic Planning*
- Module 2: *Conceptual and Contextual Perspectives*
- Module 3: *Managing Labour Productivity*

SUBJECT: *Organisational Behaviour II*
- Module 4: *Sourcing Work Talent*
- Module 5: *Establishing Employment Relations*
- Module 6: *People Empowerment*

SUBJECT: *Labour and Industrial Relations II*
- Module 7: *Macro Perspectives*
- Module 8: *Labour Legislation*

ASSIGNMENTS:
8 Formative assignments (after each module)
3 Summative assignments (after each subject)
1 FISA (Final Integrated Summative Assignment after all subjects are completed)

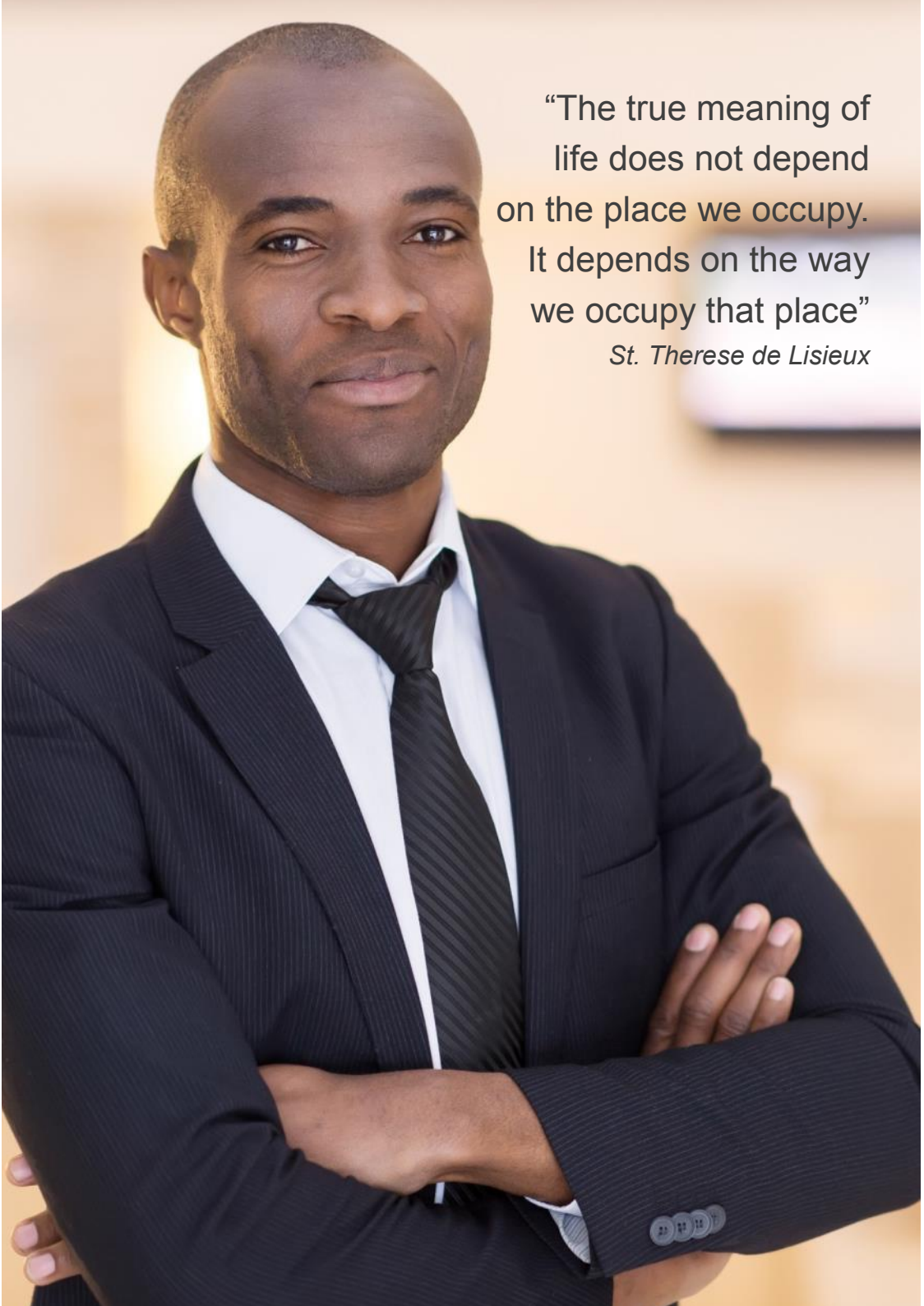
### Third Year

*HR Planning and Administration III*
- Module 1: *The Reward Challenge*
- Module 2: *Employee Well-being*
- Module 3: *HRM Related Information*

*Organisational Behaviour III*
- Module 4: *Organisational Development*
- Module 5: *Training and Development a*
- Module 6: *Training and Development b*

*Labour and Industrial Relations III*
- Module 7: *Micro Perspectives*
- Module 8: *Managing Labour Relations*

ASSIGNMENTS:
8 Formative assignments (after each module)
3 Summative assignments (after each subject)
Work Integrated Learning Project (WIL) and panel interview
1 FISA (Final Integrated Summative Assignment after all subjects are completed)




# Vocational Qualifications

Vocational qualifications are accredited and awarded by a specific Education and Training Quality Assurance Body (ETQA). These qualifications have a larger practical component.

How to get started:

- Complete the enrolment contract. (This can also be done online at www.bmtcollege.edu.za)
- Your application will be processed within three working days.
- Start with your studies.

The required documentation can be faxed, posted, e-mailed, hand delivered or completed online at www.bmtcollege.edu.za.

**Human Resources is a SAQA recognised profession** managed by the South African Board for People Practices (SABPP). The following SABPP professional designations are registered on the National Qualifications Framework (NQF):

- *Human Resources Technician (HRT)* - Complete one of our FET Certificates
- *Human Resources Associate (HRA)* - Complete one of our Diplomas
- *Human Resources Professional (HRP)*
- *Chartered Human Resources Professional (CHRP)*
- *Master Human Resources Professional (MHRP)*

## ★★★ Award Winning Studies ★★★

BMT College received the esteemed South African Board for People Practices (SABPP)

***“Provider of the Year”***

award for three years running in the following categories:

**Top Distance Education Provider (2013, 2014, 2015)**

**External Moderation (2013, 2014)**

SABPP
SA BOARD FOR
PEOPLE PRACTICES
*Setting HR standards*

# Diploma in **Human Resources Management and Practices**

SAQA ID: 49692 - NQF Level 5 - 240 Credits
Quality Assurance: South African Board for People Practices (SABPP)
Recommended Study Duration: 24 - 36 months | Maximum Duration: 6 Years

## About the Programme:

Human Resources Management is one of the core management areas of any organisation. The National Diploma in Human Resources Management and Practices presents you with the quickest road to become eligible for a management position in Human Resources by mainly focusing on the related processes and practices involved in successfully managing the human resources (HR) of an organisation.

We have exceptional academic support that goes beyond just covering programme content. The support team also ensures that the latest HR information and practices are incorporated in the study material to better prepare you for the evolving workplace. This programme also meets the qualification requirements to register as an HR Associate (HRA) with the SA Board for People Practices (SABPP), the professional body for human resources with its designations officially recognised by SAQA.

Students who hold this qualification will be able to operate competently across the four main aspects of the core processes and practices of Human Resources Management.

- Strategic planning for human resources.
- Acquisition, development and utilisation of people.
- Establishment and improvement of labour and employee relations.
- Compensation and administration related to Human Resources Management and practices.

**Qualification Rules:**

Entry Requirements:

- Matric OR
- NQF 4 qualification (in a relevant field) OR
- Relevant work experience of 5 years or more - to be assessed and approved by the Academic Council

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%
- Pass the FISA and final exam with a minimum of 65%.
- Complete the qualification and all relevant assignments and tasks within 6 years from commencement.



## Qualification Structure:

### First Year

COMPONENT 1

- Module 1: *Labour Relations*
- Module 2: *Personnel Planning*

COMPONENT 2

- Module 3: *Organisational Behaviour I*
- Module 4: *Training and Development I*

FIRST YEAR ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)

### Second Year

COMPONENT 3

- Module 5: *Productivity & Supervision*
- Module 6: *Personnel Planning and Administration*

COMPONENT 4

- Module 7: *Organisational Behaviour II*
- Module 8: *Training and Development II*
- Module 9: *Conduct Outcomes-based Assessment*

SECOND YEAR ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)
- 1 Portfolio assignment - POE (after Module 9)
- 1 Final Integrated Summative Assignment (FISA)

EXAM: 1 paper on the outcomes of the qualification

# Diploma in **Productivity**

SAQA ID: 49794 - NQF Level 5 - 240 Credits

# Certificate in **Generic Management**

SAQA ID: 59201 - NQF Level 5 - 160 Credits
Quality Assurance: South African Board for People Practices (SABPP)
Recommended Study Duration: 12 - 24 months | Maximum Duration: 3 Years

## About the Programme:

This programme teaches you to be an effective manager in any occupation. It is an ideal programme, specifically for middle management. It develops the key concepts, principles and practices of management that will enable you to lead, manage, organise and control first line managers, team leaders and supervisors.

The scope of generic management covers five domains: leadership, managing the environment, managing relations, managing knowledge and the practice of management. These generic competencies prepares you to manage in any industry.

When you finish this programme you will be able to:

- Develop and manage operational strategies, projects and action plans.
- Lead and manage a team of first line managers.
- Enhance the development of teams and team members.
- Build relationships with superiors and with stakeholders across the value chain.
- Apply the principles of risk, financial and knowledge management and business ethics.

**Qualification Rules:**

Entry requirements:

- Matric OR
- NQF 4 qualification (in a relevant field)
- Relevant work experience of 3 years or more - to be assessed and approved by the Academic Council

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%.
- Pass the FISA and final exam with a minimum of 65%
- Complete the qualification and all relevant assignments and tasks within 3 years from commencement.

## Qualification Structure

COMPONENT 1

- Module 1: *Talent Management*
- Module 2: *Human Resources Management*
- Module 3: *Managing Diversity*

COMPONENT 2

- Module 4: *Business Ethics & Leadership*
- Module 5: *Strategic Management*
- Module 6: *Financial Management & Decision Making*

ASSIGNMENTS:

- 6 Formative assignments (after each module)
- 2 Summative assignments (after each component)
- 1 Final Integrated Summative Assignment (FISA)

EXAM: 1 paper on the outcomes of the qualification

# Certificate in **Human Resources Management and Practices Support**

SAQA ID: 49691 - NQF Level 4 - 140 Credits
Quality Assurance: South African Board for People Practices (SABPP)
Recommended Study Duration: 12 - 24 months | Maximum Duration: 3 Years

## About the Programme:

On successful completion of this qualification a learner will be capable of:

- Performing administrative duties related to human resources.
- Strategic planning for human resources.
- Acquisition, developing and utilising people.
- People dynamics and impact thereof in the workplace.
- Establishing and improving labour and employee relations.

**Career Path**

Students who completed this qualification will be able to perform or assist in the following and other duties of Human Resources Management:

- Human resources administration.
- Perform on-the-job training.
- Recruit and select employees for positions in an organisation.
- Understand and be able to apply relevant Labour Legislation.

Being able to understand the concept of an organisation or business unit and apply that to Human Resources Practices is instrumental for any company that values their employees.

**Qualification Rules**

Entry requirements:

- Grade 11 or NQF 3 qualification OR
- Relevant work experience - to be assessed and approved by the Academic Council.

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%.
- Pass the FISA and final exam with a minimum of 65%.
- Complete the qualification and all relevant assignments and tasks within 3 years from commencement.

## Qualification Structure

COMPONENT 1

- Module 1: Introduction to Human Resources
- Module 2: Recruitment

COMPONENT 2

- Module 3: Administration of Human Resources
- Module 4: Training and Development

ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)
- 1 Final Integrated Summative Assignment (FISA)

EXAM: 1 paper on the outcomes of the qualification

# Certificate in **Business Administration Services**

SAQA ID: 61595 - NQF Level 4 - 140 Credits
Quality Assurance: South African Board for People Practices (SABPP)
Recommended Study Duration: 12 - 24 months | Maximum Duration: 3 Years

## About the Programme:

The Certificate in Business Administration Services is a sought after foundation programme. The general nature of the qualification will allow you to enter several different career paths. It prepares you for general office work and teaches you several basic business skills that will make you a valuable and contributing member of various teams and projects.

The programme starts with an understanding of business ethics and cultural awareness towards customers and colleagues. The Self-Management module discusses the ins and outs of how to be a valuable project team member, essential time-management skills and professional business communication.

The second part of the qualification develops your administration and reporting skills. You will be introduced to stock management and how to build lasting relationships with service providers. Budget and budgetary control is an important aspect of any business and will make you indispensable for any team.

The last part of the programme is an elective module where you can choose to learn about employee wellness or the basics of health and safety in the workplace.

**Career Path**

Students who completed this qualification will be able to perform or assist in the following office duties:

- Secretarial services.
- Financial administration.
- Personal/executive assistant services.
- Systems administration.
- Human Resources administration.
- Project coordination.

**Qualification Rules**

Entry requirements:

- Grade 11 or NQF 3 qualification OR
- Relevant work experience - to be assessed and approved by the Academic Council.

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%.
- Pass the FISA and final exam with a minimum of 65%.
- Complete the qualification and all relevant assignments and tasks within 3 years from commencement.

## Qualification Structure

COMPONENT 1

- Module 1: Ethics and Cultural Awareness
- Module 2: Self-management

COMPONENT 2

- Module 3: Administrative Management
- Module 4: Managing Business Functions

ELECTIVE *(Choose ONE of the following modules)*

- Managing Wellness
- Health and Safety

ASSIGNMENTS:

- 5 Formative assignments (after each module)
- 3 Summative assignments (after each component)
- 1 Final Integrated Summative Assignment (FISA)

EXAM: 1 paper on the outcomes of the qualification

The BMT College Professional Certificates (SCB) are credit bearing skills programmes. The aim of these programmes are to enable students to obtain specific skills in a shorter time frame. Skills programmes or short courses are therefore not full qualifications, but rather subject specific training. This makes it ideal for continuous personal and professional development.

**How to get started:**

You are required to submit the following documentation in order to be registered for a skills programme with BMT College:

- Completed enrolment contract.
- Certified copy of the relevant qualification that allows you entry into the programme. *See details in programme description.*
- Two certified copies of your identity document

The required documentation can be faxed, posted, e-mailed, hand delivered or completed online at www.bmtcollege.edu.za.

PLEASE NOTE: The College may offer more short courses than those listed here.

SCB SERIES

SKILLS CERTIFICATE

Short courses in business or **SCB™** programmes boost your knowledge in specific learning areas. These courses are ideal for corporate training and to further improve your CV.

Since these courses are credit bearing you can also use them for exemption purposes if you want to further your studies with BMT College.

The quality of the programmes and effectiveness of the training involved make the SCB™ series popular amongst employers and employees.

Look for the SCB™ brand to ensure the quality of the course.

## Customer Relations Management (CRM)

NQF Level 4 - 24 Credits
ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 3 months | Maximum Duration: 10 months
Unit Standards: 118028, 10037, 252214

**About the Programme:**

The programme introduces you to consumer behaviour and the factors that drive and influence it. You will learn how to use “wants” and “needs” to create market value for consumers. With a better understanding of the customer, you will be able to build sustainable client relationships that will benefit the organisation. Learn how customers make decisions and adapt your product to benefit from this knowledge.

Understand how to build and keep relationships with customers through several techniques, with the ultimate goal being customer satisfaction. A happy customer will become a loyal customer and positive word of mouth about your organisation is some of the best advertising there is.

This course concludes with a discussion on the more important aspects of the Consumer Protection Act. (CPA) No. 68 of 2008.

# Employee Wellness

NQF Level 4 - 18 Credits
ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 3 months | Maximum Duration: 10 months
Unit Standards: 113907, 377162, 377160, 242860

**About the Programme:**

Employee wellness has become an important management duty in the modern organisation. Many organisations are implementing wellness programmes and initiatives.

This programme covers different wellness models and will provide you with a good working knowledge on the subject. It explains the impact of personal wellness and how it relates to work performance.

Public Services launched the “Batho Pele” (People First) initiative in 1997. The programme discuss the importance of this programme and the reasons why it is needed, including the eight service delivery principles of “Batho Pele”.

This qualification is ideal for managers who want to sharpen their knowledge on employee wellness or people who want to become employee wellness officers.

Employee health affects more than just medical costs.

A healthy workforce is a more productive workforce.

# Executive Office Assistant

**NQF Level 4 - 27 Credits**
ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 3 months | Maximum Duration: 10 months
Unit Standard: 12153, 117495, 13934, 252027, 110528

**About the Programme:**

This programme covers the **essential skills required** of office workers who want to progress in their careers and be **efficient and professional** around the office. Understand the nuances of effective business communication by using the right tools. Learn how to assess and understand legal contracts for a business.

**Organise and lead** effective and successful meetings. Understand the importance of a **professional network** and how to create one. Learn and understand the basics of budgets and how to control the petty cash. The **EOA** is an integral part of any successful office.



# Advanced Office Manager

**NQF Level 4 - 78 Credits**
Type: Skills Programme
ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 12 months | Maximum Duration: 18 months

The Advanced Office Manager is a combination of the :

- **SCB** Executive Office Assistant
- **SCB** Customer Relations Management
- **SCB** Labour Relations

“I believe that through knowledge and discipline, financial peace is possible for all of us.”

DAVE RAMSEY

## Financial Management

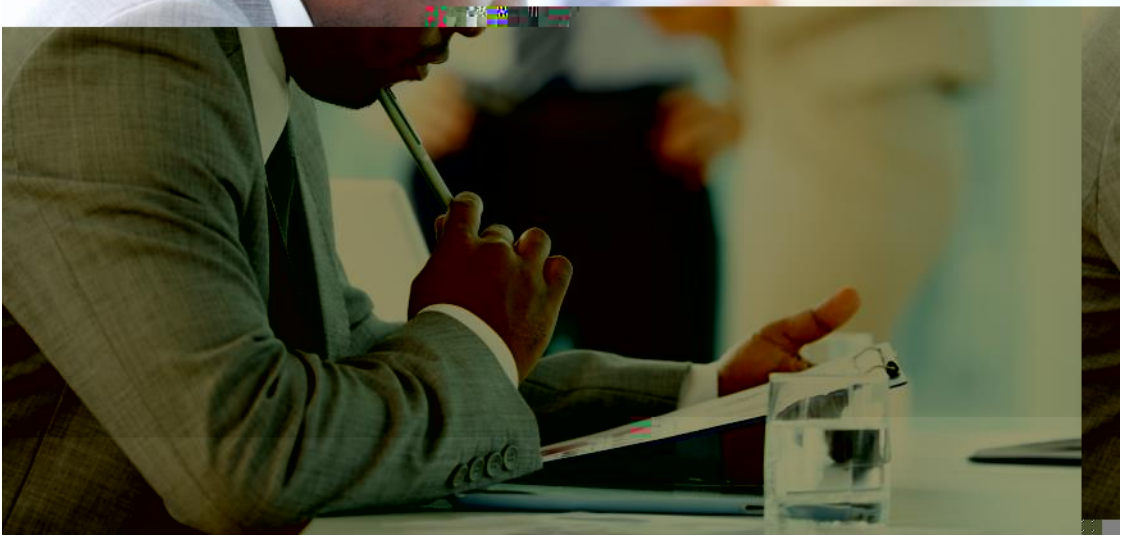
**NQF Level 4 - 18 Credits**
ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 3 months | Maximum Duration: 10 months
Unit Standards: 13945, 242810, 10169, 7468

**About the Programme:**
You do not need to be a financial manager to understand financial aspects and terms.
Basic financial management skills are essential for any individual; be it for personal use or for use in a team, department or division.

This programme introduces and simplifies the basics of financial management for non-financial managers. It uses easy to understand concepts and will teach you to plan your finances, draw up basic budgets and read and understand financial statements upon completion of the programme.

Do not be held captive by not understanding what is happening with personal business or international financial matters.

- Topics in this programme include:
- Stock and fixed assets
- Budgets
- Compensation
- Personal, business and international financial aspects



# Labour Relations - Disciplinary Procedures

**NQF Level 5 - 27 Credits**
ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 3 months | Maximum Duration: 10 months
Unit Standards: 114274, 11286, 10985, 114273

**About the Programme:**
The understanding and correct application of labour relations are skills required from any manager, supervisor or small business owner.

This programme will teach you how to apply and understand the Basic Conditions of Employment Act (BCEA). You will also learn how to conduct disciplinary hearings and perform disciplinary actions.

This comprehensive programme also covers and answers questions on working time, leave, transgressions, dismissible and non-dismissible offences.



# Leadership

**NQF Level 5 - 23 Credits**
ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 3 months | Maximum Duration: 10 months
Unit Standard: 120311, 264398, 264403, 15229

**About the Programme:**
This programme discusses the concept of leadership and its practical value. Further topics include the supporting management tasks of leadership, such as problem solving and decision making in this programme.

A great leader inspires and motivates others to realise their full potential and move beyond their personal limitations to see opportunity where there would otherwise be confusion and uncertainty.

# Introduction to Legal Studies

**NQF Level 4 – 17 Credits**

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standards: 117495, 12153, 244574

**About the Programme:**

Do you know and understand your legal rights within the South African context? Do you know which laws are binding on you as an individual? Do you understand the impact of signing a contract or agreement?

The course will introduce you to general topics of the law. At the end of this course you will understand the differences between civil and criminal law, as well as the various other classifications of the law. Contracts that one may enter into and the different legal requirements and consequences that may transpire from entering into certain legal transactions, for example standing as surety will also be covered.

The course gives you a broad overview of legal concepts. Some of the topics in this programme include:

- An introduction to the law and the history of SA law.
- Sources and classification of the law.
- Aspects of private, civil and criminal law and procedure.
- Law of contract, sale, lease, insurance and security.
- HIV Aids and the law.
- Insolvency.
- Legal perspectives.

> "Justice in the life and conduct of the State is possible only as first it resides in the hearts and souls of the citizens."
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# Logistics and Supply Chain Management

NQF Level 5 - 31 Credits
ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 3 months | Maximum Duration: 10 months
Unit Standards: 15238, 114876, 12996, 10037

**About the Programme:**
The programme introduces the student to logistics and creating market value to customers. It highlights the importance of Customer Relations Management (CRM) in terms of “Channels of Distribution”, the “Elements of Logistics” and “Materials Management”. The programme ends with an overview of purchasing and the purchasing process.

The ideal candidate for the programme is anyone who is interested in the practices of logistics management or who wants to expand their knowledge profile and add another skillset to their CV. It is also recommended for the small to medium business manager who wants to improve logistics.

# Performance Management

**NQF Level 5 - 32 Credits**
ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 3 months | Maximum Duration: 10 months
Unit Standard: 114882, 114886, 114879, 15220

**About the Programme:**
Successful performance management will increase productivity and enhance the growth of any organisation. In order for a business to be competitive it needs to be productive.

Improve productivity by:

- Prioritising improvement areas.
- Developing improvement strategies.
- Measure productivity factors.
- Set and achieve productivity goals.
- Finding the root causes for unacceptable productivity levels.

Marketing is the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large.

DEFINITION BY THE AMERICAN MARKETING ASSOCIATION

# Marketing Management

**NQF Level 5 - 34 Credits**

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standards: 10050, 10044, 252020, 243954, 10060

**About the Programme:**

Every business should in one form or another market its products or services in order for potential customers to know about their offerings. You cannot have a business, not tell anyone about it, and expect to be successful.

This programme covers the basics of effective marketing and the various ways you can market your products and services.

It is ideal for the entrepreneur starting out, or the individual who wants to acquire a basic understanding of the concept of marketing and what it involves. The programme also explains why marketing is more than just advertising.

The following topics are covered in this programme:

- Marketing fundamentals and the marketing environment.
- Marketing research.
- Consumer behaviour.
- Marketing segmentation, targeting and positioning.
- Marketing communication.
- Innovation and creativity in marketing.

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CERTIFICATE
advanced project manager.

# Team Supervisor

**NQF Level 4 - 12 Credits**
ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 3 months | Maximum Duration: 10 months
Unit Standard: 10981

**About the Programme:**

The first step to secure a supervisory or management position is good team management skills. Achieve your team's goals through proper planning, good organisational skills, strategic distribution and allocation of tasks. This skills programme teaches you the fundamentals for supervising effective work units.

It is important to be able to develop a work plan that can align with the business plan and the objectives of the organisation. You will also learn how to use and implement different methods of communication. At the end of the course you will understand how to monitor work progress and communicate results in order to set benchmarks and improve productivity.

The programme also focusses on interpersonal team processes and how to manage team members. This skills programme is essential for anyone ready to lead a team.

# Advanced Supervisor

**NQF Level 5 - 71 Credits**
ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 12 months | Maximum Duration: 18 months

The Advanced Supervisor is a combination of three short courses:

- **SCB** Team Supervisor
- **SCB** Labour Relations
- **SCB** Performance Management

# BMT College Structure

**College Principal,** Mrs. B.A. van der Linde is a formidable leader. She joined the College as registrar in 1990 and is currently the managing director of BMT College. With her leadership and the support of college management, you can be assured of service excellence.

**Vice-Principal -** Mr. JJJ Poolman

**Financial Director** - Mrs. M. Turner

Supporting students through their studies is more than just helping them understand the academic material, it is also the level of service that is delivered to the student and the entire study experience, from the moment of enrolment up to graduation.

### Student Support

Our team of student liaison officers are trained to assist you with any query you may have regarding your studies. A student liaison officer will be available to assist you promptly, whether your query is related to your account, assignment schedules, assignment results, operating the Virtual Campus, dispatch dates etc.

### Online Support

Without making a call or sending an email, students can log on to the Virtual Campus to update details, get mini statements, see when study material has been posted, check on results and have access to additional learning support material. All of this is included in the study fees.

### Financial Support

Please refer to the Fee Financing Schedule for a payment option that will suit you.

### Academic Support

Chancellor Prof. Dr. J.F. Stuart has been involved with the College since 1996 and was first appointed into his current position in 2005. Part of his role is to advise and participate in the development of the College teaching strategy, as it relates to distance education.

Prof. Stuart obtained his Doctorates Degree in Education in 1983 from the University of Pretoria.

Programme Director: Mrs. Z. Auths : M.Comm in Industrial Psychology - NWU (2007)

Faculty coordinators

- Higher Education: Mrs. J.C Brand : B.A. Hons. Psychology - UJ (2003) Registered Psychometrist with the Health Professional Council of South Africa (HPCSA)
- Vocational Studies: Mrs. C van Wyk: BCom Hons. Tourism Management - NWU (2011)

Our team of academics together with carefully selected industry leaders and experts contributes to the development of study material and offer academic support. Please refer to the Virtual Campus or *Study for Success Guide* for more detail on lecturer support.



"Leadership and learning are indispensable to each other."

*John. F. Kennedy*

# Frequently asked Questions

### How do I enrol with BMT College?

The easiest way to enrol is directly online at www.bmtcollege.edu.za. You are also able to download the forms directly from there. Alternatively you can call us on 011 708 0159 and we will send the forms directly to you.

### When can I start with my studies at BMT College?

You can start your studies anytime. Once the College processed your application form and the registration fee was verified, you will have access to the Virtual Campus and be able to start studying.

### How long do I have to complete my studies?

To ensure that the qualification you enrol for remains current and valid, it must be completed within a specific time frame. Different *types* of qualifications have different rules. It is therefore very important to familiarise yourself with the duration and rules of the programme you choose to study.

You will have 24 months to complete a year of studies. One extension of 12 months can be applied for per academic year.

Please refer to the specific qualification or short course for the total (maximum) study duration, including all allowable extensions.

### How do I submit assignments?

The easiest way to submit an assignment is online. For some programmes you may also choose to complete an assignment directly on the Virtual Campus.

Alternatively you can post an assignment or deliver it to our campus in Johannesburg.

### When do I submit assignments?

There are no specific due dates to submit your assignments.

We do however recommend that you do not spend more than 3 months on a module in order to complete your studies within the specific time period. Please refer to the specific programme for the maximum study duration.

**NOTE:** There are however specific due dates for Final Integrated Summative Assignments (FISA). These assignments are unique with specific due dates and will only be assessed after the due date.

### What is the difference between the types of assignments?

Formative assignments are completed after each module. These assignments *monitor* your progress. It carries a weight of 25% towards your final results.

Summative assignments are completed after each component or subject and measure your competence thereof. It carries a weight of 75% towards the component or subject

The formative (25%) and the summative (75%) together count 40 % towards your final mark for the programme.

Final Integrated Summative Assignment (FISA) is completed at the end of the programme or academic year. The FISA is an assignment that combines all your studies for the programme in one assignment. The FISA carries a weight of 60% towards your final mark.

You have *four attempts* on all assignment.

An additional assessment cost will be charged for the third and fourth attempt. *Please refer to the fee schedule for more information.*

Work Integrated Learning (WIL) is practical projects or assignments. Not all programmes have a WIL component. It carries a weight of 20% towards your qualification mark.

All assignments (except the FISA assignment) have an average turn-around time of 21 days for assessment from the day that the College receives it. Please note that the turn-around time may be affected by the number of assignments received.

*More information regarding the studies for each specific programme is provided in the first module of that programme.*

### What happens if I get retrenched or are unable to pay my study fees?

You will have to submit an official letter to the College that explains your situation in detail. Documentary proof also needs to be submitted. The Academic Council will evaluate each situation on merit and students will be informed accordingly

### Will I be able to get a refund on study fees paid?

If you have overpaid your account a refund will be issued.

If your employer or a sponsor pays your study fees in full at a later stage, a refund will be issued on the amount that is in credit.

If you cancel your studies within 14 days of enrolment, a full refund will be issued excluding the registration fee.

The registration fee is non-refundable irrespective of cancellation or any other situation.

Upon completion and submission of the enrolment form you will be held liable for the full registration fee.

### Are there any hidden costs?

The specific items not covered in the study fee are listed in the Fee Schedule (DOC5010_03), such as textbooks, re-issue of certificates, the graduation, financing charges and extension fees, etc.

# Policies and Procedures

**Assessment policy**

This policy is guided by the principles of the National Qualification Framework.

Assessment can be described as the process by which a learner is declared competent or not yet competent against identified unit standards or exit level outcomes. BMT College defines competence as the ability of a learner to integrate a number of tasks in a particular setting (aptitude) or context and to attain certain standards. Competence integrates knowledge, skill and attitude. This policy is also guided by SAQA requirements, thus ensuring high standards of good practice.

**Assessment appeals procedure:**

Students will be permitted to submit an assessment outcomes appeal under the following circumstances: against unfair assessment; invalid assessment; unreliable assessments; where the assessors' judgment is considered biased; inadequate expertise and experience of an assessor and/or unethical practices on the part of the assessor. Learners wanting to appeal, must refer to the appeal procedure as outlined in the study guides. Complete an assessment appeals form and submit it to the faculty head.

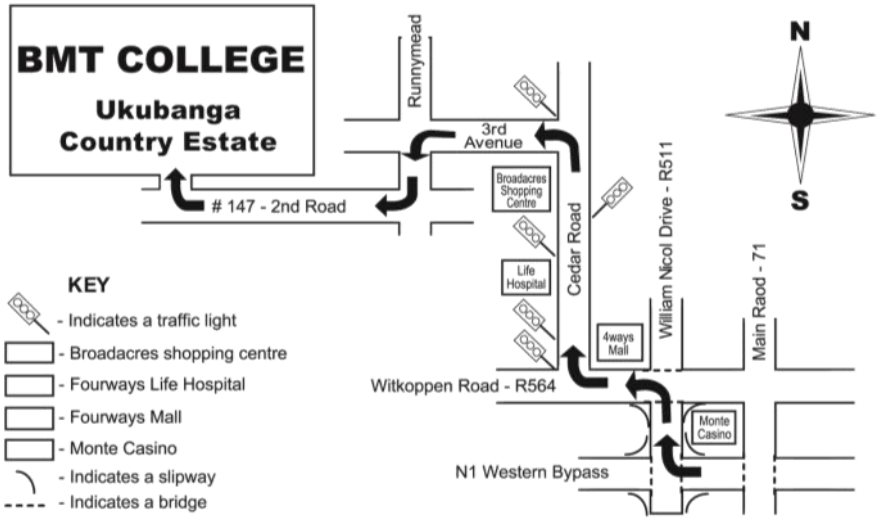
**Grievance Policy**

Students have the right to lodge a grievance against the College or College personnel. Grievances must be submitted by completing Form FRM5051_01, and forwarding it for the attention of the Principal, Mrs. B.A. van der Linde or Vice-Principal, Mr. J.J.J. Poolman.

**Guarantee policy:**

BMT College guarantees the learner quality assurance on all study material and support. Should BMT College be unable to deliver stated services, excluding unreasonable circumstances or circumstances that are not within the control of the College, the learner will be refunded. BMT College will provide training material to

# Map and Directions




**Directions from N1 - Western Bypass**

- From the N1 - Western Bypass turn North onto William Nicol drive towards Fourways.
- - Left if you are going towards Pretoria
- - Right if you are coming from Pretoria
- Keep left on William Nicol Drive.
- After Monte Casino, on your right hand side, turn left onto the slipway for Witkoppen Road.
- Keep on the right hand side of Witkoppen. (Fourways Mall is on your right hand side)
- At the first traffic light turn right into Cedar Road. (Big ABSA building on the corner)
- Keep on Cedar Road until you find Broadacres Shopping Centre on your left hand side.
- At the first left after Broadacres Shopping Centre turn into Third Avenue to enter Chartwell.
- The first four-way stop in Third Avenue turn left into Runnymead road.
- The first four-way stop in Runnymead road turn right into Second road.
- The second last property on the right hand side is 147 Second rd; Ukubanga Country Estate.

**BMT College is a private higher distance education provider.**

We specialise in **Business Management and Human Resources Management** related Short Courses and Full Programmes.

There are **no exams and no classes** to attend.
You can study with us from **anywhere**
and start your studies **anytime.**



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|---|---|---|---|
| **Registered Name:** | Business Management Training College (Pty) Ltd | | |
| **Trading as:** | BMT College | **Reg #:** | 2005/011378/07 |
| **DHET HE Reg. No.** | 2011/HE07/002 | **NCR #:** | NCRCP473 |
| **Directors:** | Mrs. B.A. van der Linde (Principal) | | |
| | Mr. J.J.J. Poolman (Vice-Principal) | | |
| | Mrs. M. Turner (Financial Director) | | |
| **Senior Managers:** | Mrs. Z. Auths | Programme Director | |
| | Mrs. J. Brand | Faculty Coordinator (Academic) | |
| | Mrs. C. van Wyk | Faculty Coordinator (Vocational) | |
| | Mr. J. Meyer | IT | |
| **BEE Status Level:** | Level 4 | **BEE Cert #:** | BMT00167-GREV2 |
| **VAT Number:** | Exempted | **Auditors:** | W.K.H.Landgrebe and co. |
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| **Contact Number:** | 010 010 0936 | **Fax:** | 086 639 4687 |
| **Contact E-mail:** | info@bmtcollege.edu.za | | |
| **Website:** | www.bmtcollege.edu.za | | |
| **Physical Address:** | 147 - Second Road, Chartwell, Fourways, 2191 | | |
| **Postal Address:** | Private Bag X100, Bryanston, 2021 | | |
| **Accreditations:** | Council for Higher Education (CHE) - *Academic Qualifications* | | |
| | South African Board for People Practices (SABPP) - *Vocational Programmes* | | |
| | Education Training and Development Practices SETA (ETDP) - *COBA* | | |
| **Memberships:** | Association of Private Providers of Education, Training and Development (APPETD) | | |
| | National Association for Distance Education and Open Learning in South Africa (NADEOSA) | | |
| | Project Management Institute of South Africa (PMISA) | | |

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Business Management Training College of SA
BMT COLLEGE
Est. Since 1973
Business Management Training College of SA

# Prescribed Textbooks

*Need any assistance with the textbooks?*
*Call **011 708 0159** Monday to Friday (08:00 - 16:00)*
*or e-mail **info@bmtcollege.edu.za***



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|---|---|---|
| Introduction to Business Management - 9th ed | 978 0 199 05982 9 | Oxford University Press |
| Management Principles - 5th ed | 978 0 70217 281 6 | JUTA |
| Administrative Management - 3rd ed | 978 1 48510 209 0 | JUTA |
| Basics of Entrepreneurship - 3rd ed | 978 1 48510 2540 | JUTA |

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| South African Human Resource Management - 5th ed | 978 1 48510 207 6 | JUTA |
| Human Resource Management in South Africa - 5th ed | 978 1 40807 422 0 | South Western Cengage Learning |
| Marketing Management - A South African Perspective - 2nd ed | 978 1 48510 205 2 | JUTA |
| Basic Business Calculations - 2nd ed | 978 0 14 353854 7 | Penguin Books (SA) |
| Operations Management - 3rd ed | 978 0 19 904956 1 | Oxford University Press |

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| South African Human Resource Management - 5th ed | 978 1 48510 207 6 | JUTA |
| Human Resource Management in South Africa - 5th ed | 978 1 40807 422 0 | South Western Cengage Learning |
| Organisational Behaviour - Global and South African Perspectives - 2nd ed | 978 1 86891 853 9 | Pearson |
| South African Employment Relations -Theory and Practice - 7th ed | 978 0 627 02944 8 | Van Schaik |

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| South African Human Resource Management - 5th ed | 978 1 48510 207 6 | JUTA |
| Human Resource Management in South Africa - 5th ed | 978 1 40807 422 0 | South Western Cengage Learning |
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| Introduction to Business Management - 9th ed | 978 0 199 05982 9 | Oxford University Press |
| Marketing Management - A South African Perspective - 2nd ed | 978 1 48510 205 2 | JUTA |
| Operations Management - 3rd ed edition | 978 0 19 904956 1 | Oxford University Press |
| Fundamentals of Cost and Management Accounting - 7th ed | 978 0 40 910695 4 | LexisNexis |

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| South African Human Resource Management - Fifth Edition | 978 1 48510 207 6 | JUTA |
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| Organisational Behaviour, Global and Southern African Perspective - Second Edition | 978 1 86891 853 9 | Pearson |
| Management Principles - Fifth Edition | 978 0 70217 281 6 | JUTA |
| Introduction to Business Management - Ninth Edition | 978 0 199 05982 9 | Oxford University Press |

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| Operations Management | 978 0 19904 956 1 | Oxford |
| Business Management A Value Chain Approach - 2nd ed | 978 0 627 02791 8 | Van Schaik |
| Administrative Management - 3rd ed | 978 1 48510 209 0 | JUTA |

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| | A practical guide to disciplinary hearings | 978 0 70218 631 8 | JUTA |
| Advanced Project Manager | A Guide to Project Management - 2nd ed | 978 1 48510 555 8 | JUTA |
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| Customer Relations Management | Introduction to Consumer Behaviour - 2nd ed | 978 1 48510 230 4 | JUTA |
| Financial Management | Basic Financial Management | 978 0 70218 870 1 | JUTA |
| Introduction to Legal Studies | Beginners Guide For Law Students - 4th ed | 978 0 70218 209 9 | JUTA |
| Labour Relations: Disciplinary Procedures | South African Human Resource Management - 5th ed | 978 1 48510 207 6 | JUTA |
| | A practical guide to disciplinary hearings | 978 0 70218 631 8 | JUTA |
| Logistics and Supply Chain Management | Global Logistics Management | 978 0 7021 6641 9 | JUTA |
| Marketing Management | Essentials of Marketing - 4th ed | 978 0 70219 787 1 | JUTA |
| Performance Management | South African Human Resource Management - 5th ed | 978 1 48510 207 6 | JUTA |
| Productivity Management | South African Human Resource Management - 5th ed | 978 1 48510 207 6 | JUTA |
| Project Management | A Guide to Project Management - 2nd ed | 978 1 48510 555 8 | JUTA |

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